Proof of language level: <u>Guidelines</u> for outgoing students

Before making an appointment for a language test, please read through the following points and the relevant sections of the webpage http://www.ku.de/sprachenzentrum/sprachnachweise/

ERASMUS+:

You do NOT need a language test if the following apply:

a)   you fulfil the requirements for ERASMUS+ on the basis of your Abitur. In this case, please follow the instructions in section 1a of the Sprachenzentrum webpage.
or
b)   you have successfully completed one of the courses at the KU listed in section 1b. See Sprachenzentrum webpage.

If neither of the above applies to you, you will need to make an appointment for a language test. It is important to do this in good time, bearing in mind the deadlines for the relevant funding programme. In order to do this, please complete the *Language Test Form* http://www.ku.de/fileadmin/1905/pdf/LanguageTestForm.pdf
and send it, with a cover letter/an email **in English**, to the Lektor/in named on the webpage.

Tests for ERASMUS + generally take place in the member of staff's office. They take around 15 / 20 minutes and involve oral interaction and a short test of grammar / vocabulary / reading skills at the appropriate level.

DAAD:

You do NOT need a language test if the following apply:

a)   you fulfil the requirements on the grounds of an external exam you have taken within the last 2 years. (see section 2)
or
b)   you have successfully completed one of the courses at the KU listed in section 1b. In this case your course teacher should be able to complete the DAAD form for you.

If neither of the above applies to you, you will need to apply for the central DAAD language test (see section 2) which consists of a written and an oral test. In order to apply, please complete the *Language Test Form* http://www.ku.de/fileadmin/1905/pdf/LanguageTestForm.pdf
and send it, with a cover letter/an email **in English**, to the Lektor/in named on the webpage.

When you come for the test, please bring a copy of the appropriate form with you, filled in as far as possible.

Taking the above points into consideration will help us to help you more quickly and efficiently.

Thank you!