h_da

Online Registration Guide

For questions about this registration guide, please turn to incoming.int@h-da.de.

1. Make sure to select the correct type of program: „STUDY VIRTUAL"

Information

Welcome to our Online Application/Registration for incoming students for semester exchange, online program, BIP or traineeship at Hochschule Darmstadt University of Applied Sciences (h_da)!

Please make sure you select the correct type of stay:

- STUDY: You'd like to study at h_da for 1 or 2 semesters, in person (i.e physically present in Darmstadt/Dieburg)
- STUDY VIRTUAL: You'd like to study at h_da for 1 or 2 semesters, online (i.e not physically present in Darmstadt/Dieburg)
- TRAINEESHIP: You'd like to do an in-person internship/traineeship at one of the h_da departments, (i.e. you'll be physically present in Darmstadt/Dieburg)
- TRAINEESHIP VIRTUAL: You'd like to do an online internship/traineeship at one of the h_da departments (i.e. you will not be physically present in Darmstadt/Dieburg)
- SHORT-TERM BLENDED: You'd like to apply for a Blended-Intensive Program (BIP), which is a hybrid format (online & a short physical presence in Darmstadt/Dieburg)

Note: For students wishing to do a semester exchange with us, this is an application.

For students who wish to take part in an online program or BIP or have been accepted for a traineeship, this is a registration.

If you'd like to apply for our International Summer University (ISU) or our Winter University Program (WUP), this is not the correct form for you. Please contact short-term@h-da.de.

| Type of stay | Please select ⌄ |

Practical information

In general:

In order to complete your application, please pay attention to the following:

- The different sections of the application are listed in the menu bar on the left. All sections should be completed.
- The fields marked by a red star are mandatory and have to be completed.
- By dragging your cursor over the yellow "i" icon, you will be shown information on how to complete that specific field.
- You can complete the application form step by step in multiple sessions, saving it in between and finishing it later.
- Once a section is completed, tick the box next to "Mark page as complete". A green check mark will appear next to the completed section in the menu bar on the left.
- Please do not write your name and other information in all caps (e.g. don't write: "SMITH, JANE", instead

2. According to your selection, more information will appear down below now – make sure to read everything carefully!

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Type of stay

Study

Practical information

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- Please do not write your name and other information in all caps (e.g. don't write: "SMITH, JANE", instead write "Smith, Jane"; Don't write "BEIJING, China" but "Beijing, China").

You can submit your application once all the sections on the menu bar are marked with a green check mark. Changes will not be possible after submitting the application!

Design/Media:

Please note that if you apply for the Design or M_____ment, you're required to hand in a portfolio of your previous work and projects as well.

Exchange students physically present in Darmstadt/Dieburg (type of study: Study)

Start date of your exchange semester:

Our Welcome & Orientation Program for exchange students starts **on 1 September** if you're coming in the winter, and on **1 March** if you're coming for the spring semester. This means that 1 September, or 1 March, respectively, is the first day we expect you to be present in Darmstadt/Dieburg.

3. Provide your personal data.

About your name: Type in your name **EXACTLY** as is appears in your passport. If you have a middle name, please provide this one as well. Do not write your name in all caps.

Personal details

Identity

Family name(s): *	zielke-TEST
* First name(s)	Marina-TET
* Gender	Female
* Date of birth	21 / Dec / 1983
* Country of birth	Germany
Place of birth (as listed in your * passport)	NRW
* Nationality	Germany
Nationality 2	Please select

Contact data

* Country	Germany
c/o	
* Street	Beispielstr. 83
Street 2	
Postal code *	76767
* City/State	Beispielstadt
Mobile number (e.g. +44 123 * 456789)	004900000100 ⓘ
Email (private, non-university	incoming.int.hda@gmail.com

4. Provide your passport information.

If you receive a new passport later, you can just send it to us by email later, but for now, we need your current passport data.

* City/State	Beispielstadt
* Mobile number (e.g. +44 123 456789)	004900000100	ⓘ
Email (private, **non-university** account): *	incoming.int.hda@gmail.com	ⓘ
Email (your **university** account) *	incoming.int.hda@gmail.com
Is the address mentioned above * your home address?	◯ Yes ⦿ No

Identity document

Type (passport obligatory for non-EU- * citizens!)	Identity card ⌄
* Number	1234567
* Issued by	ausgabestelle x
Date of issue *	10 ⌄ / Jun ⌄ / 2018 ⌄ 📅
Expiration date *	17 ⌄ / Nov ⌄ / 2029 ⌄ 📅
Photocopy of identity * document	📄 View file 🗑 ⓘ

☑ Mark page as complete

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Rechte vorbehalten.

5. Provide your ICE contact.
ICE = in case of emergency

Emergency Contacts

Contact (1)

Family name(s):
*

zylk

First name(s):
*

zylk

*Relationship

family

*Email

family@zylk.com

Phone number (e.g. +44 123
*456789)

00490001113332

ⓘ

➕ Contact

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6. Tell us the details about your requested stay/program at h_da.

- <u>Centria students</u>: partner university = yes

- Students from other universities: partner university = no (you do „Freemover studies" at h_da)

Requested Stay

Is your home university a partner university of *h_da?	◉ No ◯ Yes ⓘ

Home institution

Please enter your home country and home university

*Exchange program	Freemover studies ⌄
*Country	Please select ⌄
*Your home institution	

6.a – only for students from Centria University, Finland:

You'll be able to select your field of study (department/faculty and/or study program) under *Exchange program > Department > Exchange opportunity*:

Home institution and exchange programme

Please enter your home country and home university

*Country	Finland
*Your home institution	Centria Ammattikorkeakoulu – Centria
*Exchange program	Erasmus studies
*Department	I - Computer Sciences
*Exchange Opportunity	Erasmus Studium - Centria University ⓘ

7. Please choose the department *I -Computer Science* and the degree program also *I – Computer Science:*

Your stay at Hochschule Darmstadt

Please give us some more details on your exchange semester at h_da.

*Study level	Undergraduate / Bachelor ⌄
*Department	I - Computer Sciences ⌄
Please select the matching *degree program:	I - Computer Science ⌄
*Motivation	

ⓘ

7a. Please choose the correct academic year for which you want to register at h_da

The duration is <u>1</u> <u>semester´</u>.

*Academic year	Please select ⌄
	This field is mandatory and must be filled in.
*Start semester	Please select ⌄
	This field is mandatory and must be filled in.
*Duration in semesters	1 ⌄

8. Give us some details on your academic background.

Educational Background

Your academic background

Home Faculty/School */Department	Facultdd de Telecomunicación
What day did you start this *study program?	12 ⌄ / Jul ⌄ / 2020 ⌄ 📅
Name of the study program you're enrolled in at your home university (*English or German translation*). *	Telecommunications
*Study level	First cycle / Undergraduate / Bachelor
Number of semesters prior to *your study abroad semester	3 ⓘ
*Language of instruction	Spanish ⌄
Country of secondary education *	Spain ⌄ ⓘ
Date of secondary education completion / school-leaving *certificate	15 ⌄ / Jun ⌄ / 2019 ⌄ 📅 ⓘ
Are you currently enrolled in another higher education *institution in Germany?	⦿ No ◯ Yes ⓘ
Have you ever been enrolled at a higher education institution in *Germany?	⦿ No ◯ Yes ⓘ
Please confirme that you would like to enroll at h_da	◯ No ⦿ Yes ⓘ

9. If you're currently at the master's level, please select "*Second cycle / Postgraduate / Master*".
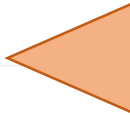

university (*English or German translation*).
*

* Study level	Second cycle / Postgraduate / Master
	Please select
	First cycle / Undergraduate / Bachelor
	Second cycle / Postgraduate / Master
Number of semesters prior to * your study abroad semester	
* Language of instruction	Spanish

Some additional info is needed in this case:

Germany?

Please confirme that you would like to enroll at h_da   ○ No ● Yes ⓘ

Previous studies

What's the name of the study program you completed before starting your current study * program.   Electrical Engineering

What's the degree you obtained by completing this study * program?   First cycle / Undergraduate / Bachelor

What's the name of the university at which you * completed this program?   Universidad de Zaragoza

In what country is this university located? *   Spain

What day did you start this * study program?   01 / Feb / 2016 📅 ⓘ

What day did you finish the * program?   15 / Jun / 2019 📅

What grade did you obtain?   10

10. Please tell us your native language(s).

Language Skills

*Mother tongue   Spanish

Mother tongue 2   Please select

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11. Once you're enrolled at h_da, you'll receive a password to set up an h_da student email account. It would be great if you gave us permission to send you the password by email, as this is much easier.

Organizational matters

Your h_da credentials

Once you've enrolled at h_da, we receive your master password with which you can set up your h_da account. **Do you give us your permission** to open these documents (which will be provided to us via cloud from another department) and send you your h_da credentials by email?
*

○ No ● Yes ⓘ

12. Let us know whether you have special needs we should be aware of, and if you'd like to be added to our WhatsApp/Telegram group(s)

(Students signing up for an online /blended class are not required to answer these.)

Communication & special needs

Special needs

Do you have a disability, impairment or long-term medical condition that *may affect your studies? ● No ○ Yes

Communication

Would you be interested in being added to a WhatsApp or Telegram group about 2 months before your arrival in Darmstadt, so you can get in touch with other h_da exchange students? * ○ No ● Yes

If yes, which one do you prefer? [WhatsApp ⌄]

If you agree, please fill out the Participant Consent Form and send it to the Incoming Service.

13. We require certain documents from you. The types of documents we need are different for the different types of programs

⇨ see next pages

13.b:
Students signing up for a mainly online program ("study virtual"):

The Preliminary course list can be found on https://international.h-da.de/en/1/your-stay-at-h-da/students/online-students

Relevant Documents to be Uploaded

Exchange Students (online only)

*CV	Durchsuchen... Keine Datei ausgewählt.	ⓘ
Academic transcript of *records	Durchsuchen... Keine Datei ausgewählt.	ⓘ
Certificate of bachelor's or master's degree (if applicable)	Durchsuchen... Keine Datei ausgewählt.	ⓘ

Preliminary Course List

*Preliminary Course List	Durchsuchen... Keine Datei ausgewählt.	ⓘ

The preliminary course list does not reflect your final class selection and it does not count as your Erasmus Learning Agreement. It's meant to give our professors an idea of the classes you'd be interested in. You will make your final class selection shortly before the start of the lecture period.

Language of instruction

Is your current language of instruction at your home university German or English?	⦿ No ◯ Yes

Certification of Language Proficiency *	Durchsuchen... Keine Datei ausgewählt.	ⓘ
Additonal Document	Durchsuchen... Keine Datei ausgewählt.	

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14: Now, we need you to sign the Declaration of Consent.

15: After that, please click "submit".

16: Lastly, download your application as a pdf file and sign it. After that, send it to us by email to incoming.int@h-da.de. We need the application to be signed by you!

That's it – you made it! ☺