*First name Last name*

Personal Information

Student number: …

Email address: …

Program: …

*The* ***first step in your application is the nomination by the exchange coordinator****. To get nominated, i.e. getting the official preliminary permission to go on an exchange, you need to complete this* ***nomination dossier****. The selection of students who will be able to go on exchange will then be made on the basis of the students’ grades and motivation letter.*

*Please complete this form electronically and send it to* *mobility.es@vub.be* *by* ***February 15th****.*

# Destination

*You can make a* ***top-three selection,*** *in order of preference, of places where you want to go from the list on* [*the exchange website*](https://www.vub.be/en/studying-vub/all-study-programmes-vub/personal-development-during-your-studies/studying-abroad/eu-destinations-erasmus-exchange-for-vub-students/erasmus-and-exchange-for-solvay-business-school-students)*. When choosing your destinations, please consider the* ***courses*** *that are offered at the host institution and the* ***teaching language*** *of the courses.*

|  |  |  |
| --- | --- | --- |
|  | **Destination** | **University** |
| **First choice** | … | … |
| **Second choice** | … | … |
| **Third choice** | … | … |

# Non-EU exchange

*Indicate below whether you also applied to a non-EU destination.*

|  |  |
| --- | --- |
| I also submitted a non-EU nomination dossier |  |
| I did not submit a non-EU nomination dossier |  |

# Timing

*Indicate below when you want to go on your exchange keeping in mind the limitations mentioned on* [*the exchange website*](https://www.vub.be/en/studying-vub/all-study-programmes-vub/personal-development-during-your-studies/studying-abroad/eu-destinations-erasmus-exchange-for-vub-students/erasmus-and-exchange-for-solvay-business-school-students)*.*

|  |  |
| --- | --- |
| 3rd Bachelor  |  |
| 1st Master  |  |
| 2nd Master |  |

|  |  |
| --- | --- |
| First semester |  |
| Second semester |  |
| Full year |  |

# Grades

*You will only by default be able to go on exchange if you have obtained at least an* ***overall pass score*** *of* ***12/20*** *(60%) in the* ***previous academic year(s) and your current semester.*** *Add those transcripts as an appendix to this nomination dossier. You can also not have failed courses or courses to which you were absent before leaving.*

*For the grades of the previous academic year(s), please provide a copy of your official* ***transcript of records****. The average is calculated as follows: 50% results of previous academic year(s), 50% results of current semester. In short: doing well in the current semester can vastly improve your average.*

***Appendix 1: Grades***

# Motivation letter

*Write a motivation letter (max. 2 pages) in which you briefly explain why you want to go on an exchange and why you have chosen the specific host institutions (all three choices). Show us that you have looked at the course offer of your preferred destinations, as well as the teaching language of these courses.*

…

**Only nomination dossiers handed by the deadline of February 15 will be considered. A digital copy in one pdf-document should be e-mailed to** **mobility.es@vub.be****.**