



International Office

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## **Application Process for Exchange Students**

### **SEMESTER DATES**

The academic calendar of the Westfälische Hochschule looks as follows:

- **Winter semester:** 1<sup>st</sup> September to 28<sup>th</sup> /29<sup>th</sup> February  
Start of lectures: middle/end of September
- **Summer semester:** 1<sup>st</sup> March to 31<sup>st</sup> August  
Start of lectures: middle/end of March

The exact semester dates are stated in our exchange student guide.

### **APPLICATION**

Students from partner universities who wish to spend an exchange semester or an academic year at Westfälische Hochschule should consider the following application dates:

- Upcoming winter semester: **June 10th**
- Upcoming summer semester: **December 10th**

An **early application is recommended** since the visa procedure takes time and the number of rooms available for exchange students in our university residences are limited. The **complete and signed application** consists of the following documents:

- 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**
- 7.) **Copy of passport**

The documents must be handed in **in time** to the International Office. It is essential that the **purpose of the stay** at Westfälische Hochschule is indicated, which requires that you mention the **study program** as well as the **person in charge** of your final project or studies from the corresponding department.

The **application documents** and useful information for the preparation for the stay abroad in Germany (accommodation, visa, etc.) can be found on our website:

[www.en.w-hs.de](http://www.en.w-hs.de): -> **Studying at WH → Exchange students at WH**

## **ADMISSION**

Applicants will receive a **letter of admission** confirming their acceptance in the corresponding study program as well as an information package providing further details about the study abroad. We will inform the students in time about the recommended day of arrival. The “**Exchange Student Guide**” answers the most frequently asked questions concerning health insurance, liability insurance, accommodation, enrolment, transport, etc.

## **VISA**

The entrance regulations for Germany vary according to the applicants nationality.

Students coming from countries within the European Union only need their **passport** to enter Germany. Students from so called „positiven Drittstaaten“ including **USA, Israel, Brazil or South Korea** can enter Germany **without a visa**.

Students from other countries outside of the European Union need a **student visa** that entitles them to participate in a study course in Germany. It is impossible 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 student visa**. Students should apply at the German Consulate for a student visa as soon as possible since the process might take several weeks. Students should make sure to state the correspondent campus. Moreover, students must prove that they have sufficient funds to carry. The monthly cost of living in Germany currently amounts to **853€**. Non-EU students need a **blocked account** or a **commitment of a third party**.

In case students encounter any problems to obtain the visa on time, they should get in touch with us immediately. Then we can help them.

## ACCOMMODATION

In general, students studying at campus Gelsenkirchen and Recklinghausen are offered accommodation in our university residences in Gelsenkirchen. If they study at our campus in Bocholt, we offer an accommodation in a student residence or we try to find a private room. A **down payment of 800€** has to be paid for a room reservation in Gelsenkirchen before the arrival.

## SEMESTER FEE AND PUBLIC TRANSFER

As the public transfer in North-Rhine Westphalia is for free **after having paid the semester fee**, we recommend to pay it **two weeks before arriving** to Germany. The semester fee amounts to (334,38€ for Gelsenkirchen and Recklinghausen, 312,40 € for Bocholt - summer semester 2021).

## 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. 90 € per month**. The International Office will assist the students with the application procedure.

### Papers provided by the International Office

- confirmation of accommodation
- information about the professor in charge of the student
- information about the student's tutor including email address
- guide for exchange students
- leisure time card