BEWERBUNGSFORMULAR (APPLICATION FORM)

Umwelt-Campus Birkenfeld | HOCHSCHULE TRIER

Bewerbung für das folgende Austauschprogramm und Antrag zur Bewertung der Hochschulzugangsberechtigung :
(Application for the following Exchange Programme and Request for the Evaluation of the University Entrance Qualification):

01 Study Exchange Program "Sustainable Business and Law"

Bitte wählen Sie das Semester aus, in dem Sie beginnen möchten:
(Please select the semester you would like to start):

☐ Sommersemester (Summer semester) ☐ Wintersemester (Winter semester)

02 Persönliche Daten (Personal Data):

Familienname (Last Name):

Vorname (First Name):

Geburtsdatum (Date of Birth):

/ /
TT / (DD) *MM / (MM)* *JJJJ / (YYYY)*

Geburtsort (Place of Birth):

◯ Männlich (Male) ◯ Weiblich (Female) ◯ Divers (Diverse) ◯ Undefiniert (Non-Defined)

03 Adresse, Staatsangehörigkeit (Permanent mailing address, Citzenship):

Staatsangehörigkeit(en) (Citizenship(s)):

Straße, Hausnummer (Street, House number):

Straße, Hausnummer (Street, House number):

PLZ, Wohnort (Postal Code, City):

Staat und Bundesland (State and County):

Telefonnummer mit Vorwahl (Telephone incl. prefix):

Mobiltelefon (Cell Phone incl. prefix):

E-Mail-Adresse (E-mail address):

04 Art des Schulabschlusses (Type of school diploma/degree):

Abschluss (inkl. Fachrichtung) (Degree (incl. major)):

Abschlussdatum (completion date)

/ /
TT / (DD) *MM / (MM)* *JJJJ / (YYYY)*

05 Bisheriger Studienverlauf (Previous course of studies):

Ich war bereits an einer bzw. mehreren Hochschule/n als ordentlicher Studierender eingeschrieben.
(I have already studied at one or more university/ies).

Ja (Yes): ◯ Nein (No): ◯

In Deutschland:
(In Germany):

Ja (Yes): ◯ Nein (No): ◯

1. Wenn ja (If yes):

Haben Sie den Prüfungsanspruch verloren? (Have you lost your entitlement for examination?):

Ja (Yes): ◯ Nein (No): ◯

In Ausland:
(Abroad):

1. Hochschule (University): Studienfach (Field of Study):

Zeitraum (Period) von (from): bis (to):

/ / / /
MM / (MM) *JJJJ / (YYYY)* *MM / (MM)* *JJJJ / (YYYY)*

Haben Sie einen Abschluss erworben? (Have you completed a degree?):

Ja (Yes): ◯ Nein (No): ◯

Wenn ja, Name des Abschlusses (If yes, name of degree):

Haben Sie den Prüfungsanspruch verloren? (Have you lost your entitlement for examination?):

Ja (Yes): ◯ Nein (No): ◯

2. Hochschule (University): Studienfach (Field of Study):

Zeitraum (Period) von (from): bis (to):

/ / / /
MM / (MM) *JJJJ / (YYYY)* *MM / (MM)* *JJJJ / (YYYY)*

Haben Sie einen Abschluss erworben? (Have you completed a degree?):

Ja (Yes): ◯ Nein (No): ◯

Wenn ja, Name des Abschlusses (If yes, name of degree):

Haben Sie den Prüfungsanspruch verloren? (Have you lost your entitlement for examination?):

Ja (Yes): ◯ Nein (No): ◯

Sofern Sie bereits an mehr als zwei Hochschulen studiert haben, stellen Sie das bitte in Ihrem Lebenslauf entsprechend dar.
(If you have already studied at more than two universities, please make sure to include this information in your resume.)

Ich versichere, dass alle Angaben der Wahrheit entsprechen.
(I hereby confirm that all the information provided is true.)

Ort, Datum (Place, Date): Unterschrift (Signature):

Bitte laden Sie dieses Formular herunter, füllen es elektronisch aus, unterschreiben es und senden es in einer PDF-Datei mit den erforderlichen Unterlagen (siehe Checkliste) per E-Mail an:
international.admissions@umwelt-campus.de
(Please download this form, complete it electronically, sign it and send it as one single PDF file, together with the required documents (see checklist), by email to:
international.admissions@umwelt-campus.de)

Wir berechnen eine Bearbeitungsgebühr (siehe Checkliste) für die Prüfung Ihrer Unterlagen. Bitte beachten Sie, dass die Prüfung erst stattfindet, wenn wir den entsprechenden Geldeingang verbuchen können.
(We charge a examination fee (see checklist) for checking your documents. Please note that the evaluation will only take place when we can book the corresponding receipt of money.)

Bitte beachten Sie, dass die Prüfung der Unterlagen in Abhängigkeit von der Bewerberlage bis zu zehn Wochen in Anspruch nehmen kann. Bitte sehen Sie bis dahin von Statusanfragen ab. Wir werden Ihnen nach Eingang Ihrer Bewerbungsunterlagen eine entsprechende Bestätigung per E-Mail zusenden. Falls Unterlagen fehlen, werden wir diese via E-Mail anfordern. Bitte stellen Sie die Aktualität und Verfügbarkeit der genannten E-Mail-Adresse sicher und prüfen Sie den Eingang regelmäßig.
(Please assume that the examination of your documents may take up to ten weeks, depending on the applicant situation. Until then, please refrain from status inquiries. We will confirm via e-mail the receipt of your application after we have received your documents. If documents are missing, we will request them via e-mail. Please make sure that the e-mail address is up to date and available and check the inbox regularly.)

Sofern Ihre Bewerbung Sie für das Studium qualifiziert, werden wir Ihnen einen Zulassungsbescheid zusenden. Dieses Dokument benötigen Sie im Antragsverfahren für ein Visum.
(Provided your qualifications have been assessed as sufficient, we will then issue a university admission letter. You will need this document to apply for your visa.)

Successful Application in 5 Steps

Higher Education Entrance Qualification **Outside Germany**

Detailed Application Process Overview

STEP 1

Check your eligibility

- *Higher Education Entrance Qualification (HZB) is required to study in Germany.*
- *Check your eligibility via the DAAD database.*
- *Use ANABIN to check if you qualify for direct admission.*
- *If not, you may need a preparatory course (Studienkolleg).*

STEP 2

Prepare your documents

- *Please arrange all documents in the order specified in the checklist below.*
- *Combine all documents in **one** single PDF file.*
- *All certificates must be in English or German.*
- *As the programme is taught enrirely in English, proof of English language proficiency is required.*

STEP 3

Complete the application form

- *Download and complete the Application Form **electronically**.*
- *Sign the form and include it in your PDF application.*
- *Provide a valid email address that you will use throughout the application process.*

STEP 4

Pay the examination fees

- *€ 100 examination fee is required for applications to the Study Exchange Programme - SBL.*
- *The fee applies even if you already have a VPD, ZAB evaluation or other official assessment.*
- *Pay in advance using the bank details provided in the checklist and include proof of payment with your application.*

STEP 5

Send your application

Submit one single PDF file containing:

- *The completed and signed Application Form*
- *All required supporting documents in the specified order*
- *Proof of payment of the examination fee*

Please note:

- VPDs issued by uni-assist or similar documents are also not accepted.
- MOI certificates are not accepted as proof of English proficiency.
- An application can only be considered once the applicable € 100 examination fee has been paid.

Successful Application in 5 Steps

German Higher Education Entrance Qualification

Detailed Application Process Overview

STEP 1

Check your eligibility

- *Check admission requirements before applying.*
- *German qualifications accepted: Abitur, Fachhochschulreife, subject-related qualification, etc.*
- *An admission letter from an earlier semester may also qualify.*
- *Foreign qualification? Check the international admission requirements.*

STEP 2

Register in the Application Portal

- *Apply via the STUDIS application portal, open from May.*
- *Use the application guide available on our website for help with the process.*

STEP 3

Complete the application form

- *Download and complete the Application Form **electronically**.*
- *Sign the form **digitally** and include it in your PDF application.*
- *Provide a valid email address that you will use throughout the application process.*

STEP 4

Send your application

- *Upload all documents directly to the application portal.*
- *Complete the Application Form.*
- *Send it by email to: international.admissions@umwelt-campus.de*

Please note:

- VPDs issued by uni-assist or similar documents are also not accepted.
- MOI certificates are not accepted as proof of English proficiency.
- Payment of the examination is **not needed** for applicants with a German Higher Education Entrance Qualification.

Application Checklist

Please enclose the following documents with your application in this exact order:

01	**Application Form (Page 01 - 03)** Make sure you fill out and sign the form digitally before submission.	☐
02	**Curriculum Vitae (CV) - Resumé** Containing your complete school, college and university history.	☐
03	**Higher Education Entrance Qualification (HZB)** Baccalaureate, Secondary School Diploma or Higher Education. Entrance Certification for German Universities including grading scale.	☐
04	**Higher Education Certificates (If Applicable)** University diplomas and degrees as well as transcript of records and time spent studying including curriclum/syllabus and grading scale (if applicable).	☐
05	**Proof of English language proficiency (at B2 Level)** Accepted certificates and requirements can be found on the university website.	☐
06	**Proof of Examination Fees (€ 100)** Proof of payment of the € 100 examination fee is required. Applicants with a German Higher Education Entrance Qualification do not need to pay these fees.	☐
07	**Learning Agreement** Make sure you fill out and sign the form digitally before submission.	☐

Please ensure that this fee is paid in advance to the following bank account. Please note that payment reference must be stated exactly, otherwise your payment cannot be clearly allocated.

Account Holder:	Landeshochschulekasse Mainz
Bank Name:	Deutsches Bundesbank Filiale Mainz
IBAN:	DE25 5500 0000 0055001511
BIC-code:	MARKDEF 1550
Payment Reference:	6671-1566-BIR 60134490 "Ex SBL, Surname, First Name, Date of Birth"