

# APPLICATION FORM FOR EXCHANGE STUDENTS

THIS APPLICATION SHOULD BE FILLED OUT BY COMPUTER



**Status:**  Erasmus  
 Other

## Program you are applying for:

Heilbronn International Program

German: Degree Program: \_\_\_\_\_

Semester: \_\_\_\_\_ Semester dates \_\_\_\_\_



## Courses you are applying for:

Intensive German Language Course  
(mandatory during orientation weeks)

## STUDENT'S PERSONAL DATA

Family name \_\_\_\_\_

Given name(s) \_\_\_\_\_

Date of birth Day/Month/Year \_\_\_\_\_

Place of birth city and country \_\_\_\_\_

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 you use on a regular basis \_\_\_\_\_

Phone + E-mail \_\_\_\_\_

**SENDING INSTITUTION**

Name and full address

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

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

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**UNIVERSITY ENTRANCE QUALIFICATION**

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

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

Year                                      Country

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Is your university entrance qualification general or subject- specific

general             subject-specific

**PREVIOUS AND CURRENT STUDY**

Diploma/degree for which you are currently studying

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

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Have you already been studying abroad?    Yes             No

If yes, when? At which institution?

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**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	company/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 if English is not your native language, (for a semester in German: proof of German language ability)**

**Please submit your resumé/curriculum vitae**

**ACCOMMODATION**

- I am interested in a room in a residence hall and give permission to forward my e-mail address to the Residence Hall Accommodation Coordinator. All rooms are single rooms but you will share the kitchen and bathrooms with 2-4 other students
- I prefer to arrange housing on my own
- Smoker                       Non-smoker
- I will be accompanied by my spouse / partner. Name:

\_\_\_\_\_

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

Remarks:

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Please note that we will do our best to meet your preferences but in some cases this may not be possible.

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

**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/or attached in the mail. Submit this file as a .jpeg file which we will use 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)
- Your course choice: DHBW Learning Agreement for non-EU students. European students who participate in an Erasmus+ exchange have to generate an Online Learning agreement (OLA). Contact you Erasmus coordinator or generate the OLA by accessing [www.learning-agreement.eu](http://www.learning-agreement.eu)
- scan of passport (for non-EU students) and passport or ID card (for EU students)

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](mailto:international@heilbronn.dhbw.de) by no later than May 15. 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 (DHBW Heilbronn)**

International Office

Bildungscampus 4

74076 Heilbronn, Germany

Phone +49. 7131. 1237-265

E-Mail: [international@heilbronn.dhbw.de](mailto:international@heilbronn.dhbw.de)