

APPLICATION FORM FOR EXCHANGE STUDENTS

THIS APPLICATION SHOULD BE FILLED OUT BY COMPUTER



Status: Erasmus
 Other

Program your are applying for:

Junior Program of Business Administration
 Semester in German: Degree Program: _____
Semester: _____ Semester block: _____

Foto

Extra courses you are applying for: Intensive German Language Course
(prior to the start of the semester)

STUDENT'S PERSONAL DATA

Family name

Given name(s)

Date of birth Day/Month/Year

Place of birth country and city/village

Gender Nationality

Marital status

Current address

Permanent address (if different)

Street

Street

City Postal Code

City Postal Code

Country

Country

Current address is valid until

Phone

Phone

Emergency contact (while abroad)

Mobile phone

Name + relationship to student

E-mail one you use on regular basis

Phone + E-mail

Fax

Significant health problems DHBW Heilbronn should know about (e.g. allergies, etc.)

SENDING INSTITUTION

Name and full address

Departmental coordinator – name, phone and fax numbers, e-mail

Institutional coordinator – name, phone and fax numbers, e-mail:

UNIVERSITY ENTRANCE QUALIFICATION

What is your university entrance qualification (your school-leaving certificate which qualifies you for university study)? Name in English:

In which year and in which country did you obtain your university entrance qualification?

Year

Country

Is your university entrance qualification general or subjects-specific? general subject-specific

PRIVIOUS AND CURRENT STUDY

Diploma/degree for which you are currently studying

Number of years of study in higher education prior to departure abroad

Have you already been studying abroad? Yes No

If yes, when? At which institution?

**Please submit a scan of your university entrance qualification.
 Please submit official transcript of records (with grading scale) in English or German**

WORK EXPERIENCE RELATED TO CURRENT STUDY (if relevant)

Type of work experience	Firm/organisation	Dates	Country
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>

LANGUAGE SKILLS

Mother tongue: _____		Language of instruction at home institution: _____							
Other languages	I have no know- ledge of this language.		I have basic knowledge of this language.		I have average knowledge of this language.		I have sufficient knowledge to follow lectures.		Number of years of study in this language:
English _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	_____
_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	_____
_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	_____
_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	_____
German	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	_____
Please include a proof of English language ability, (for a semester in German: proof of German language ability)									

MOTIVATION

Please submit the following essay (typed) on a separate sheet of paper. Make sure that you put your name on each page. The essay should have about 500 words.

Essay question: Please describe your motivation for the participation in this study program and state how it will contribute to your studies, career and personal goals.

Please submit your resumé/curriculum vitae

HOUSING

- I prefer having housing arranged by the International Office on my behalf and will accept the offered housing by signing a rental contract after arrival at DHBW Heilbronn.
- I prefer to arrange housing on my own _____
- I am looking for a single room in a shared apartment or dormitory
- I would like to share an apartment with (name person/s): _____
- Smoker Non-smoker
- I will be accompanied by my spouse / partner. Name: _____

HOUSING

- I will be accompanied by my _____ child(ren).
- Special wishes concerning housing (e.g. only with male / female students etc).

Remarks:

Please note that we will do our best to meet your preferences but in some cases this may not be possible. If we will find an accommodation, we will send you an offer, which you can accept or decline.

STUDENT DECLARATION

I hereby declare that the information provided in this form is complete and accurate.

.....
Place and date:

.....
Signature:

DEPARTMENTAL COORDINATOR DECLARATION

I agree to this student's participation in this study program and confirm that he/she fulfills the necessary academic and language prerequisites.

Name and title of Departmental Coordinator: _____

.....
Place and date:

.....
Signature:

APPLICATION CHECKLIST

Please include:

- Completed and signed application form for international students
- Digital passport photo in the application form and attached in the mail.
Submit this file as a jpeg for your student ID card.
- Most recent official Transcript of Records (with grading scale) in English or German
- Proof of English language skills (for a semester in German: German language skills)
- Your resumé/curriculum vitae in English (for a semester in German: in German)
- Essay about 500 words in length (describing your motivation)
- Your course choice: DHBW Learning Agreement (for non-EU students) or Erasmus Learning Agreement (for EU students) signed by the departmental & institutional coordinators.
- Scan of passport (for non-EU students) or ID card (for EU students)
- Proof of health insurance (non-EU students send this after the official acceptance to DHBW Heilbronn)
- Scan of your university entrance qualification

Please make sure that all application materials are completed and signed.

Please send the documents via email to the International Office at DHBW Heilbronn

international@heilbronn.dhbw.de by May 31st (Fall Semester).

Late applications will be accepted on a space-available basis.

After receiving your application, the International Office will send you an official confirmation with further instructions. If necessary, this confirmation can be used to apply for a student visa.

Contact:

Baden-Wuerttemberg Cooperative State University Heilbronn

International Office

Bildungscampus 3

74076 Heilbronn, Germany

Phone 0049. 7131. 1237-265

E-Mail: international@heilbronn.dhbw.de