

FAQs for Incomings' application form

- **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.

- **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.

- **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.

Upload – 1 File only!

1. **Signature Form:**

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

2. **Copy of Passport** is a scan of the information page of your passport (stating your name, birth date etc.)

3. **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

4. **Proof of Language Proficiency** states that your English skill level is at least B2. Acceptable tests are: DAAD-language certificate or compatible (f. ex. TOEFL IBT 79, TOEFL PBT 550, TOEFL ITP 550, TOEIC 765, IELTS 6).
5. **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.
6. **Financial Statement** should state that you have sufficient financial means to support yourself during the exchange semester abroad. Please submit an official statement from the bank that shows your balance 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 861 per month of stay on your account.

(I.e. staying for four months: 4 x EUR 861 = EUR 3,444.

Correspondingly 5 months: 5 x EUR 861 = EUR 4,305 and 6 months: 6 x EUR 861 = EUR 5,166)

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

7. **Student ID** is a copy of your student ID from your home university.
8. **List of Courses** is your choice of courses for your semester at DHBW Stuttgart. Please select a maximum of 30 ECTS. You will receive this document from the International Office, it is also available in our download section.
9. **General qualification for university entrance** is usually your high school graduation certificate. It should also state your graduation date from high school.
10. **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.
11. **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.
12. **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.

Other notifications:

- Always save the files you send to us for yourself!
- In special cases, it's possible to hand in missing documents via Email to incoming@dhbw-stuttgart.de later. Please contact the International Office if you can't complete the Application before the given deadline (30.04./31.10)