

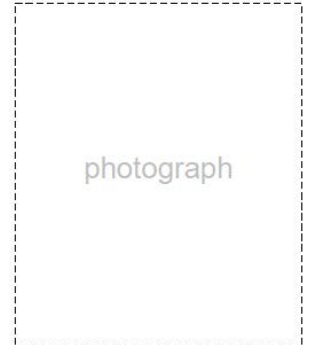
STUDENT APPLICATION FORM

This application should be printed and completed in BLACK
in order to be easily copied and/or faxed.

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 years of study in this language:
	yes	no	yes	no	yes	no	
English						
German						
.....						
.....						
.....						

Please include language certificate(s) if available.

LETTER OF MOTIVATION AND CURRICULUM VITAE

Please submit a letter of motivation (typed) in English on a separate sheet of paper. 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

ACADEMIC YEAR 2019/2020 – FIELD OF STUDY:

**IPB International Program in Business
 Campus Bad Mergentheim, March – June 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 *IPB - International Program in Business* are generally required to take part in all courses offered (see program information).

Course Title	ECTS
Intercultural Management (ICM): Leadership, Ethics and Sustainability	6
Intercultural Management (ICM): ICM in Selected Operational Areas	
Economics: Macroeconomics	5
Economics: Money and Currency	
Foreign Language: German as a Foreign Language	4
Foreign Language: German Culture and Industry	2
General Business Administration: Human Resources Management	5
General Business Administration: Organization	
Special Business Administration: International Operations Management	8
Special Business Administration: International Financial Management	

Student's signature:	Date:
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SENDING INSTITUTION	
We confirm that the proposed programme of study/learning agreement is approved.	
Departmental coordinator's signature	Institutional coordinator's signature
.....
Date:	Date:

RECEIVING INSTITUTION	
We confirm that this proposed programme of study/learning agreement is approved.	
Departmental coordinator's signature	Institutional coordinator's signature
.....
Date:	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

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:

.....

Note: The DHBW Mosbach is unable to guarantee 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 student)

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 Bad Mergentheim Campus
to the following email address:**

international@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 and will be shared with the Federal Statistics Office and local City Hall as required by German law.