

## NÉMETORSZÁG ( LUDWIGSHAFEN ) FACHHOCHSCHULE LUDWIGSHAFEN AM RHEIN

### Important points :

#### -Application :

Before we can welcome you to our university, you must register as follows:

1. First, please register on our online application portal.(  
<https://hsludwhf.moveon4.de/locallogin/53e0f90a140ba0925b000000/eng> )  
Under login, create a username and password (minimum 8 signs; 1 special sign required)
2. Before you start the online application, please prepare the following:
  - a scanned identity photo (JPEG only)
  - a scanned photocopy of your passport (PDF)
3. Please fill out the online application. Please make sure that you have completed all mandatory fields and uploaded all necessary documents
4. After you have submitted the application form, please wait until the application file is generated; then please click on “download your application form (PDF)” and print it out. The application form must be signed by the coordinator at your home university.
5. Once you have obtained the necessary signature, please send the application form together with the other required documents to the following E-Mail address: [alexandra.ege@hs-lu.de](mailto:alexandra.ege@hs-lu.de)

#### Required Documents:

- Signed application form
- Learning agreement ( you can find : <https://www.hs-lu.de/en/international/exchange-students-from-partner-institutions/before-mobility/application.html> )
- Accommodation request ( [https://www.hs-lu.de/fileadmin/user\\_upload/international/incomings/Bewerbungsformulare/Accommodation\\_Request0413.pdf](https://www.hs-lu.de/fileadmin/user_upload/international/incomings/Bewerbungsformulare/Accommodation_Request0413.pdf) )
- Academic transcripts (an overview of your results at the home university)
- 1 photograph
- Copy of valid passport
- Arrival Information Form ( you can find : <https://www.hs-lu.de/en/international/exchange-students-from-partner-institutions/before-mobility/application.html> )

Please note that we can only process complete applications (with all required documents) received on or before the application deadline.

#### Application Deadlines ( check website for dateline changes )

- Winter Semester: May 31
- Summer Semester: November 30

#### -Accommodation:

Our institution offers accommodation in two different locations for exchange students coming from our partner institutions. You can find the description of the different accommodation types under following links:

- accommodation description dormitory (students residence) : [https://www.hs-lu.de/fileadmin/user\\_upload/Accommodation\\_at\\_the\\_Student\\_Residence\\_Hall15.pdf](https://www.hs-lu.de/fileadmin/user_upload/Accommodation_at_the_Student_Residence_Hall15.pdf)
- accommodation description flatsharing : [https://www.hs-lu.de/fileadmin/user\\_upload/Accommodation\\_description\\_GAG\\_Bilder.pdf](https://www.hs-lu.de/fileadmin/user_upload/Accommodation_description_GAG_Bilder.pdf)
  
- If you would like to apply for accommodation in the dormitory please use the application form: [https://www.hs-lu.de/fileadmin/user\\_upload/international/incomings/Bewerbungsformulare/Wohnheim-Antrag\\_englisch.pdf](https://www.hs-lu.de/fileadmin/user_upload/international/incomings/Bewerbungsformulare/Wohnheim-Antrag_englisch.pdf) complete it, sign it and send it with your application documents to our International Office.
  
- If you would like to apply for accommodation in a flat-sharing community with other Erasmus students please mark this on the form accommodation request: [https://www.hs-lu.de/fileadmin/user\\_upload/international/incomings/Bewerbungsformulare/Accommodation\\_Request0413.pdf](https://www.hs-lu.de/fileadmin/user_upload/international/incomings/Bewerbungsformulare/Accommodation_Request0413.pdf) and send it to the International Office with the rest of your application forms.

**Please note that for winter semester 2017/18 the accommodation in the flatshare will be available from the 11th of September 2017 on.**

#### Contact persons :

- Alexandra Ege  
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Useful Links :

- <https://www.hs-lu.de/en/international/exchange-students-from-partner-institutions/before-mobility/application.html>
- <https://www.hs-lu.de/en/international/exchange-students-from-partner-institutions/before-mobility/housing.html>
- [https://www.hs-lu.de/fileadmin/user\\_upload/Fact\\_Sheet\\_HS\\_Lu\\_AY\\_2018\\_19.pdf](https://www.hs-lu.de/fileadmin/user_upload/Fact_Sheet_HS_Lu_AY_2018_19.pdf)  
( fact sheet )
- <https://www.hs-lu.de/international/exchange-students-from-partner-institutions/before-mobility/business-courses-in-english-bachelor.html>  
( courses in English )
- [https://www.hs-lu.de/fileadmin/user\\_upload/Englische\\_Vorlesungen\\_SS\\_17\\_final\\_2.pdf](https://www.hs-lu.de/fileadmin/user_upload/Englische_Vorlesungen_SS_17_final_2.pdf)  
( course offer in English – summer semester- )
- [https://www.hs-lu.de/fileadmin/user\\_upload/Classes\\_in\\_English\\_WS1718\\_aktualisiert.pdf](https://www.hs-lu.de/fileadmin/user_upload/Classes_in_English_WS1718_aktualisiert.pdf)  
( course offer in English – winter semester- )