

Admission Form Incoming Students

Contacts

Please complete the following admission form electronically, print it out, sign it and have it signed by your university and send it by post to (numbers and names of departments on following page):

Campus North (Golzheim), Dept. 1-5

Fachhochschule Düsseldorf
International Office
Jörg Bukowski
Hans-Böckler-Str. 33, 3. OG
40476 Düsseldorf
GERMANY

Email: joerg.bukowski@fh-duesseldorf.de

Campus South (University), Dept. 6 & 7

Fachhochschule Düsseldorf
International Office
Michaela Petri
Universitätsstr., Geb. 23.31/32
40225 Düsseldorf
GERMANY

Email: michaela.petri@fh-duesseldorf.de

Type of exchange

- ERASMUS Non-EU university partnership
 Guest student DAAD scholar Internship

Period of exchange

- | | | |
|---|---------------------------------------|-------------------------------------|
| <input type="radio"/> Winter semester | <input type="radio"/> Summer semester | <input type="radio"/> Academic year |
| Deadline general admission 15. July | 15. January | 15. July |
| Deadline for student housing 15. May | 31. October | 15. May |

Personal details

Family name	<input type="text"/>	First name	<input type="text"/>	<input type="radio"/> Male	<input type="radio"/> Female
Date of birth dd/mm/yyyy	<input type="text"/>	Place of Birth	<input type="text"/>		
Nationality	<input type="text"/>				

Home address (used for official communication)

Street, Nr	<input type="text"/>	Postal Code	<input type="text"/>
City	<input type="text"/>	Country	<input type="text"/>
Email	<input type="text"/>	Phone	<input type="text"/>

Contact in case of emergency

Name	<input type="text"/>	Relation	<input type="text"/>
Email	<input type="text"/>	Phone	<input type="text"/>

Home university

Full name of university	<input type="text"/>	ERASMUS Code (if applicable)	<input type="text"/>
Study programme	<input type="text"/>	Number of semesters	<input type="text"/>
Bachelor/Master level	<input type="text"/>		
Name of Coordinator	<input type="text"/>	Phone	<input type="text"/>
Email Coordinator	<input type="text"/>	Fax	<input type="text"/>

Your studies at the Fachhochschule Düsseldorf

- Bachelor Master

Please select the Department for which you want to apply for. The list of study programmes per department is meant as an orientation for you. In case of doubt, please get in touch with our International Office.

Department 1: Architecture

Architecture & Interior Architecture (B.A.)
Architecture (M.A.)
Interior Architecture (M.A.)
Exhibition Design (M.A.)

Department 2: Design

Communication Design (B.A.)
Applied Art and Design (B.A.)
Communication Design (M.A.)
Applied Art and Design (M.A.)
Exhibition Design (M.A.)

Department 3: Electrical Engineering

Electrical Engineering (B.Sc.)
Communication & Information Technology (B.Sc.)
Industrial Engineering - Electrical Engineering (B.Eng.)
Electrical Engineering & Information Technology (M.Sc.)

Department 4: Mechanical Engineering

Product Development and Production (B.Eng.)
Process, Energy and Environmental Technology (B.Eng.)
Simulation and Experimental Technology (M.Sc.Eng.)
Industrial Engineering - Mechanical Engineering (B.Eng.)

Department 5: Media

Media Informatics (B.Sc.)
Media Technology (B.Eng.)
Sound and Vision (B.Mus.Eng.)
Media Informatics (M.Sc.)

Department 6: Social Sciences and Cultural Studies

Social Work/Social Pedagogy (B.A.)
Pedagogics of Childhood and Family Education (B.A.)
Social Work/Social Pedagogy in Globalised Societies (M.A.)
Culture, Aesthetics, Media (M.A.)

Department 7: Business Studies

Business Administration (B.A.)
International Management (B.A.)
Communication and Multimedia Management (B.A.)
Communication, Multimedia and Market Management (M.A.)

Language skills

Please indicate your level of German or, alternatively, English language proficiency and attach respective proof of language competency.

German	<input type="checkbox"/> No knowledge	<input type="checkbox"/> Intermediate	English	<input type="checkbox"/> No knowledge	<input type="checkbox"/> Intermediate
	<input type="checkbox"/> Basic	<input type="checkbox"/> Advanced		<input type="checkbox"/> Basic	<input type="checkbox"/> Advanced

Are you interested in following German language courses during your exchange? Yes No

Application for accommodation in student residency

If you would like the International Office to reserve you a room in the student dormitories, please send the entire admission form to the International Office for the

winter semester by 15. May
summer semester by 31. October.

Applications that are sent after these dates **cannot** be considered for housing in the student residencies.

- Yes, please consider me for a room in student residencies
- No, I will search for private accommodation myself

- ▶ Each semester, the Studentenwerk Düsseldorf reserves a limited number of rooms for exchange students of the Fachhochschule Düsseldorf. Unfortunately, we cannot give you a guarantee that you will get a room offer.
- ▶ The application for these rooms runs exclusively through the International Office!! Please do NOT contact the Studentenwerk yourself!
- ▶ These rooms are located in the student residencies in Düsseldorf. The International Office does not have any influence in what type of room, with which other students and in which of the residencies you will receive a room.
- ▶ The rent for these rooms ranges between EUR 250 and 350 per month (incl. heating, electricity, water), depending on the type of accommodation you will be offered.
- ▶ Please note that the rooms are only equipped with furniture. Kitchenware, blankets, sheets, pillows, towels have to be brought from home or bought e.g. at IKEA in Düsseldorf.
- ▶ In case you receive an offer from the Studentenwerk, please note that you need to rent the accommodation as of September 1 (winter semester) or as of March 1 (summer semester), even if you arrive later!
- ▶ The contract is always for one month and is renewed automatically until the end of your stay (February 28 for the winter semester, July 31 for the summer semester or academic year).
- ▶ The contract can be cancelled each month before the 15th of the respective month, so in case you leave earlier than the dates above, you need to actively cancel the contract!!
- ▶ Students who are selected for a room will receive an email by the Studentenwerk with a confirmation link. Clicking this link will confirm your reservation. Only then will you receive an official room offer with the tenancy agreement. To accept the room and the agreement, please pay one month's rent plus an additional deposit equal to one month's rent (will be refunded when there are no damages etc. at the end of your stay) to the Studentenwerk.
- ▶ In case you do not receive an offer from the Studentenwerk, please take care of your accommodation as early as possible and make sure that you do not arrive in Düsseldorf without any accommodation. If you need advice on where to search for private housing, please get in touch with us.

Last steps

Please make sure to attach - as applicable - the following additional documents before you send the admission form.

- Copy of your student identity card
- Transcript of records (translated in English or German if possible)
- Learning Agreement (overview of courses to be taken)
- Proof of German and/or English language proficiency
- Portfolio for students applying for Architecture or Design
- Detailed description of semester project for students applying for Electrical, Mechanical Engineering or Media (only if regular course programme cannot be followed)
- Letter of endorsement of an FH D professor for DAAD scholars

Signature student

Place and date

Home university's approval

We approve and support this application and we are satisfied that the applicant has the academic and linguistic competencies necessary for this exchange.

Signature Coordinator + STAMP

Place and date