

FAQs for Incomings' application form

A few points for the application form:

Page 1:

- **Arrival and departure dates:**

Indicate your approximate arrival and departure date. They don't need to be definite yet. Please note, that you need to be present at DHBW Stuttgart for the first week of March (Summer semester) or for the first week of September (Winter semester) for the Welcome Week.

Page 2:

- **List of courses:**

Write the courses you plan to take during your exchange. You should agree on the courses with your home university beforehand. Based on these choices we will see if all the courses have enough participants. After your arrival, it is still possible to make some changes to your courses. Write your courses and the amount of ECTS they give to the list.

If there is not enough space on the form for the courses you want to take, please make a separate list and send it together (remember to write your name in it) with your application documents.

Note, that two kind of courses are offered: International Study Programme (ISP) and Regular Study Programme (RSP):

International Study Programme (ISP)	Regular Study Programme (RSP)
<ul style="list-style-type: none"> - ISP is a special study program designed for exchange students - Courses are in English and offered mainly for exchange students - The classes last from September to December (Winter semester) or from March to June (Summer semester). 	<ul style="list-style-type: none"> - RSP's courses are a part of DHBW Stuttgart's International Business students' curriculum. - Courses are in English and a mix of German and exchange students - The classes last from September to February (Winter semester) or from March to August (Summer semester). - If you choose RSP courses, you need to be present until the end of the course and take part into the exam in order to receive credits. - Seats in RSP classes are limited and cannot be guaranteed.

Page 3:

- **Accommodation:**

Please state in this field (yes/no) if you want to apply for a student dormitory in Stuttgart.

The dorms are rented usually for the whole semester and shorter contracts are not possible. Indicate the length of your stay approximately starting from the beginning of the semester until an approximate day of departure.

In case you have other special requirements regarding accommodation, state them here.

Please note, that this is not an application for the dorm! The accommodation process is done later together with the student services Studierendenwerk Stuttgart (SWS). Follow the instructions sent to you from the International Office.

It is really hard to find private accommodation in Stuttgart and almost 100% of the past exchange students have applied for a student dormitory.

- **Confirmation signatures:**

Place means the city where you are in the moment when you sign the application form.

Sign the application yourself and ask for the signatures from your foreign coordinator and the head of the department. Please note, that you also need to have the form stamped by your home university.

Page 4:

- **Insurance:**

Read the text carefully and sign the statement. It is required by DHBW Stuttgart that you have a traveling health insurance for the time of leaving from your home country until the beginning of the semester in DHBW (1.3. / 1.9.).

By signing the statement, you confirm that you have been informed, that for students outside the EU it is obligatory to take a German health insurance after you have arrived.

- **Data protection:**

By signing this statement, you agree that we have a permission to process and store your personal data.

Before sending the application form, check that you have signatures in each point!

Application documents

1. **Proof of funding** should state that you have sufficient financial means to support yourself during the exchange semester abroad. You can either use the form on page 5 of the application letter (signed and stamped by the bank) or have an official statement from the bank in English. A letter from a parent or a sponsor is not sufficient; it has to be from the bank.

Please note, that a certain amount of money has to be on the account. A rule for this is that you need to have at least EUR 853 per month of stay on your account.

(I.e. staying for four months: 4 x EUR 853 = EUR 3,412.

Correspondingly 5 months: 5 x EUR 853 = EUR 4,265 and 6 months: 6 x EUR 853 = EUR 5,118)

Please note, that only students from outside the EU need to submit the proof of funding.

2. **Transcript of Records** is a transcript from your home university. It should state the courses and grades you have received at your home university so far.
3. **General qualification for university entrance** is usually your high school graduation certificate. It should also state your graduation date from high school.

4. **Proof of travel insurance** needs to be taken before leaving your home country and it needs to cover you from the moment you leave until the beginning of the semester at DHBW Stuttgart (1.3. / 1.9.). Take the traveling insurance as soon as you know your traveling dates. This document can be sent later to DHBW but it needs to be sent before traveling.
5. **Personal statement** is like a motivation letter. In this letter, you should tell a bit about yourself and your studies and state especially your motivation for spending your exchange semester in Germany and in DHBW Stuttgart. Remember to write your name in it.

You can use for example, Microsoft Word for writing the document and send it to us as Word- or PDF-file.
6. **Reference letter** is an academic reference letter from a professor at your home university. It should tell how you are as a student and why you would be fitting for the exchange program at DHBW Stuttgart.
7. **Student ID** is a copy of your student ID from your home university.
8. **Copy of Passport** is a scan of the information page of your passport (stating your name, birth date etc.)
9. **Passport-sized photo** should be in a digital **JPEG format** and have a good quality. This picture is used for your student ID at DHBW Stuttgart. It does not need to be an official passport photo.

Please be careful that the photo will not be in a PDF-file, but a separate picture file!

Other notifications:

- Always save the files you send to us for yourself!