

## Student Application for Admission as an Exchange Student

**For questions please contact:**

International Office, [international@dhbw-mannheim.de](mailto:international@dhbw-mannheim.de), Tel. +49 621 4105 – 1184, Fax +49 621 4105 1807

**ACADEMIC YEAR** 20\_\_/20\_\_

**SENDING INSTITUTION** \_\_\_\_\_

### 1) STUDENT'S PERSONAL DATA

Family name: \_\_\_\_\_ Mailing address is valid until \_\_\_\_\_

First Name(s): \_\_\_\_\_ Person to notify in case of emergency (name,  
Date of birth \_\_\_\_\_ phone, email): \_\_\_\_\_

Gender: \_\_\_\_\_ Nationality: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

Mailing address: \_\_\_\_\_

\_\_\_\_\_

Tel.: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Intended study period: From \_\_\_\_\_ to \_\_\_\_\_

Intended field of study: \_\_\_\_\_

\_\_\_\_\_

### 2) LANGUAGE COMPETENCE

Mother tongue: \_\_\_\_\_ Language of instruction at home institution : \_\_\_\_\_

	Yes	No
Are you interested in a German language class?	<input type="checkbox"/>	<input type="checkbox"/>
Three to four weeks Intensive German Language Course in August*	<input type="checkbox"/>	<input type="checkbox"/>
Semester courses	<input type="checkbox"/>	<input type="checkbox"/>
Are you interested in other language classes ?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, which languages at what level?		

\*exact dates will be announced

### 3) PREVIOUS AND CURRENT STUDY

Diploma/degree for which you are currently studying: \_\_\_\_\_

Number of higher education study years prior to departure abroad: \_\_\_\_\_

Did you study abroad before?      Yes       No

If yes, when and at which institution?

#### 4) COURSE REGISTRATION

Please check semester you are applying for:  Fall  Spring

##### 1. Courses

Be aware that your enrolment in any course is subject to the completion of prerequisites for that course and to course availability. You should list more courses than you can actually take since we cannot guarantee enrolment in all courses.

This website lists course descriptions in English:

<https://www.mannheim.dhbw.de/en/international/exchange-students/academic-information>

Please look for information at departmental websites, for course descriptions in German.

Course / Module Title	Department / Name of the program

##### 2. Bachelor Thesis/Research Project

Title	Degree Program/Subject

Coordinator at the home University responsible for project
Name:
E-Mail:

Coordinator at DHBW responsible for project (if known)
Name:
E-Mail:

## SELF ASSESSMENT OF LANGUAGE COMPETENCE

To be filled in by applicant:

Language tested: **ENGLISH**

Years of secondary school instruction in this language: \_\_\_\_\_

English: Students, who wish to take regular curriculum classes in English *outside the International Program*, need to take an English test after arrival in Mannheim in order to state their language level.

Native English Speakers along with students with a TOEFL IBT 79, TOEFL PBT 550, IELTS 6 or sufficient proof of equivalent English proficiency are exempted.

### I. Listening Comprehension

I understand complex general listening texts as well as listening texts relevant to above subject without any difficulty.

I understand demanding general listening texts and listening texts in above subject, e.g. lectures.

I understand main content of a variety of listening texts pertaining to general situations and in the context of work and studying in above subject.

I understand the main information in clear standard language on familiar topics.

I can usually only understand simple expressions with some effort. Help needed with repetition and translation.

I have great difficulty in understanding simple expressions.

### II. Spoken Language

I have no problem in speaking in general situations and in context of subject named above using appropriate register.

I speak fluently but make occasional errors in general situations and on subject named above, e.g. in academic discussions.

I speak comprehensibly, despite errors, with a degree of fluency and use a limited range of vocabulary on general topics and in the context of work and studying in above subject.

I can speak about everyday topics using simple structures and a limited range of vocabulary but lack fluency and make mistakes.

I can make use of a number of common expressions relevant to everyday situations.

I have great difficulty in making myself understood.

### III. Written language

I have no difficulty in writing in general situations and in context of subject named above using appropriate stylistic register.

I write fluently on general topics and on topics relevant to subject named above, e.g. assignments, but makes occasional errors.

I can write comprehensible texts with a limited range of vocabulary on general topics and in the context of work and studying in the above subject.

I can write simple texts with limited vocabulary but make grammatical errors.

I can write brief statements on personal matters but make numerous errors.

I have great difficulty in formulating thoughts in written form.

### IV. Reading Comprehension

I understand complex general texts and texts relevant to above subject without any difficulty.

I understand demanding general texts as well as written texts on above subject, e.g. periodicals.

I understand the main content of demanding written texts on general topics and within the context of work and studying in above subject.

I understand the most important information in written texts on familiar topics.

I can select specific, predictable information from simple texts.

I have great difficulty in understanding even simple texts.

I have achieved the following level according to the Common European Framework of Reference of Languages

(s. attachment for details): \_\_\_\_\_

## SELF ASSESSMENT OF LANGUAGE COMPETENCE

To be filled in by applicant:

**Language tested:** **GERMAN (ONLY NECESSARY IF YOU HAD GERMAN LESSONS BEFORE)**

**Years of secondary school instruction in this language:** \_\_\_\_\_

German: Students who wish to take classes taught in German need to have the equivalent of B2 Common European Framework of Reference for Languages (CEFR).

### I. Listening Comprehension

I understand complex general listening texts as well as listening texts relevant to above subject without any difficulty.

I understand demanding general listening texts and listening texts in above subject, e.g. lectures.

I understand main content of a variety of listening texts pertaining to general situations and in the context of work and studying in above subject.

I understand the main information in clear standard language on familiar topics.

I can usually only understand simple expressions with some effort. Help needed with repetition and translation.

I have great difficulty in understanding simple expressions.

### II. Spoken Language

I have no problem in speaking in general situations and in context of subject named above using appropriate register.

I speak fluently but make occasional errors in general situations and on subject named above, e.g. in academic discussions.

I speak comprehensibly, despite errors, with a degree of fluency and use a limited range of vocabulary on general topics and in the context of work and studying in above subject.

I can speak about everyday topics using simple structures and a limited range of vocabulary but lack fluency and make mistakes.

I can make use of a number of common expressions relevant to everyday situations.

I have great difficulty in making myself understood.

### III. Written language

I have no difficulty in writing in general situations and in context of subject named above using appropriate stylistic register.

I write fluently on general topics and on topics relevant to subject named above, e.g. assignments, but makes occasional errors.

I can write comprehensible texts with a limited range of vocabulary on general topics and in the context of work and studying in the above subject.

I can write simple texts with limited vocabulary but make grammatical errors.

I can write brief statements on personal matters but make numerous errors.

I have great difficulty in formulating thoughts in written form.

### IV. Reading Comprehension

I understand complex general texts and texts relevant to above subject without any difficulty.

I understand demanding general texts as well as written texts on above subject, e.g. periodicals.

I understand the main content of demanding written texts on general topics and within the context of work and studying in above subject.

I understand the most important information in written texts on familiar topics.

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I have great difficulty in understanding even simple texts.

**I have achieved the following level according to the Common European Framework of Reference of Languages**

**(s. attachment for details):** \_\_\_\_\_

## Information on the CEF - Common European Framework of Reference of Languages

### Basic User

#### A1

Can understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type. Can introduce him/herself and others and can ask and answer questions about personal details such as where he/she lives, people he/she knows and things he/she has. Can interact in a simple way provided the other person talks slowly and clearly and is prepared to help.

#### A2

Can understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment). Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters. Can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need.

### Independent User

#### B1

Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc. Can deal with most situations likely to arise whilst travelling in an area where the language is spoken. Can produce simple connected text on topics which are familiar or of personal interest. Can describe experiences and events, dreams, hopes & ambitions and briefly give reasons and explanations for opinions and plans.

#### B2

Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialisation. Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party. Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.

### Proficient User

#### C1

Can understand a wide range of demanding, longer texts, and recognise implicit meaning. Can express him/herself fluently and spontaneously without much obvious searching for expressions. Can use language flexibly and effectively for social, academic and professional purposes. Can produce clear, well-structured, detailed text on complex subjects, showing controlled use of organisational patterns, connectors and cohesive devices.

#### C2

Can understand with ease virtually everything heard or read. Can summarise information from different spoken and written sources, reconstructing arguments and accounts in a coherent presentation. Can express him/herself spontaneously, very fluently and precisely, differentiating finer shades of meaning even in more complex situations.

## HEALTH INSURANCE

**Proof of health insurance is mandatory for enrolment. You have several options to proof it:**

**Option 1: European Students with EHIC (European Health Insurance Card). For EU-students only !**

**Option 2: Non- EU Students**

**German public health insurance**

It costs approximately 109 € per month (standard price for all students from all health insurance companies). You will apply for German public health insurance via e-mail in advance and forward an insurance confirmation with application.

I have carefully read the information above. I am aware that without sufficient health insurance, enrolment is not possible.

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(Student's Signature)

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## COORDINATOR

Coordinator - name, telephone, fax numbers, email and signature:

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(Coordinator's Signature)

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I have discussed my proposed study program with the appropriate faculty and advisors, and have provisional approval for the academic program outlined.

I confirm that the above information is complete and correct.

## STUDENT'S SIGNATURE

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(Place, Date, Student's Signature)

### Mandatory attachments:

1. Transcript of Records
2. Curriculum Vitae
3. digital photo (passport size)
4. Non-EU Students: Copy of Passport / EU-Students: ID
5. Valid proof of health insurance

**STUDENTENWERK MANNHEIM**

**Application for a student dormitory (OPTIONAL)**

Surname: \_\_\_\_\_

Name: \_\_\_\_\_

Name at birth: \_\_\_\_\_

Date of birth (dd/mm/yyyy) \_\_\_\_\_20\_\_\_\_

Gender:  F  M Nationality: \_\_\_\_\_

Student applicant:

**Home address**

Street / Number: \_\_\_\_\_

Postal code / City: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

*Semester address (if available)*

Street / Number: \_\_\_\_\_

Postal code / City: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

*Applicant's data*

University in MA: **DHBW**

**E-MAIL:** \_\_\_\_\_

*Dormitory request*

Type of dorm: Single room in flat share

Beginning of contract: **01.**\_\_\_\_**.20**\_\_\_\_

Duration of contract: \_\_\_\_ months

**Fall Semester:** Beginning of contract: **01.08.**, Duration: 5 months (End of contract: 31.12.)

**Spring Semester:** Beginning of contract: **01.02.**, Duration: 5 months (End of contract: 30.06.)

Students who stay the whole year will extend the contract after their enrolment. Contracts cannot be interrupted.

**Notes: Contracts begin on the 1<sup>st</sup> of each month and end on the last day of each month. Rent is collected at the third working day of each month. I have read the DHBW information sheet "Housing in Mannheim".**

**DATE / SIGNATURE:** \_\_\_\_\_

with my signature I confirm that I take a room

## FINANCIAL STATEMENT / KOSTENÜBERNAHMEERKLÄRUNG

(ONLY FOR STUDENTS FROM OUTSIDE THE EUROPEAN UNION)

Name of Student: .....

Home University: ..... Home Country: .....

**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 934,- € per month. For a 6-months stay, this equals 5.604,- €**

Studierende müssen durch Bestätigung der Bank des/der Studierenden oder der Eltern bzw. des gesetzlichen Vertreters nachweisen, dass ihnen ausreichende Mittel zur Verfügung stehen, um ihren Lebensunterhalt während ihres Aufenthalts in Deutschland zu bestreiten. Dabei müssen die verfügbaren persönlichen Mittel einem Betrag von mindestens 934,- € pro Monat entsprechen. Dies entspricht 5.604,- € für einen sechsmonatigen Aufenthalt.

**Please check source of your funds / Bitte nennen Sie die Finanzierungsquelle:**

- Personal / Eigene**                       **Family or Other Individual / Familie oder andere Person**  
 **Other (specify) / Andere (bitte spezifizieren)** \_\_\_\_\_

**Either an extra bank statement indicating the amount of funds available to you in equivalent € 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.**

Mit Ihrer Bewerbung müssen Sie entweder eine offizielle Erklärung Ihrer Bank über die Höhe Ihrer finanziellen Mittel in EUR einreichen ODER Ihre Bank bitten, den nächsten Abschnitt auszufüllen. Wenn Sie zusätzliche finanzielle Unterstützung durch eine Organisation erhalten, müssen Sie eine offizielle schriftliche Bestätigung dieser Organisation über die finanzielle Unterstützung vorlegen.

**Account holder's name / Name des Kontoinhabers:** .....

**Name of bank / Name der Bank:** .....

**Total balance held in € / Gesamtbetrag in €:** ..... **Date / Datum:** .....

**Bank official's name / Name des Bankvertreters:** .....

**Title / Position:** .....

**Signature / Unterschrift:** ..... **Date / Datum:** .....

**Official bank seal / Stempel der Bank:**

**Sponsor Statement (required) / Erklärung des Sponsors (notwendig):**

**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.**

**„I am familiar with the cost of living expenses for the period of study at the Duale Hochschule Baden-Württemberg Mannheim. I certify that these funds are available and I accept full responsibility for these expenses.“**

Die für die Finanzierung des Studierenden verantwortliche Person muss die folgende Erklärung unterschreiben. Wenn der Studierende selbst für die Finanzierung verantwortlich ist, muss er/sie selbst unterzeichnen.

„Die Kosten für den Studienaufenthalt an der Dualen Hochschule Baden-Württemberg Mannheim sind mir bekannt. Ich bestätige hiermit, dass ich über die finanziellen Mittel verfüge.“

**Name / Name:** .....

**Signature / Unterschrift:** ..... **Date / Datum:** .....



## APPLICATION CHECKLIST

### Mandatory documents

	Done
1. Student Application (Page 1-2)	
2. Language Self-Assessment (Pages 3-5)	
3. Health Insurance Assessment (Page 6)	
4. Signatures	

### Mandatory for all non-EU-students

1. Financial Statement (Page 8)	
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## ATTACHMENTS (Scanned PDF - Files)

### Mandatory documents

2. Transcript of Records	
3. Curriculum Vitae	
4. Proof of Health Insurance	
5. Photo (passport size)	

### Mandatory for students who want to stay in a Student Dormitory

6. Housing Application (Page 7)	
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## IMPORTANT! Admission und Enrolment Process:

1. Please send this Application of Admission to the International Office at DHBW Mannheim ([international@dhbw-mannheim.de](mailto:international@dhbw-mannheim.de)) until 31 May for fall semester or 31 October for 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.
3. If necessary, this confirmation can be used to apply for a Study Visa.
4. Enrolment takes place after your arrival in Mannheim.