

APPLICATION FORM FOR EXCHANGE STUDENTS

COMPLETED FORM SHOULD BE RETURNED TO

DHBW Stuttgart
International Office
Jägerstraße 53
D-70174 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 (check boxes with an “x”)
- Please use CAPITAL LETTERS
- This form must be signed by the international relations coordinator and the head of department of your home university

DATE _____

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 (dd/mm/yy)				
NATIONALITY							
EMAIL							
PHONE			MOBILE PHONE				
PERMANENT ADDRESS		STREET		CITY			
		POSTAL CODE		COUNTRY			
PASSPORT NUMBER							
ARRIVAL DATE (dd/mm/yy)			DEPARTURE DATE (dd/mm/yy)				
LENGTH OF STAY		from (dd/mm/yy)		till (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)		<input type="checkbox"/> Industrial placement			
APPLICATION AT DHBW FOR		Winter semester (September to February)		20			
		Spring semester (February to June)		20			
		Industrial placement		from (dd/mm/yy)		till (dd/mm/yy)	
		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 SUBJECTS NEEDED / CREDITS (UNITS)

	MODULES AT THE DHBW STUTTGART	CREDITS / UNITS	COMMENTS
1.			
2.			
3.			
4.			
5.			
6.			
7.			
	CREDITS TOTAL		

PROGRAMME STUDY IN STUTTGART & WORK IN BERLIN

I WANT TO PARTICIPATE IN THE "STUDY IN STUTTGART & WORK IN BERLIN" PROGRAMME AND APPLY FOR THE INTERNSHIP IN BERLIN	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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ACCOMMODATION

STUDENT'S ACCOMMODATION REQUIRED	<input type="checkbox"/> Yes	<input type="checkbox"/> No
LENGTH OF STAY	from (dd/mm/yy)	till (dd/mm/yy)
ONLY WOMEN IN A FLAT	<input type="checkbox"/> Yes	<input type="checkbox"/> No
OTHER SPECIAL REQUIREMENTS		

EMERGENCY CONTACT

NAME		MOBILE PHONE	
PHONE		RELATIONSHIP	

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		EMAIL	
PLACE		DATE	
SIGNATURE			
HEAD OF DEPARTMENT AT HOME UNIVERSITY			
PHONE		EMAIL	
PLACE		DATE	
SIGNATURE			
STAMP / SEAL OF HOME UNIVERSITY			

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 670,- per month, i.e. EUR 4.020,- for a 6-months stay).</p>			
<p>Please check source of your funds</p>			
<input type="checkbox"/> Personal	<input type="checkbox"/> Family or Other Individual	<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	
Bank official's name			
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

APPLICATION CHECKLIST

DO YOU HAVE ALL YOUR DOCUMENTS COMPLETED?	DONE
• Application form (signed)	<input type="checkbox"/>
• List of courses at DHBW Stuttgart	<input type="checkbox"/>
• Proof of funding (EUR 670,00 per month) for non-European students only	<input type="checkbox"/>
• Transcript of records	<input type="checkbox"/>
• DAAD-language certificate	<input type="checkbox"/>
• Proof of (private) health insurance (copy of the European Health Insurance Card (EHIC), only European students)	<input type="checkbox"/>
• Personal statement	<input type="checkbox"/>
• Reference letter	<input type="checkbox"/>
• Copy of student ID	<input type="checkbox"/>
• Copy of passport	<input type="checkbox"/>
• Passport-sized photo (360x480 pixel) in JPG format	<input type="checkbox"/>

1. Please send the documents via email to the International Office at DHBW Stuttgart international@dhw-stuttgart.de by **April 30th** (Winter semester) or **October 31st** (Spring semester). Late applications will not be considered.
2. After receiving your application, the International Office will send you an official confirmation with further instructions by the International Office. If necessary, this confirmation can be used to apply for a Study Visa.
3. Enrolment takes place after your arrival in Stuttgart.