

# STUDENT APPLICATION FORM

To ensure your details can be easily read and copied, please type your answers and then print the form for signing and submission.

## STUDENT STATUS:

**ERASMUS**

**Other**



## INTERNATIONAL PROGRAM ACADEMIC YEAR 20\_\_ / 20\_\_

MOSBACH CAMPUS – IPB FALL SEMESTER (September to December)

MOSBACH CAMPUS – IPB SPRING SEMESTER (January to April)

MOSBACH CAMPUS – IPE SPRING SEMESTER (April to July)

BAD MERGENTHEIM CAMPUS – IPB SPRING SEMESTER (March to June)

Please indicate your preference above: we will try to match your preference with available spaces.

## STUDENT'S PERSONAL DATA

Family name: ..... First name (s): .....

Date of birth: ..... Place of birth: .....

Nationality:..... Gender: .....

### Contact Details:

Permanent Address ..... Phone: .....

..... Mobile phone: .....

Street

E-mail: .....

.....  
City Postal Code

.....  
Country

Emergency contact (while abroad):

.....  
.....

Significant health problems the DHBW Mosbach should know about (e.g. allergies, etc.):

.....

I am:                      vegetarian                      vegan

I eat pork:                      yes                      no

## SENDING INSTITUTION

Name and full address: .....

.....

.....

.....

Departmental coordinator – name, phone and fax numbers, e-mail: .....

.....

.....

.....

Institutional coordinator – name, phone and fax numbers, e-mail: .....

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.....

.....

## CURRENT STUDY

Diploma/degree for which you are currently studying: .....

Number of years of study in higher education prior to departure abroad: .....

**Please submit official transcripts (with grading scale) with full details of previous and current studies; if not in English or German, please include certified translations into German or English.**

## LANGUAGE SKILLS

Mother tongue: ..... Language of instruction at home institution: .....

Other languages	I have basic knowledge of this language (level A1-A2).		I have average knowledge of this language (level A2 - B1).		I have sufficient knowledge to follow lectures (level B2 - C2).		Number of months/years of study in this language:
	yes	no	yes	no	yes	no	
English							.....
German							.....
.....							.....
.....							.....
.....							.....

**Please submit language certificate(s) if available.**

**LETTER OF MOTIVATION AND CURRICULUM VITAE**

**Please submit a letter of motivation (typed) in English as a separate document. Make sure that you put your name on each page.**

**Essay question:** Please describe your motivation for the participation in this study program and state how it will contribute to your educational, career, and personal goals.

**Please submit your resumé/curriculum vitae (in English).**

**STUDENT DECLARATION**

I hereby declare that the information provided in this form is complete and accurate.

Place and date:

Signature:

.....

**DEPARTMENTAL COORDINATOR DECLARATION**

I agree to this student’s participation in this study program and confirm that he/she fulfills the necessary academic and language prerequisites.

Name and title of Departmental Coordinator: .....

Place and date:

Signature:

.....

## LEARNING AGREEMENT (INCOMING STUDENTS)

**ACADEMIC YEAR 2019/2020 – FIELD OF STUDY:**

**International Program in Business  
IPB 20 Spring (January – April 2020)**

Name of student:	.....	
Sending institution:	.....	Country: .....

Receiving institution:	DHBW Mosbach – Baden-Württemberg Cooperative State University Mosbach, Germany ERASMUS Code: D MOSBACH01	
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### DETAILS OF THE PROPOSED STUDY PROGRAM/LEARNING AGREEMENT

**Please note:**

Participants in the *International Program in Business* are required to take part in all courses offered (see program information).

Course/Module Title	Course Code	Number of ECTS credits
Organization and Human Resources: <ul style="list-style-type: none"> <li>• Organizational Behavior</li> <li>• Human Resources</li> </ul>	WBWIPB_S_ORG	5
Quantitative Methods: <ul style="list-style-type: none"> <li>• Direct Cost Accounting</li> <li>• Operations Research</li> <li>• Quantitative Market Research</li> </ul>	WBWIPB_S_QUAN	5
Specialization: <ul style="list-style-type: none"> <li>• Industrial Marketing</li> <li>• Negotiation</li> </ul>	WBWIPB_S_SP	5
Economics: Money and Currency	WBWIPB_S_ECON	3
Business Law inc. Labor & Bankruptcy	WBWIPB_S_LAW	2
E-Commerce	WBWIPB_S_IS	3
Intercultural Management and Social Competence	WBWIPB_S_CULT	3
German Language and Culture*	WBWIPB_S_GER	4*
<b>Total ECTS credits</b>		<b>30</b>

Student's signature: .....	Date: .....
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#### SENDING INSTITUTION

We confirm that the proposed program of study/learning agreement is approved.

Departmental coordinator's signature

Institutional coordinator's signature

.....

.....

Date: .....

Date: .....

#### RECEIVING INSTITUTION (DHBW Mosbach, IPB)

We confirm that this proposed program of study/learning agreement is approved.

Prof. Dr. Christine Azarmi, Head of IPB

.....

Date: .....

# HOUSING FORM

Name: .....

This section is meant to give us an idea your housing requirements. If you request it, we will arrange accommodation for your entire stay in Mosbach or Bad Mergentheim. As short-term rents are difficult to find in both towns, we recommend that you make use of the accommodation reserved for International Students. Although we will consider your housing wishes as much as possible, we cannot guarantee that they will be completely met.

Type of housing preferred

I will arrange housing on my own.

→ For private rentals to students, please consider the following website:

[www.dualhome.de](http://www.dualhome.de)

The International Office should organise housing on my behalf and I will accept the offered housing by signing a rental contract after arrival at DHBW Mosbach. I agree to pay the rent and deposit on time and in full.

Information required by the International Office to arrange housing for you:

I would like a *single* room in a shared house.

I would like to *share* a room in a shared house.

I would like to share a room with (name person/s):

.....

I would like to share a house with (name person/s):

.....

I will be accompanied by my spouse / partner - name: .....

I will be accompanied by my..... child(ren).

*We cannot guarantee to provide accommodation for spouses / partners and children or other accompanying persons.*

Special wishes concerning housing and/or other remarks:

.....

**Housing in Mosbach only:**

**Please rank your preferred room choice:**

**Single** room, small: 8-9m<sup>2</sup>, 180-215€/month

**Single** room, large: 14-19m<sup>2</sup>, 235-250€/month

**Shared** room: 19-27m<sup>2</sup>, 155-165€/month

Would you prefer:

to live only with international students

to live with German students

*Note: Rental prices are for guidance only and are subject to change at short notice. The DHBW Mosbach is unable to guarantee your chosen housing. Housing will be allocated on a first-come-first-served basis.*

Non-EU students only  
Required for visa

Name: .....

### FINANCIAL SECURITY STATEMENT

### KOSTENÜBERNAHMEERKLÄRUNG

Students must be able to prove their ability to financially support themselves during their stay in Germany:

Studierende müssen nachweisen, dass ihnen ausreichende Mittel zur Verfügung stehen, um ihren Lebensunterhalt während ihres Aufenthalts in Deutschland zu bestreiten:

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 735.- € per month)**,

durch Bestätigung der Bank des/der Studierenden oder der Eltern bzw. des gesetzlichen Vertreters, dass die verfügbaren persönlichen Mittel dem geforderten Betrag entsprechen **(mindestens 735,- € pro Monat)**,

FINANCIAL SECURITY STATEMENT/PERSONAL AND/OR FAMILY SAVINGS  
(Separate Official Bank Statement is also acceptable.)

KOSTENÜBERNAHMEERKLÄRUNG/PERSÖNLICHE UND/ODER FAMILIÄRE RÜCKLAGEN  
(Separate Bankerklärung ebenfalls möglich.)

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

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

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

This is to certify that the information furnished by the above-named person regarding his or her personal savings is true and accurate.

Hiermit wird bestätigt, dass die Angaben zu den Vermögensverhältnissen der oben genannten Person der Wahrheit entsprechen.

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

Title/Position: .....

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

Official bank seal/Stempel der Bank:

AND UND

(if the above was signed by a parent/legal guardian)

(falls obige Erklärung von den Eltern bzw. dem gesetzlichen Vertreter unterzeichnet wurde)

by a signed statement from a parent/legal guardian that funds will be made available to the student as needed.

durch schriftliche Bestätigung eines Elternteils/gesetzlichen Vertreters, dass die Mittel dem/der Studierenden nötigenfalls zur Verfügung gestellt werden.

PARENTAL/LEGAL GUARDIAN CONFIRMATION  
BESTÄTIGUNG DER ELTERN/DES GESETZLICHEN VERTRETERS

This is to certify that I will act as guarantor and will provide financial assistance\* to the following student:  
Hiermit erkläre ich mich bereit, eine Bürgschaft\* für den folgenden Studenten zu übernehmen:

.....

\* up to the total amount of ..... € in case of need.

\* bis zu einem Betrag von ..... € im Bedarfsfall.

Name/Name: .....

Address/Adresse: .....

Signature/Unterschrift:  
.....

# CHECKLIST

## I have completed & include:

Completed Student Application Form with photo

Learning Agreement (Participants of the IPB/IPE are required to attend the complete range of classes offered in these programs)

Copy of passport (for non-EU students) or ID card

Housing Form

Your resumé/curriculum vitae (in English)

Letter of Motivation (in English)

Official transcripts (with grading scale); if not in English or German, please include certified translations into German or English

Language certificate(s) (IF AVAILABLE)

Financial security statement (if non-EU resident)

Proof of health insurance for your stay in Germany (if non-EU student)

**Please ensure that all application materials are completed and signed prior to sending them to the DHBW Mosbach by email.**

**Please send your application for IPB Spring at Mosbach Campus  
to the following email address:  
[IP-Mosbach@mosbach.dhbw.de](mailto:IP-Mosbach@mosbach.dhbw.de)**

Data Protection: Name, email address, date of birth and nationality will be shared with the landlord for preparation of the rental contracts. Your data will also be stored on DHBW Mosbach information system for organisational and registration purposes and will be shared with the Federal State Statistics Office and local City Hall as required by German law. Occasionally, name, nationality and date of birth have to be shared with lecturers, and/or outside organizations if required for organizing lectures and/or excursions.