



Application for the Faculty Sustainable Business & Law – International Exchange Program

1. Information on academic year and semesters

Academic Year: [YYYY]

Semester: winter semester [YYYY/YYYY]

summer semester [YYYY]

2. Personal Data

Last Name First Name

Date of Birth Place of Birth, Contry

Male Female Diverse Non-defined

Citizenship(s))

3. Permanent mailing address

Street, house number Address suffix - c/o, flat nr. etc.

Postal code, city State and county

Telephone incl. prefix Cell Phone incl. prefix

E-Mail

4. Type of school diploma/degree

Diploma/Degree]

Completion date [DD/MM/YYYY]

5. Previous course of studies

I have already studied at one or more university/universities

Yes

No *[skip this point and continue with point 6]*

1. University

Field of Study

Period from [MM/YYYY]

to [MM/YYYY]

Have you completed a degree?

Yes

No

If yes, name of degree

Have you lost your entitlement for examination?

Yes

No

2. University

Field of Study

Period from [MM/YYYY]

to [MM/YYYY]

Have you completed a degree?

Yes

No

If yes, name of degree

Have you lost your entitlement for examination?

Yes

No

If you have already studied at more than two universities, please make sure to include this information in your resume.

I declare in lieu of an oath that the information given on all points is correct and that these entries on the course of studies to date are true.

Place, Date

Signature

Please fill this form and send it together with the documents via e-mail to exchange.sbl@umwelt-campus.de.

We charge a processing fee of 100.00 Euro for checking your documents. Please note that the evaluation will only take place when we can book the corresponding receipt of money.

Please assume that the examination of your documents may take up to eight 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.

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.

Checklist application documents

Please enclose the following documents with your application:

1. Learning Agreement
2. Curriculum Vitae with your complete school/college/university history
3. Baccalaureate or Higher Education Entrance Qualification for German universities
4. University diplomas and degrees as well as transcript of records and time spent studying including curriculum/syllabus, if you have previously studied at a university.
5. Most Recent Grade Transcript
6. Language proficiency test, the requirements for this can be found on our website.
7. Proof of payment for the examination fee in the amount of 70.00 euros.
[The fee must be paid in advance. as soon as we have received your application, we will send you an invoice. Please make sure that the fee is paid promptly. No examination can take place without receipt of payment.]
8. Copy of passport
9. Biometric passport photo
10. Application for enrolment