

## APPLICATION FOR EXCHANGE STUDENTS

Exchange students coming to Hochschule Worms University of Applied Sciences (HS Worms) need to contact their coordinator at their home institution. **We can only consider and accept students from partner universities.** Unfortunately, due to limited capacities, “free movers” cannot be accepted.

The HS Worms application procedure for incoming students is managed through the online service **MoveOn** (more details see: <http://www.qs-unisolution.com/>).

**Only applications received through MoveOn will be processed.**

### APPLICATION PROCEDURE

Nominated students need to follow this **link**:

<https://worms.moveon4.de/form/5d761cec1875ee7e146b04f7/eng>

To proceed with the application, the student will be asked first to **register** (registration located right) and then to **login** (login located left). This registration is free of charge and is only possible once per student, login is possible several times as long as the application is not submitted and the application deadline is not yet over.

All sections of the application need to be completed. The students have the option to complete and save their application in multiple sessions. It is recommended to use **Google Chrome** or **Firefox** as browser.

**The students must upload the following documents to their application and attach them to their application (details see MoveOn), which need to be sent by postal service:**

- 3 biometric photo (jpg, jpeg)
- 3 photocopies of valid identity document (ID card or passport) (pdf)
- 1 photocopy of CV/résumé in English or German (pdf)
- 1 Photocopy of most recent academic transcript of records (pdf)

**Further requirements** to be sent together with application documents or at least by email but **BEFORE your arrival** (more information 2<sup>nd</sup> page) to [incoming@hs-worms.de](mailto:incoming@hs-worms.de):

- **A valid health insurance which fulfils the requirements and the minimum validity:**  
*winter semester:* 28./29. February  
*summer semester:* 31. August
- You can sign up for a **statutory German health insurance during our Orientation** (we organize an appointment, but then you are not enrolled on Orientation start)
- **Payment receipt of semester contribution** of currently **Euro 150.80**  
(this are no tuition fees!) – can be done latest during our Orientation, but then you are not enrolled on Orientation start
- **For non EU-citizens**, who need **visa** for travelling to Germany: **copy of visa** as soon as you receive it (please inform yourself closely about current visa regulations!)

If we receive all documents within the deadline by postal service (please note the deadlines mentioned in FACT SHEET) **AND** a **valid health insurance** and **receipt of semester contribution by email to [incoming@hs-worms.de](mailto:incoming@hs-worms.de) before arrival** (exact deadline see online application MoveOn), the student will be enrolled directly on the Orientation Start and therefore can use our facilities (e.g. Wifi, cafeteria) right from the beginning.

If the exchange student fails to hand in the documents in time before arrival, the student will be enrolled ca. **2-3 weeks after the Orientation start** (exact date to be announced). That means the student can't use e.g. our Internet on campus before.

The students can submit their application in MoveOn once all the sections in the menu are marked with green checkmarks.

No more changes will be possible after submitting the application! Please inform us by email ([incoming@hs-worms.de](mailto:incoming@hs-worms.de)), if any modification to the application is necessary (e.g. changed address, different duration of stay).

After submitting the application a PDF will be generated, which needs to be signed by the student and the coordinator of the sending institution, and then send via postal service within the deadline to HS Worms (details will be shown in MoveOn).

**Only complete applications sent within the application period can be accepted.**

## **APPLICATION DEADLINES**

**Winter semester:**    **20<sup>th</sup> May** for students who need a visa for studying in Germany  
                                 **15<sup>th</sup> June** for all other students

**Summer semester:** **1<sup>st</sup> November** for students who need a visa for studying in Germany  
                                 **1<sup>st</sup> December** for all other students

## **ACCEPTANCE**

After checking the applications, HS Worms will send the **letter of acceptance via email** both to the student and the partner university and the **original version via postal service** to the partner university.

**Refusal:**            If HS Worms cannot accept a student, both the student and the partner university will receive an email.

**Cancellation:**    If a student withdraws from the programme, the partner university must inform HS Worms as soon as possible.

In case of questions please contact us via: [incoming@hs-worms.de](mailto:incoming@hs-worms.de).

**We thank our partner universities for their cooperation!**