

APPLICATION FORM FOR EXCHANGE STUDENTS

COMPLETED FORM SHOULD BE RETURNED TO

DHBW Stuttgart
International Office
Paulinenstr. 50
D-70178 Stuttgart
Germany

PLEASE
INSERT A
PICTURE OF
YOURSELF
HERE

PLEASE READ THIS INFORMATION BEFORE COMPLETING THE FORM

- Make sure to complete all parts of this form
- Please fill out the form **on your computer, print it out and then sign it**
- This form must be signed by the international relations coordinator and the head of department of your home university

DATE _____

(10/2018)

PERSONAL INFORMATION

FAMILY NAME			
GIVEN NAME(S)			
GENDER	<input type="checkbox"/> MALE	<input type="checkbox"/> FEMALE	
DATE OF BIRTH (dd/mm/yy)		PLACE OF BIRTH	
NATIONALITY			
E-MAIL			
PHONE (+ country code)		MOBILE PHONE (+ country code)	
PERMANENT ADDRESS	STREET		CITY
	POSTAL CODE		COUNTRY
PASSPORT NUMBER			
ARRIVAL DATE (dd/mm/yy)		DEPARTURE DATE (dd/mm/yy)	

ACADEMIC INFORMATION

HOME UNIVERSITY			
COURSE / DEPARTMENT			
CURRENT SEMESTER			
AIM OF STAY	<input type="checkbox"/> BA-Thesis (Project)	<input type="checkbox"/> MA-Thesis (Project)	
	<input type="checkbox"/> Semester Abroad (Studies)		

APPLICATION AT DHBW FOR	Winter semester (September to February) 20__ __
	Summer semester (March to August) 20__ __
	Other

LANGUAGE SKILLS

NATIVE LANGUAGE			
LANGUAGE TAUGHT IN AT HOME UNIVERSITY			
ARE YOU CURRENTLY TAKING ENGLISH CLASSES?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
LEVEL OF ENGLISH PROFICIENCY	<input type="checkbox"/> No skills		
	Basic	<input type="checkbox"/> A1	<input type="checkbox"/> A2
	Independent	<input type="checkbox"/> B1	<input type="checkbox"/> B2
	Proficient	<input type="checkbox"/> C1	<input type="checkbox"/> C2
ARE YOU CURRENTLY TAKING GERMAN CLASSES?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
LEVEL OF GERMAN PROFICIENCY	No skills		
	Basic	<input type="checkbox"/> A1	<input type="checkbox"/> A2
	Independent	<input type="checkbox"/> B1	<input type="checkbox"/> B2
	Proficient	<input type="checkbox"/> C1	<input type="checkbox"/> C2
PREFERRED COURSE LANGUAGE	<input type="checkbox"/> Lectures in German	<input type="checkbox"/> Lectures in English	

LIST OF LECTURES NEEDED / CREDITS (UNITS)

	LECTURES AT DHBW STUTTGART	CREDITS / UNITS	COMMENTS
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
TOTAL OF CREDITS			

ACCOMMODATION

ACCOMMODATION REQUIRED	<input type="checkbox"/> Yes	<input type="checkbox"/> No
LENGTH OF STAY	from (dd/mm/yy)	till (dd/mm/yy)
OTHER SPECIAL REQUIREMENTS		

EMERGENCY CONTACT

NAME		RELATIONSHIP	
PHONE (+ country code)		MOBILE PHONE (+ country code)	

ADDITIONAL INFORMATION

DISABILITY(IES)	
ANYTHING WE SHOULD KNOW ABOUT?	

APPLICANT'S SIGNATURE

PLACE		DATE	
SIGNATURE			

CONFIRMATION OF HOME UNIVERSITY

FOREIGN COORDINATOR AT HOME UNIVERSITY			
PHONE		E-MAIL	
PLACE		DATE	
SIGNATURE			
HEAD OF DEPARTMENT AT HOME UNIVERSITY			
PHONE		E-MAIL	
PLACE		DATE	
SIGNATURE			
STAMP / SEAL OF HOME UNIVERSITY			

INSURANCE

For non-European students: German public health insurance is mandatory. The International Office will organize insurance registration through German public insurers TK or AOK during the first week of the semester.

Please note: you are responsible for insurance coverage from the day of your departure until the beginning of the semester. Please check with your local insurance company or consider registering for travel insurance.

Name	Signature	Date
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APPLICATION CHECKLIST

DO YOU HAVE ALL YOUR DOCUMENTS COMPLETED?	DONE
• Application form (signed + stamp from home university)	<input type="checkbox"/>
• List of courses at DHBW Stuttgart	<input type="checkbox"/>
• Proof of funding (EUR 720,00 per month) <i>for non-European students only</i>	<input type="checkbox"/>
• Transcript of records	<input type="checkbox"/>
• DAAD-language certificate or TOEFL, IELTS	<input type="checkbox"/>
• General qualification for university entrance (high school certificate, baccalaureate...)	<input type="checkbox"/>
• Proof of travel insurance until the beginning of the semester <i>for non-European students only</i> European students: copy of the European Health Insurance Card (EHIC)	<input type="checkbox"/>
• Personal statement	<input type="checkbox"/>
• Reference letter	<input type="checkbox"/>
• Student ID	<input type="checkbox"/>
• Passport	<input type="checkbox"/>
• Passport-sized photo (360x480 pixel) in JPGformat	<input type="checkbox"/>

You will be asked to transfer **approx. EUR 100** to the Studierendenwerk in order to receive your student ID. Students will be informed about the bank details after we have received your application documents.

1. Please send the documents via email to the International Office at DHBW Stuttgart international@dhbw-stuttgart.de by **30 April** (Winter semester) or **31 October** (Spring semester) at the latest. Late applications will not be considered.
2. After receiving your application, the International Office will send you a letter of acceptance with your enrolment number which can be used to apply for a Study Visa and accommodation.

FINANCIAL STATEMENT (ONLY FOR STUDENTS FROM OUTSIDE THE EUROPEAN UNION)

NAME OF THE STUDENT			
HOME UNIVERSITY			
HOME COUNTRY			
<p>Students must be able to prove their ability to financially support themselves during their stay in Germany by confirmation from the bank of either the student or his/her parent/legal guardian that the funds available are equal to the total amount required (at least EUR 720,- per month, i.e. EUR 4.320,- for a 6-months stay).</p>			
<p>Please check source of your funds</p>			
<input type="checkbox"/> Personal	<input type="checkbox"/> Family	<input type="checkbox"/> Scholarship	<input type="checkbox"/> Other (specify)
<p>Either an extra bank statement indicating the amount of funds available to you in equivalent EUR must be submitted with your application OR you may ask your bank to complete the section below. If you are sponsored by a company or agency, you must submit a letter of sponsorship on the company's letterhead.</p>			
Account holder's name			
Name of bank			
Total balance held in EUR		Date	
Name of bank official			
Title			
Signature		Date	
Official bank seal			
<p>Sponsor Statement (required):</p> <p>The person who is financially responsible for the student must sign the statement below. If you are responsible for yourself you must sign the statement yourself.</p>			
Name	Signature	Date	