|  |  |
| --- | --- |
| Please fill in and send this form as soon as possible back to:Fachhochschule AachenAkademisches Auslandsamt Bayernallee 11D- 52066 AachenGermanyor via Email to: Daniela.Mayer@fh-aachen.de | FHAAC_oBR_rgbphoto |

Academic Year: 20 /20

[ ]  Summer Semester: 01.03.-31.08. (Application Deadline 31.10.)

[ ]  Winter Semester: 01.09.-28.02. (Application Deadline 31.05.)

Field of Studies:

1. Sending Institution:

|  |
| --- |
| Institution: |
|  |  |  |  |
| Name and Address: |  | Fax: |  |
|  |  |  |  |
| Country: |  | http: |  |
|  |
| Responsible co-ordinator: |
|  |  |  |  |
| Name: |  | Tel.: |  |
|  |  |  |  |
| E-mail: |  | Fax: |  |
|  |  |  |  |

2. Student Information:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Family Name: |  | First Name: |  | [ ]  male | [ ]  female |
|  |  |
| Date of Birth: |  |
|  |  |  |  |
| Place of Birth: |  | Nationality: |  |
|  |  |  |  |
| E-mail: |  |
|  |  |

Permanent Home Address/ Phone (in case of emergency):

Street:

City:

Country:

Phone:

Contact Person:

3. Duration of Stay in Aachen:

|  |  |
| --- | --- |
| Date of Arrival:   Day Month Year | Date of Departure:  Day Month Year |

4. Accommodation:

The Dept. of International Affairs has reserved a fixed amount of student dorm rooms for exchange students. If the number of exchange students is higher than the number of student dorm rooms we send you a list with contact addresses for accommodation after we have received your Application Form. You have to get in touch with the contact person yourself. The rent for a single room in a student dorm is between 180€ and 260€ monthly. For private rooms the rent ranges between 200€ and 350€ monthly. In general you have to pay a deposit of 3- month rent. Please mind that if you have signed the contract you are obligated to pay the rent for the duration which is mentioned in the contract (usually 3 month).

5. Language skills:

Level of German:

[ ]  Non-existent [ ]  Elementary [ ]  Intermediate [ ]  Advanced

**Other Languages:**

The Dept. of International Affairs offers intensive courses in German as a foreign language especially for exchange students during the first 2 weeks in September and March (prior to the normal lecture period). The **Intensive German Language Course** is free of charge and a good opportunity to meet the other exchange students at the FH Aachen University of Applied Sciences.

Please let us know if you want to join the course.

### [ ]  I want to reserve a place for the Intensive German Language Course (recommended)

### [ ]  I do not want to join the Intensive German Language Course

If you are interested in attending the German Language Course you **have to arrive** during the **first 3 days** of September (for the winter semester) or March (for the summer semester) otherwise it won’t be possible to admit you to the Intensive German Language Course.

6. Academic information:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Field of Studies: |  | [ ]  Bachelor | [ ]  Master | [ ]  Diploma |
|  |  |
| Current Semester: |  |
|  |  |
| Exchange Programme(ERASMUS or others): |  |
|  |  |  |  |  |
| Intended programme at the FH Aachen | [ ]  Study | [ ]  Project Work | [ ]  Internship | [ ]  Thesis |
|  | [ ]  Research | [ ]  PhD |  |  |

**7. Transcript of Records:**

**Please attach your Transcript of Records/ Academic Transcript with stamp and signature of your University and an explanation of the Grading System.**

**8. Learning Agreement (for ERASMUS+ Studierende** [**Learning Agreement Erasmus+**](http://www.fh-aachen.de/fileadmin/org/org_akad_auslandsamt/Formulare/LearningAgreementStudies-LCD.pdf)**,** [**Annex**](http://www.fh-aachen.de/fileadmin/org/org_akad_auslandsamt/Formulare/LearningAgreementAnnex.pdf)**):**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| Family name: |  | First name: |  |
|  |  |  |  |
| Field of Studies: |  | Home University: |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Course unit code:** | **Title of the course unit:** | **Number of ECTS Credits:** |
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| **Total:** |  |       |
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**Please note that a full time semester includes 30 ECTS credits**

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## Date Student’s signature

**Sending institution:**

**We confirm that this proposed programme of study/ Learning agreement is approved.**

**,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_      ,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_**

## Date Dept. Coordinator´s signature Date Instit. Coordinator´s signature

**Receiving institution:**

**We confirm that this proposed programme of study/ Learning agreement is approved.**

**,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_      ,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## Date Dept. Coordinator´s signature Date Instit. Coordinator´s signature