



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
- non-Erasmus students/non-native speakers: language certificate German (min. B2) or English (TOEFL min. 85 points)

## 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)
- non-Erasmus students/non-native speakers: language certificate German (min. B2) or English (TOEFL min. 85 points) depending on the language of instruction.

**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 list of courses 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
- language certificate: German (min. B2) or English (TOEFL min. 85 points), depending on the language of instruction

If your freemover application is approved, you then pay the semester contribution and send proof of this payment to the Student Exchange Coordinator in the Faculty of Business & Social Sciences. Tuition fees / health insurance (see points below).

## Semester contribution

All students – even Erasmus students – have to pay a semester contribution [249 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.** Our bank fees are approx. 10 Euros.

## 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: DE11210500000106666000  
BIC code: HSHNDE33XXX  
Reference: **Guest student, Family name, First name**

## 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 65 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

We have a limited number of rooms in halls of residences that we can make available to international guest students from our partner universities. The single rooms in shared apartments cost between 265 – 365 Euro/month. This includes bedding and utilities. The **rental period is for one semester only** (even if you are coming for two semesters) and priority will be given to overseas students. Applying early improves your chances of getting a room. Please complete the **housing form** attached, if you want to be considered for student housing.

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

## Contact

Please send your application to:

Hochschule für Angewandte Wissenschaften Hamburg  
Lea Andres  
Student Exchange Coordinator  
Faculty of Business & Social Sciences  
Berliner Tor 5  
20099 Hamburg  
Tel.: + 49.40.428 75-6975  
Fax: + 49.40.428 75 6999  
lea.andres@haw-hamburg.de

## Our degree programmes for international guest students

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

### Faculty of Business & Social Sciences

- Education & Learning in Childhood [*Erziehung & Bildung in der Kindheit*]
- International Business [AIM] <sup>1</sup>
- Logistics/Business Studies [*Logistik/TBWL*]
- Marketing/Business Studies [*Marketing/TBWL*]
- Nursing [*Pflege*]
- Social Work [*Soziale Arbeit*] <sup>1</sup>

<sup>1</sup> a range of modules in English

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

For information about International Business: [www.haw-hamburg.de/business.html](http://www.haw-hamburg.de/business.html)  
For information about Social Work: [www.haw-hamburg.de/socialwork.html](http://www.haw-hamburg.de/socialwork.html)



Heimat Adresse / Home or main contact address (NOT university address)

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c/o

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Postleitzahl / Post code

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Stadt/Bundesstaat / City/State

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Land / Country

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Phone

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eMail

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

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Studieren Sie in Hamburg auf **Bachelor oder Master** Niveau? / Will you be taking classes at **Bachelor or Master** level?

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

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

Ich habe auch das Formblatt für die Krankenversicherung ausgefüllt. / I have filled in the health insurance form. (nur Studierende aus nicht EU Staaten / 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**.

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Ort, Datum / Place, date

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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. The rental period is for one semester only (even if you are coming for two semesters).**

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

\_\_\_\_\_  
[surname, first name]

\_\_\_\_\_

\_\_\_\_\_  
[date of birth, place of birth]

\_\_\_\_\_  
[home address]

\_\_\_\_\_  
[nationality]

\_\_\_\_\_  
[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 Faculty of Business & Social Sciences		
Degree Programme at HAW Hamburg	Course title (as indicated in the ECTS guide)	Number of ECTS credits
Students signature		Date
<b>SENDING INSTITUTION:</b> We confirm that the proposed programme of study/learning agreement is approved.		
Departmental coordinator's signature		
Date: .....		
<b>RECEIVING INSTITUTION:</b> 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  
Faculty of Business & Social Sciences

Degree Programme at HAW Hamburg	Course title (as indicated in the ECTS guide)	Course Title		Number of ECTS credits
		Deleted	Added	

Students signature	Date
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**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: . .....