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Application process for exchange students

Semester Dates

The academic calendar of Westfälische Hochschule looks as follows:

Winter semester:	1 st September to 28 th /29 th February
Summer semester:	1 st March to 31 st August

Lectures start in the middle of September in the winter semester and in the middle of March in the summer semester. The exact semester dates are listed in our guide for exchange students.

Application

Students from foreign partner universities who intend to study at Westfälische Hochschule within an exchange program should consider the following application dates:

- **10th June** for the following winter semester (at the latest)
- **10th December** for the following summer semester (at the latest)

We recommend an early application because on the one hand the number of rooms in our students' accommodation is limited and on the other hand because of the visa procedure. The complete and signed application consists of:

- 1.) application form with curriculum vitae,
- 2.) copy of passport
- 3.) accommodation form
- 4.) language certificate as stipulated in the contract
- 5.) current Transcript of records
- 6.) Learning or Training agreement with all signatures.

The documents must be sent in time to the International Office. It is essential that the purpose of the stay at the Westfälische Hochschule is indicated, which means that information about your person in the corresponding department who will be in charge of the final project or studies as well as the name of the study course are listed.

Application documents and useful information on the preparation of the stay (accommodation, visa etc.) can be found on our website: www.en.w-hs.de: Studying at WH – Exchange students.

Admission

Applicants will receive a letter of admission confirming the acceptance onto the corresponding course of study as well as an information package providing further details about the study visit. We will note the best matching day for their arrival. The "International Student's Guide" will answer the most frequently asked questions concerning health insurance, liability insurance, accommodation, enrolment and transport.

Visa

The entrance regulation for Germany varies according to the nationality of the applicant. For students from countries within the European Union a passport is sufficient for entrance into Germany. Students from so called „positiven Drittstaaten“ such as the USA, Israel, Brazil or South Korea can enter Germany without a visa.

Students from other countries outside of the European Union need a students' visa that entitles them to take up a study course within Germany. It is not possible to study in Germany with just a tourist visa or a visa for "cultural/academic/language purpose". After arrival a wrong visa cannot be changed into a students' visa. Students should apply at the German Consulate for a students' visa as the issuing generally takes several weeks. Students should make sure that they indicate the right place of study at the correspondent campus. The students must state that they have sufficient funds to carry the monthly living costs in Germany of currently 670 €. In case students encounter any problems to obtain the visa on time, they should get in touch with us immediately so that we can help them.

Accommodation

In general, students studying at campus Gelsenkirchen and Recklinghausen are offered accommodation in the students' hall of residence in Gelsenkirchen. If they study at campus Bocholt we offer them an accommodation in a students' hall of residence or we try to find a private room. For the reservation in Gelsenkirchen 800 € has to be paid as a down payment before the arrival.

Semester fee and public transfer

As the public transfer in North-Rhine Westphalia is for free after payment of the semester fee we recommend the students to pay 2 weeks before their arrival (302,22 € in summer semester 2016).

Health Insurance

Students coming from a country outside of the European Union need travel insurance. This travel insurance must have a cover amount of 30.000 €. After the arrival in Germany they have to take out a German health insurance which costs approx. 80 € per month. The International Office will assist the students with the application procedure.

Papers provided by the International Office

- invitation letter (admission) with:
 - confirmation of accommodation
 - information about the Professor who will be in charge of the student
 - information about the student's tutor with email addresses
- guide for exchange students
- leisure time card