

### 1.1 Erasmus students or other exchange programme students

#### NECESSARY DOCUMENTS:

- FH Application form
- Copy of A-Level Certificates
- Grade Confirmation Sheet from home university
- Completed registration form from home university

#### Closing Dates:

- 15.06. for the following winter semester
- 15.01. for the following summer semester

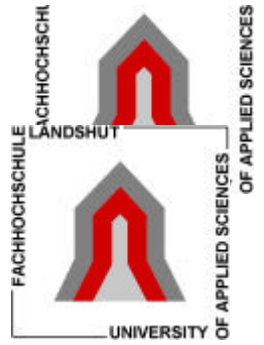
### 1.2 "Free Movers" :

#### NECESSARY DOCUMENTS:

- FH Application Form
- Acknowledgement of University Access by the Certificate Approval Department in Munich ([www.stmuk.bayern.de/zast](http://www.stmuk.bayern.de/zast))
- If appropriate, grade confirmation from the home university (Approved by the Certificate Approval Dept in Munich)
- Proof of german ability (DSH, Zdaf, TestDaf etc.)

#### Closing Dates:

- 15.06. for the following winter semester
- 15.01. for the following summer semester



### 1.3 Exchange Placement Students (non-EU Citizens)

#### NECESSARY DOCUMENTS:

- Completed Registration form from home university
- Placement contract (including dates & salary)

The International Office (AAA) organises visa formalities along with other issues that may arise but previous experience suggests this can take time:

#### Closing Dates:

- AT LEAST 2 MONTHS BEFORE PLACEMENT IS DUE TO BEGIN!!

### 2. NECESSARY DOCUMENTS FOR REGISTRATION:

#### NECESSARY DOCUMENTS:

- Proof of health insurance cover (for EU students E128/E111)
- Bank receipt/paying-in slip, showing semester fees have been paid
- Proof of a 6 week pre-placement (not necessary for exchange students)
- 2 passport photos

#### Termin:

- ca. 2./3. week in september

### 3. HALLS OF RESIDENCE:

#### NECESSARY DOCUMENTS:

- In order to get a room in Halls, students need to complete an application form, available either at the Accomodation Office or at the International Office.

#### Termin:

- 01.07. for the WS
- 15.01. for the SS

4.1 Residents  
Registration Office:

NECESSARY DOCUMENTS:

- Application form
- Copy of Passport
- If placement follows: Student needs a 6 Month Certificate (for tax purposes)

Participants in the Orientation Week (the week before semester begins) complete the necessary forms together. The International Office takes care of everything else.

4.2 Foreign Office:

NECESSARY DOCUMENTS:

- Residence Permit Request Form
- Copy of Passport (non-EU citizens) or Personal ID Card (EU citizens)
- 2 passport photos
- Proof of address

Participants in the Orientation Week (the week before semester begins) complete the necessary forms together. The International Office takes care of everything else.

5.1 EU- Students:

NECESSARY DOCUMENTS:

E128- or E111-certificate must be given to the AOK (public health authority), thereafter you receive an insurance certificate which you give to the doctor in place of payment.

5.2 Non EU-Students:

If you have insured yourself with a German health insurance company you will receive your insurance card through them. Should your health insurance company in your home country have a contract with a German insurance broker , please contact them about your policy.