

NÉMETORSZÁG (GELSENKIRSCHEN, BOCHUM) WESFÄLISCHE HOCHSCHULE

Important points :

-Application:

This information is for students from other countries who would like to study at Westfälische Hochschule for a limited time under the terms of an agreement. Once you have been selected and nominated from your home university we need the following documents. Please consider the deadlines (10th June for the winter semester, 10th December for the summer semester). We get into contact with the departmental coordinator. You will get the contact details of our departmental coordinator in your admission.

Please provide us following documents by email no later than the application deadline:

- Application form for exchange students
- Accommodation form
- Copy of passport
- Transcript of Records
- Learning Agreement or Training Agreement
- German or English language certificate
- Erasmus students need the confirmation that they are selected as Erasmus students.

Arrival Information and First Steps

The completed and signed documents (Application Form, Accommodation Form, Transcript of Records, Learning Agreement or Training Agreement) are necessary before you can be accepted by the Westfälische Hochschule as an exchange student for one or two semesters. Please note that your subject and course choice has to be approved by the sending institution. Without the signature of the contact person and an official stamp of the sending institution the subject choice form (Learning Agreement) will not be processed. You might need to change your preselected courses once you have arrived at Westfälische Hochschule. Students who want to write their final thesis need a Training Agreement.

With your Letter of Acceptance you get our guide with all necessary information.

Please inform our student tutors about your exact arrival date.

Registration takes place in the International Office (Room B3.0.02) after your arrival. The following items must be brought with you to complete your registration:

1. Passport and visa (non EU-members)
2. Two recent passport photographs
3. Certificate of valid health insurance
4. Student ID or certificate of enrolment from your home-university

For ERASMUS-students

5. Learning Agreement/Training Agreement, Confirmation letter of arrival/ departure

**** After your registration all students have to pay social facilities fee of currently 316,62 € (Bocholt 292,80 €).

-Accommodation:

Exchange Students who study in Gelsenkirchen or Recklinghausen normally live in one of our students`dormitories in Wodanstraße or Düppelstraße. Please apply with our accommodation form. If there are no rooms available we inform you in time. In this case we pass to you the contact dates of our students who spend a semester abroad to rent their dormitory or you look for a private room.

Residence "Wodanstraße", Wodanstraße 7a-f, 45891 Gelsenkirchen

The village is comprised of several houses each containing 2, 3 or 4-room apartments. It is situated in the part of town Gelsenkirchen-Erle in a very central position with local amenities only approx. 300m away. You will get the keys of your room from your tutor. There are also washing-machines and dryers within the student village. The rooms are furnished with bed, cupboard and desk. All rooms have Internet access.

Residence "Düppelstraße", Düppelstr. 12, 45897 Gelsenkirchen

There are two double and five single rooms. There are several bath rooms and a big kitchen. The residence is 10 minutes away from the Westfälische Hochschule Gelsenkirchen.

The total rent per room is approx. 1.600 - 1.800 € per semester. You do not have to pay a deposit. You have to provide a down payment of 800 € for your reservation. The rest has to be paid by 1st Mai for the summer semester, by 1st November for the winter semester.

There is no university residence at our campus in Bocholt. Accomodation will be provided usually in private houses. The [Departmental International Office \(https://www.w-hs.de/erkunden/fachbereiche/win/internationales/incoming-students/ \)](https://www.w-hs.de/erkunden/fachbereiche/win/internationales/incoming-students/) will help with your accommodation.

Contacts:

- **Regina Klauke**
Mitarb. in Techn. u. Verw.
Raum: B3.0.02
Tel.: 0209/9596-943
You can find her mail adress in : <http://www.en.w-hs.de/studying-at-wh/incoming-students/office-for-international-students/>
- **Westphalian University of Applied Sciences**
Postal Address: D-45877 Gelsenkirchen
tel: ++49 209 9596 0
fax: ++49 209 9596 445
email: info@w-hs.de

Useful links :

- <http://www.en.w-hs.de/studying-at-wh/exchange-students/application-and-deadlines/>
- http://www.en.w-hs.de/fileadmin/public/dokumente/studieren/Beratung/Office_for_International_Students/Information_sheet.pdf (information sheet)
- <http://www.en.w-hs.de/studying-at-wh/exchange-students/accommodation/>
- <http://www.en.w-hs.de/study-at-the-wh/study-programmes/bachelors-courses/> (courses in English)
- <http://www.en.w-hs.de/studying-at-wh/exchange-students/study-programmes/> (study programmes)
- http://www.en.w-hs.de/fileadmin/public/dokumente/studieren/Beratung/Office_for_International_Students/guide_exchange_students.pdf
- <http://www.en.w-hs.de/service/contact/>