



Hochschule für Angewandte Wissenschaften Hamburg
Hamburg University of Applied Sciences



International Guest Students APPLICATION FORM

Applying as an international guest student at Hamburg University of Applied Sciences

The academic year is split into two semesters. You can apply to come for one, a maximum of two semesters:

Winter semester: Sept. - Feb.

Application deadline: 30. April

Summer semester: March - July

Application deadline: 30. October

Admission Requirements:

- enrolled in a Bachelor's programme in an institution of higher education in your home country
- you must have successfully completed at least one and a half academic years at the time of application
- Master's applicants will only be accepted where there is an university agreement in this area
- good knowledge of the language of instruction (German or English, depending on the courses you are taking)

Application Checklist:

University cooperation: If your university has a cooperation with Hamburg University of Applied Sciences, then please return the attached forms within the application deadline, via the exchange coordinator at your university to the International Office at Hamburg University of Applied Sciences:

- application forms (including housing form)
- copy of bank wire transfer of the semester contribution
- Learning Agreement for the courses in Hamburg
- Transcript of Records from your home university
- AOK Health insurance forms (only for students from non EU countries – see point: Health insurance)

Freemover: If your university does not have a cooperation with Hamburg University of Applied Sciences, then please send us the following papers:

- application form (without the housing form; we are unable to offer freemovers housing)
- CV / resumé
- statement of motivation and study plan for Hamburg (in German, if you are planning to take classes in German)
- confirmation of student status (at your home university)
- Transcript of Records from your home university (with translation if not in English or German)
- reference from a professor of your home university
- information about your level of German/English, depending on the language of instruction
- portfolio (if you are a Design student)

If your freemover application is approved, you then pay the semester contribution and send proof of this payment to the International Office at Hamburg University of Applied Sciences. Tuition fees / health insurance (see points below).

Semester contribution

All students – even Erasmus students – have to pay a semester contribution [222 Euros/semester]. This is **not** a tuition fee. Most of this money goes towards a semester ticket with which you have unlimited travel on Hamburg's public transport system.

It is not possible for us to accept cheques or credit card payments. Please ensure that you pay the fees of your bank as well as fees charged to our bank to ensure we receive the full amount. Details for a bank transfer:

Recipient: HAW Hamburg
Account Nr.: 10 66 66 000
Sorting Code: 210 500 00
Bank: HSH Nordbank
Gerhart-Hauptmann-Platz 50, 20095 Hamburg
IBAN: DE1121050000010666000
BIC code: HSHNDEHHXXX
Reference: Guest student: Family name, First name

Tuition Fees

Freemovers also have to pay tuition fees of 375 Euro per semester. This fee will be paid in October or April and you will receive a letter with further information and bank details during the semester. Please **do not** pay it together with your semester contribution.

Health Insurance

In order to be able to have student status at a German university, you are legally required to have health insurance. If you are from an **EU member state** then your health insurance from home is sufficient. Please bring a European Health Insurance Card with you for treatment with the doctor.

If you are from **Turkey** you can ask your health insurance company if they can give you a A/T11. With this you will be freed from having to get German health insurance.

If you are from a **non EU country** then you will be required to get German health insurance to complete your enrolment. German health insurance costs approximately 58 Euro/month. The health insurance must be applied for before you come to Hamburg and you will receive a pdf file with this application form, which you can complete and return together with this enrolment form.

Accommodation

Guest students from our university cooperations will have the opportunity to get a room in hall organised by Hamburg University of Applied Sciences. We have a limited number of rooms, so applying early improves your chances of getting a room. Please complete the **housing form** attached. Priority will also be given to overseas students.

It is unfortunately not possible for us to offer accommodation to freemovers.

Contact

Please send your application to:

Hochschule für Angewandte Wissenschaften Hamburg
International Office
Stiftstraße 69
20099 Hamburg

studyabroad@haw-hamburg.de

Our degree programmes for international guest students

You can choose classes from one of the following **undergraduate** programmes:

Faculty of Engineering & Computer Science

- Aeronautical Engineering [*Flugzeugbau*]²
- Applied Computer Science [*Angewandte Informatik*]
- Automotive Engineering [*Fahrzeugbau*]
- Information Engineering¹
- Information & Electrical Engineering [*Informations- und Elektrotechnik*]
- Mechanical Engineering/Energy & Plant Systems [*Maschinenbau/Energie & Anlagensysteme*]
- Mechanical Engineering/Development & Design [*Maschinenbau/Entwicklung & Konstruktion*]
- Mechatronics [*Mechatronik*]
- Production Technology & Management [*Produktionstechnik und -management*]
- Technical Computer Science [*Technische Informatik*]

Faculty of Life Sciences

- Biomedical Engineering [*Medizintechnik*]
- Biotechnology [*Biotechnologie*]
- Environmental Engineering [*Umwelttechnik*]
- Hazard Control
- Health Sciences²
- Nutrition & Home Economics [*Ökotrophologie*]²
- Process Engineering [*Verfahrenstechnik*]
- Rescue Engineering

Faculty of Design, Media & Information

- Clothing Technology & Management [*Bekleidungstechnik & Management*]
- Communication Design [*Kommunikationsdesign*]³
- Fashion, Costume & Textile Product Design [*Mode-, Kostüm- und Produktdesign Textil*]³
- Illustration [*Illustration*]³
- Library & Information Management [*Bibliotheks- und Informationsmanagement*]²
- Media & Information Management [*Medien und Information*]
- Media Systems [*Media Systems*]
- Media Technology/Film [*Medientechnik*]^{2/3}

Faculty of Business & Social Sciences

- Education & Learning in Childhood [*Erziehung & Bildung in der Kindheit*]
- International Business [*AIM*]²
- Logistics/Business Studies [*Logistik/TBWL*]
- Marketing/Business Studies [*Marketing/TBWL*]
- Nursing [*Pflege*]
- Social Work [*Soziale Arbeit*]²

¹ completely in English ² some modules in English ³ German not required

For further information about the degree programmes please visit our website:
www.haw-hamburg.de/studiengaenge

Modules in English: www.haw-hamburg.de/studyabroad (see Programmes)

Adresse / Contact Address

[Grid for address]

c/o

[Grid for c/o]

Postleitzahl / Post code

[Grid for post code]

Stadt/Bundesstaat / City/State

[Grid for city/state]

Land / Country

[Grid for country]

Phone

[Grid for phone]

Fax

[Grid for fax]

eMail

[Grid for email]

In welchem Studiengang an der HAW Hamburg möchten Sie studieren? / Chosen degree programme at the HAW Hamburg [Please use the German name]

[Grid for degree programme]

Wie viel Semester haben Sie schon im Heimatland studiert? / How many semesters have you already studied at home?

[Grid for semesters]

Semesterbetrag ist überwiesen und habe den Zahlungsnachweis mitgeschickt. (Bitte ankreuzen.) / Semester contribution has been paid and I have attached the copy of bank wire transfer. (Please tick box.)

Ich habe auch das Formblatt für die AOK Krankenversicherung beigelegt. (nur Studierende aus nicht EU Staaten / I have enclosed the AOK health insurance form with this application. (only for students from non EU countries)

Hiermit bestätige ich, alle Angaben wahrheitsgemäß gemacht zu haben. Ich bestätige auch, den Semesterbeitrag bezahlt zu haben und schicke mit diesem Formular einen **Nachweis über die Zahlung**. / I herewith confirm that the above details are correct. I also confirm that I have paid the semester contribution and enclose **a copy of the bank wire transfer**.

Ort, Datum / Place, date

Signature



**Housing Form
HAW Hamburg**

Photo
(Please attach
2 photos)

We have a limited number of rooms in hall, which we can offer guest students from our partner universities. You will be delegated a room by the Coordination Centre; it is unfortunately not possible to request a specific Hall.

We cannot guarantee a room in hall. Places are limited, so it is always good to apply as early as possible. The rooms will be reserved on a first come, first served basis and priority will be given to overseas students.

If you would like to make use of this service please complete this form (**PLEASE PRINT**) and tick the corresponding boxes below:

[surname, first name]

[date of birth, place of birth- town]

[nationality]

[home address]

[phone]

[eMail]

I would like to make use of this offer and herewith apply for a room in a Hall of Residence. [This reservation is binding. The lease for the room is for the full semester and cannot be terminated during this period. It is also not possible to change Halls of Residence.]

Period of stay: 01.09. – 28.02. or 01.03. – 31.07. or 01.03. – 31.08.

I do not want to make use of this service. I will be arranging accommodation myself.

[signature]

[date]

ECTS - EUROPEAN CREDIT TRANSFER SYSTEM LEARNING AGREEMENT

ACADEMIC YEAR **- FIELD OF STUDY:**

DETAILS OF THE PROPOSED STUDY PROGRAMME ABROAD/LEARNING AGREEMENT

Name of student:		
Sending institution:		
Receiving institution: Hamburg University of Applied Sciences Department of		
Degree Programme at HAW Hamburg	Course title (as indicated in the study plan)	Number of ECTS credits
Students signature		Date
SENDING INSTITUTION: We confirm that the proposed programme of study/learning agreement is approved.		
Departmental coordinator's signature		
Date:		
RECEIVING INSTITUTION: We confirm that the proposed programme of study/learning agreement is approved.		
Departmental coordinator's signature:		
Date:		

CHANGES TO ORIGINAL PROPOSED STUDY PROGRAMME/LEARNING AGREEMENT

(to be filled in **ONLY** if appropriate)

Name of student:				
Sending institution:				
Receiving institution: Hamburg University of Applied Sciences				
Department of				
Degree Programme at HAW Hamburg	Course title (as indicated in the study plan)	Course Title		Number of ECTS credits
		Deleted	Added	
Students signature			Date	
SENDING INSTITUTION:				
We confirm that the proposed programme of study/learning agreement is approved.				
Departmental coordinator's signature				
Date:				
RECEIVING INSTITUTION:				
We confirm that the proposed programme of study/learning agreement is approved.				
Departmental coordinator's signature:				
Date:				