Application for Student Exchange - MBA

Please hand in this document along with your CV, a motivation letter and a current academic transcript of records to the SSC. With this application I accept the following conditions: My ability to participate in exchange is dependent on course availability at the partner institution. MU Vienna cannot be held responsible for any last minute course changes or specific admission or course related prerequisite requirements at the partner institution. MU Vienna recommends to await confirmation of courses from partner university before making travel arrangements. Students are responsible for all matters pertaining to their exchange including travel, visa, housing, insurance, and other relocation requirements.
Submission Deadlines: January 15 for courses from March to September, July 30 for courses from October to February.

Section 1: To be completed by the student when applying for exchange:

First Name: _____ Last Name: _____ Student ID #: _____

Partner Institution: _____ Term of Exchange: _____

To be filled out by the Liaison Officer:

Partner University Course (s)	Date	ECTS	MODUL University Course (s)	ECTS	Equivalency Given
					☐
					☐
					☐
					☐
Total ECTS			Total ECTS		☐

Student's signature Date

Liaison Officer's signature Date

SECTION 2: To be completed by student upon return from exchange:

Complete and submit this form along with the course syllabi of any courses that you have not agreed on with your liaison officer in the Equivalency Assessment Form to the **STUDENT SERVICE CENTER**. The SSC officer will then forward all exchange-related documents to the respective liaison officer for final approval.

I am applying for the transfer of the following courses passed at the above mentioned institution to the **MBA** program (see above).

I certify that MU Vienna will transfer the following courses passed at the above mentioned institution to the **MBA** program (see above).

Partner University Course (s)	ECTS	Grade	MODUL University Course (s)	ECTS	Transfer (box to be ticked by Liaison officer)
					☐
					☐
					☐
					☐
Total ECTS			Total ECTS		☐

Student's signature Date

Liaison Officer's signature Date

Dean's signature Date

v. May 2017