h_da

Online Application Guide

If you encounter technical problems, please turn to moveonline@h-da.de.

For questions about your exchange semester, please turn to incoming.int@h-da.de.

1. Make sure to select the correct type of program

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!

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   `Study ▾`

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.
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- 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 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

☑ Mark page as complete

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

This section may look slightly different if your home university is not a partner university of h_da or if you're applying for a traineeship or a blended-intensive program (BIP).

Requested Stay

Is your home university a partner university of *h_da?	○ No ● Yes ⓘ
Is your stay at h_da an *internship/traineeship?	● No ○ Yes

Home institution and exchange programme

Please enter your home country and home university

*Country	Luxembourg ⌄
*Your home institution	Université du Luxembourg ⌄
*Exchange program	Erasmus studies ⌄
*Department	MD - Media ⌄
*Exchange Opportunity	Erasmus Studium - Université du Luxe ⓘ

Your stay at Hochschule Darmstadt

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

*Study level	Undergraduate / Bachelor ⌄
*Department	MD - Media ⌄
Please select the matching *degree program:	MD - Animation and Game ⌄
*Motivation	i would like to study at h_da because... ⓘ
*Academic year	2023/24 ⌄
*Startsemester	Wintersemester 2023/24 ⌄

6.a – only for students from a partner university of h_da:

If your home university and h_da have a cooperation in your study field, you'll be able to select your field of study (department/faculty and/or study program) under *Exchange program > Department > Exchange opportunity*:

If you can't find your department under *department* and *stay opportunity*, please write us an email!

6.b – only for students from a non.partner university of h_da doing a traineeship:

Check "yes":

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 student traineeship ⌄
*Country	Belgium ⌄
*Your home institution	Name of your home university

Your stay at Hochschule Darmstadt

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

*Study level	Undergraduate / Bachelor ⌄
*Department	G - Design ⌄
Please select the matching *degree program:	G - Communications Design ⌄
*Motivation	i would like to study at h_da because... ⓘ
*Academic year	2023/24 ⌄
*Startsemester	Wintersemester 2023/24 ⌄
*Duration in semesters	1 ⌄

Is a study-abroad stay / exchange semester obligatory (i.e. is it a necessary part of your study program at your home ● No ○ Yes

7. Tell us which study program you'd like to take classes from / enroll in (students doing a traineeship or blended-intensive program (BIP): please check with your h_da supervisor).

Exchange program Erasmus studies

Department MD - Media

Exchange Opportunity Erasmus Studium - Université du Luxe ⓘ

Your stay at Hochschule Darmstadt

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

Study level Undergraduate / Bachelor

Department MD - Media

Please select the matching **degree program:** MD - Animation and Game

EIT - Electrical Engineering - continuing education
EIT - Electrical Engineering and Information Technology
EIT - Electrical Engineering and Information Technology - International
EIT - Industrial Engineering
EIT - Reliability Engineering
G - Communications Design
G - Industrial Design
GW - Applied Social Sciences
GW - Business Psychology
GW - Information Law
GW - International Licensing Law
GW - Risk Assessment and Sustainability Management (RASUM)
I - Computer Science
I - Computer Science - KESS
I - Computer Science dual - KITS
I - Computer Science dual - KoSI
I - Computer Science with focus Communication and Media in Computer Science
MD - Animation and Game
MD - Animation and Game Direction

Motivation

Academic year

Startsemester

Duration in semesters

Is a study-abroad stay / exchange semester obligatory (i.e. is it a necessary part of your study program at your home **university)?**

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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*".
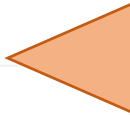
university (*English or German translation*).
*

* 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
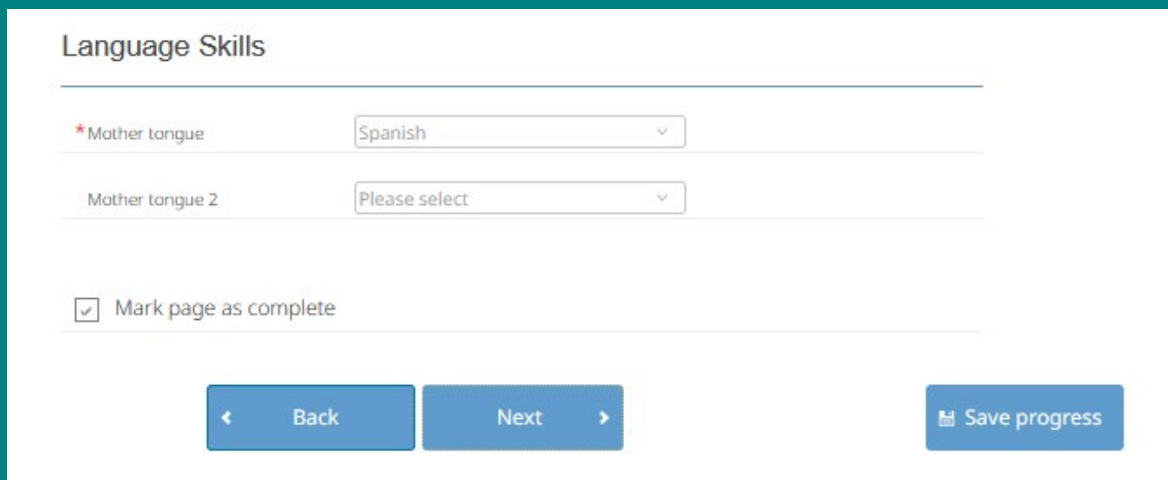
In what country is this university located?
*   Spain ⌄

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

What day did you finish the * program?   15 ⌄ / Jun ⌄ / 2019 ⌄ 🗓
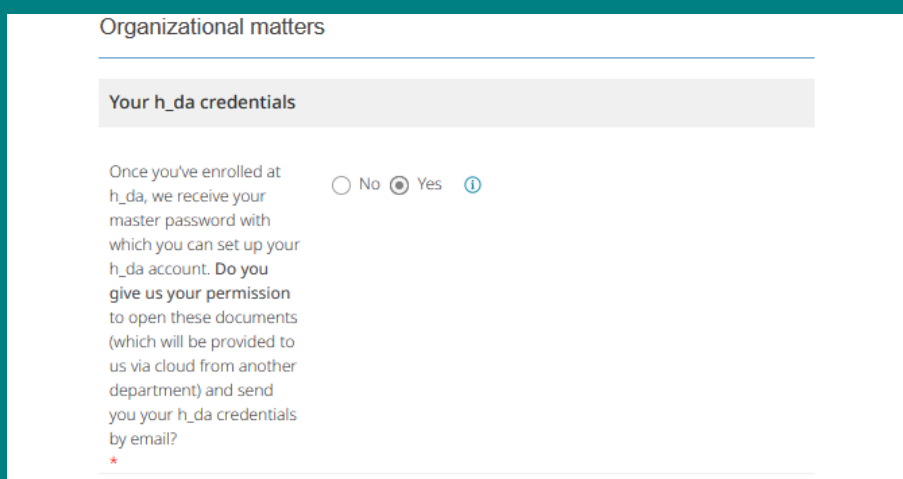
What grade did you obtain?   10

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

Language Skills

*Mother tongue	Spanish	∨
Mother tongue 2	Please select	∨

☑ Mark page as complete

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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 project, a blended-intensive program (BIP) or an online traineeship 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.a:
Students wishing to do an exchange semester in person (i.e. physically present in Darmstadt/Dieburg):

Relevant Documents to be Uploaded

Exchange Students (physical mobility)

*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. ⓘ

Students applying to **Design** or **Media Department**: Link to a portfolio of your previous (art)work and/or projects — ⓘ

Preliminary Course List

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

The preliminary course list does <u>not</u> 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.

Health insurance

Proof of health insurance * — Durchsuchen... Keine Datei ausgewählt. ⓘ

In order to enroll at h_da, you need a health insurance plan that is similar to the coverage offered by the statutory health insurance providers in Germany. More Information can be found <u>here</u>.

Not all of you need to hand in proof of a health insurance plan right now.

- EU / EEA Students:

  Please upload a scan of your European Health Insurance Card (EHIC) (both sides!). If your EHIC expires soon, make sure you request a new one and send us a scan.

  The expiration date must be after your exchange semester is over.

- Non-EU / overseas students:

  Please upload a pdf document saying "I'm aware that I need to hand in proof of health insurance coverage and that

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

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.	

☑ Mark page as complete

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13.c:
Students signing up for a blended-intensive program (BIP) ("short-term blended"):

Relevant Documents to be Uploaded

Students doing a blended short-term mobility

You don't need to upload any documents.
Please mark the page as complete.

☑ Mark page as complete

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13.d:
Students signing up for a traineeship in person (i.e. physically present):

Relevant Documents to be Uploaded

Students doing a/n traineeship/internship (in person)

*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.	ⓘ
*Motivation letter	Durchsuchen... Keine Datei ausgewählt.	
Traineeship confirmation *from h_da professor	Durchsuchen... Keine Datei ausgewählt.	
Additional documents (certificate of previous traineeships/jobs)	Durchsuchen... Keine Datei ausgewählt.	

Health insurance

*Health insurance	Durchsuchen... Keine Datei ausgewählt.	ⓘ

In order to enroll at h_da, you need a health insurance plan that is similar to the coverage offered by the statutory health insurance providers in Germany. More Information can be found here.

Not all of you need to hand in proof of a health insurance plan right now.

- EU / EEA Students:
  Please upload a scan of your European Health Insurance Card (EHIC) (both sides!). If your EHIC expires soon, make sure you request a new one and send us a scan.
  The expiration date must be after your exchange semester is over.
- Non-EU / overseas students:
  Please upload a pdf document saying "I'm aware that I need to hand in proof of health insurance coverage and that, without it, I cannot enroll as an exchange student at h_da" and sign the document. You'll receive more information on the type of health insurance required to enroll at h_da later.

13.e:
Students signing up for an online traineeship ("traineeship virtual")

Relevant Documents to be Uploaded

Students doing a/n traineeship/internship (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.	ⓘ
Motivation letter	Durchsuchen... Keine Datei ausgewählt.	
Traineeship confirmation *from h_da supervisor	Durchsuchen... Keine Datei ausgewählt.	ⓘ
Additional documents (certificate of previous *traineeships/jobs)	Durchsuchen... Keine Datei ausgewählt.	

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. We need the application to be signed by you!

That's it – you made it! ☺