



## 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:

Hochschule Düsseldorf  
International Office  
Michaela Petri  
Münsterstraße 156  
40476 Düsseldorf  
GERMANY  
Email: michaela.petri@hs-duesseldorf.de

**Type of exchange**     ERASMUS                       Non-EU university partnership  
                                  Guest student                       DAAD scholar                       Internship

**Period of exchange**     Winter semester                       Summer semester                       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                       First name                        Male     Female  
Date of birth                       Place of Birth   
dd/mm/yyyy  
Nationality

### **Home address (used for official communication)**

Street, Nr                       Postal Code   
City                       Country   
Email                       Phone

### **Contact in case of emergency**

Name                       Relation   
Email                       Phone



### 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 Hochschule 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 accomodation 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 accomodation myself

- ▶ Each semester, the Studentenwerk Düsseldorf reserves a limited number of rooms for exchange students of the Hochschule 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 accomodation 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 HSD 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