

# Application Form for Incoming Exchange Students

Please complete this form on computer.



HOCHSCHULE DER WIRTSCHAFT  
FÜR MANAGEMENT

UNIVERSITY OF APPLIED  
MANAGEMENT STUDIES

## EXCHANGE PERIOD

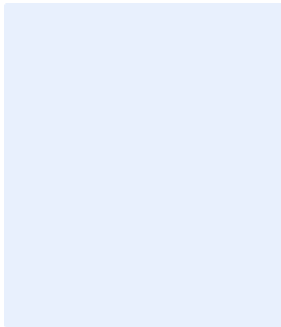
Winter Semester 20\_\_ - 20\_\_

begins officially on  
October 1<sup>st</sup> and ends on March 31<sup>st</sup>

Summer Semester 20\_\_

begins officially on  
April 1<sup>st</sup> and ends on September 30<sup>th</sup>

## Photo



## COURSE OF STUDY

## SENDING INSTITUTION

NAME OF THE HOME INSTITUTION	
ADDRESS	
INTERNATIONAL COORDINATOR	
E-MAIL	
TEL.	

## STUDENT PERSONAL DATA

SURNAME	
FIRST NAME	
DATE OF BIRTH (DD/MM/YYYY)	
PLACE OF BIRTH	
NATIONALITY	
E-MAIL	
TEL.	

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## STUDENT PERSONAL DATA

<b>CURRENT ADDRESS</b>	
Street	
Postal code, City	
<b>PERMANENT ADDRESS</b> (if different from above)	
Street	
Postal code, City	

## PREVIOUS AND CURRENT STUDIES

DEGREE	
Number of semesters completed prior to exchange	
Prior studies/training abroad (where and when)	
High School Diploma (where and when)	

## LANGUAGE COMPETENCE (self-assessment)

MOTHER TONGUE	
LANGUAGE OF INSTRUCTION AT HOME INSTITUTION	
OTHER LANGUAGES: (rough level)	

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## STUDENT MOTIVATION

(Briefly state why you wish to study/complete practical training in Germany – maximum 200 words)

\_\_\_\_\_  
Date and Place

\_\_\_\_\_  
Student Signature

## REQUIRED DOCUMENTS

Please ATTACH the following documents:

- Learning Agreement signed by your home institution**
- Transcript of records from your home institution (in English)**  
(Including full details of previous and current higher education study)
- Copy of the I.D. page of your passport**

## SUBMIT YOUR APPLICATION

For winter semester by 15<sup>th</sup> May and for summer semester by 15<sup>th</sup> November to the International Office of the University of Applied Management Studies – *Hochschule der Wirtschaft für Management* (HdWM).

Please fill out the document on your computer, print it, sign it and send it back to [international-office@hdwm.org](mailto:international-office@hdwm.org) via E-Mail as a scan.

**PRACTICAL INFORMATION FOR INCOMING EXCHANGE STUDENTS WILL BE SENT VIA E-MAIL**

## CONTACT DETAILS

International Office | Oskar-Meixner-Straße 4-6, 68163 Mannheim | Germany

E-Mail: [international-office@hdwm.org](mailto:international-office@hdwm.org)