# Six Steps To Apply & Required Documents

#### Step 1

You have to apply at your home university which has to nominate you as an exchange student at our university.

#### Step 2

The International Office of DHBW will contact you and send you an application form as well as further information about > Copy of ID card or passport your studies at our university.

#### Step 3

Consult your academic advisor and select the relevant subjects for your semester abroad at DHBW Karlsruhe.

#### Step 4

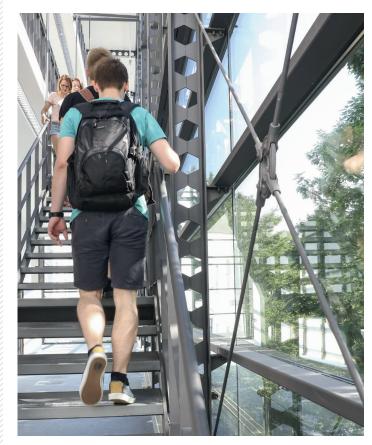
Complete the application form.

#### Step 5

Submit all required documents including the application form >> Recommendation letter to the International Office of DHBW Karlsruhe.

#### Step 6

DHBW Karlsruhe will check your application and will confirm International Office your selection or clarify questions.



#### > Required Documents

#### In general:

- > Application form, Learning Agreement Erasmus+ (if applicable)
- > Health insurance
- > Enrollment certificate
- Proof of proficiency in English (B2)

#### For scholarships:

- > Enrollment certificate
- > Curriculum Vitae
- > Transcript of Records
- > Proof of proficiency in English and/or German

#### > Contact

internationaloffice@dhbw-karlsruhe.de

#### Incomings

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"With a qualification that combines academic theory with practical know-how, our graduates are ideally prepared for a successful start in their career."

Prof. Dr. Hans Wolf, Founding President



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#### Imprint

Editor: DHBW Karlsruhe Production: Werbeagentur Murr Photo: DHBW, Foto Fabry Ettlingen



# Duale Hochschule Baden-Wuerttemberg Karlsruhe Baden-Wuerttemberg Cooperative State University Karlsruhe

# **Go International!**

### www.dhbw-karlsruhe.de



"The appeal of studying at the DHBW lies in the combination of scientific education and direct implementation into practice." Thomas, Edig, alumnus of DHBW Karlsruhe, from 2007 to 2015 Chie

#### Partner Universities:

American University in Bulgaria South-Eastern University of Applied Sciences, Mikkeli, Finland, Dublin Business School, Ireland Budapest Business School FIMB, Budapest, Hungary Technical University of Lodz, Poland University of Porto, Portugal University Cardenal Herrera - CEU Valencia, Spain Haute École de Gestion Genève, Switzerland Liverpool John Moores University. Liverpool, UK

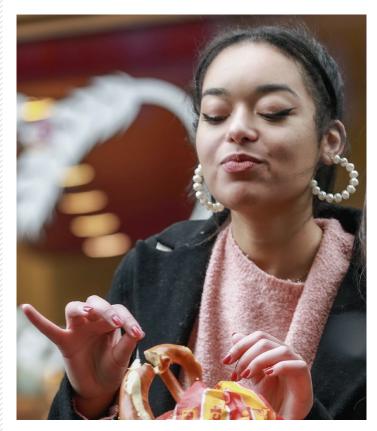
Unversity of Shanghai, China Tecnológico de Costa Rica GUC - German University in Cairo, Cairo, Egypt Indo-German Training Centre (IGTC), Mumbai, India Hosei University, Tokio, Japan Kyonggi University, Seoul, Korea Taylor's University, Kuala Lumpur, Malaysia Kasetsart University, Bangkok, Thailand Yeditepe University, Istanbul, Turkey California State University San Marcos, USA California State University Channel Islands, USA



## Karlsruhe - an attractive city

Karlsruhe was founded in 1715 as a carefully planned cosmopolitan city whose streets radiate like the ribs of a fan. Karlsruhe Technology Region is a worldrenowned centre of hightech industry and innovation. With eight universities, Karlsruhe example Michelin, L'Oréal, Daimler and Siemens. is a student city providing an international environment. And not to forget: Karlsruhe has a reputation as Germany's second warmest city. It is a green city with a wide variety of public parks and gardens so there is always a pleasant spot to relax.

For further information about Karlsruhe, visit www.karlsruhe.de



#### Technology region Karlsruhe

The Technology Region Karlsruhe stands out due to a mixture of global players, middle-sized and small-sized companies as well as start-ups. Well-known names to be mentioned are for

#### University life and leisure time in Karlsruhe

In Karlsruhe students find countless opportunities to enjoy their student life and leisure activities. Together with the eight universities Karlsruhe provides hundreds of possibilities to meet other young people in the fields of music, sports, theater and other gettogethers. There are more than 135 cultural institutions and a lot of bars, clubs and restaurants where students can spend their evening during the weekend.



#### Things to see and places to go

Karlsruhe is located in the middle of Europe. Switzerland, the Alps, Paris and Munich can be reached in about three hours and Frankfurt Airport is only one hour away by Intercity Express train. Even closer are the well-known touristic places Heidelberg, Baden-Baden, Freiburg, the Black Forest and the capital of Baden-Wuerttemberg, Stuttgart.

Exchange students at DHBW Karlsruhe can choose their lectures across all departments and create their own schedules. English lectures are mainly offered in the study programs "Business Administration in German-French Corporations", "Business Administration and Engineering", "Management in Industry" and in the interdisciplinary "International Program".

DHBW was founded in 2009 and combines on-the-job-training **> Business Administration** and academic studies and, therefore, achieves a close integration of theory and practice, both being components of cooperative education. The regular students regularly switch from their academic studies at the university to practical training in one of the partner companies of DHBW Karlsruhe.

Based on the US State University System - now with about 36,000 undergraduate students and more than 8,000 partner companies such as Mercedes Benz, Bosch and Siemens - the DHBW is with nine locations the biggest university in the Federal State of Baden-Wuerttemberg.

Duale Hochschule Baden-Wuerttemberg Karlsruhe/Baden-Wuerttemberg Cooperative State University Karlsruhe has around 3.200 students and offers bachelor programs of 210 ECTS credtit points in Business, Engineering and Health.



- > Business Administration in German-French Corporations (partly lectures in English)
- > Business Administration Banking
- > Business Administration Management in Commerce
- > BusinessAdministration-ManagementinIndustry-Supply Chain Management (partly lectures in English)
- > Business Administration Insurance
- > Accounting Taxation Commercial Law Tax & Audit
- > Business Information Systems Software Engineering
- > Business Information Systems Sales and Consulting
- > Entrepreneurship

#### > Engineering

- > Electrical Engineering
- > Computer Science (partly lectures in English)
- > Mechanical Engineering
- > Mechatronics
- Paper Technology
- > Safety, Health and Environmental Engineering
- > Business Administration and Engineering (partly lectures in English)

#### > Health

- > Physician Assistant
- > Applied Health Sciences
- > Applied Midwifery Science

#### **International Program**

DHBW Karlsruhe offers interdisciplinary lectures in English open to all students. The lecturers focus on different aspects of business administration in an international environment. Many lecturers teaching in this program are professors at partner universities who teach for one week at DHBW Karlsruhe.

#### Summer Schools

DHBW Karlsruhe regularly offers summer schools with a duration of two weeks for their partner universities. During these compact seminars the international students study several subjects in the field of international business. In addition, they have the chance to visit partner companies of DHBW Karlsruhe which might be a unique experience. Touristic trips in the region and trips to France are included.

#### Academic Year

**Fall Semester:** 01.09. – 28.02.

(Lecture period: 01.10. – 23.12., orientation week/ preparatory courses in September)

**Spring Semester:** 01.03. – 31.08.

(Lecture period: 01.04. – 30.06., orientation week/ preparatory courses in March)

From January to February and from July to August students might work on an additional project, do an internship or go back to their home university.

#### Typical schedule for an exchange student:

#### September

Intensive German Course (two weeks), orientation week October to December

Lectures at the university (at least 15 ETCS points)

#### January to February

Project Paper/Assignment or Internship

#### March

Intensive German Course (two weeks), orientation week April to June Lectures at the university (at least 15 ECTS points)

July to August

Project/Assignment or Internship

#### **Lectures in English**

International exchange students may attend all courses open to German students. Lectures in English are offered in the fall semester from October to December and in the spring semester from April to June.

#### Lectures in English (exemplary):

Leading People and Organizations	5 ECTS
> Creating Value in Digital Business	6 ECTS
> Globalisation & International Management	5 ECTS
International Marketing and Sales	6 ECTS
> Quality in Business	4 ECTS
International Finance & Accounting	6 ECTS
> Project Management	4 ECTS

Language courses in German, French, Spanish and other languages are provided free of charge. Current information about the lectures offered in English can be found on the English website of DHBW Karlsruhe.



#### Internships

International students may be placed in one of our partner companies, but an internship at a German company cannot be guaranteed. Placements are largely dependent on the applicant's ability to speak German and the economic situation in Germany. Students have to find the internship on their own. The International Office might help you with the application.

#### Accommodation

The International Office assists international students in finding suitable accommodation. Applicants are advised to contact the International Office early in advance. Rooms in a hall of residence cost between 190 and 300 euros and private accommodation at least 400 euros per month. Dormitory rooms are in shared appartments, so students have to share bathroom and kitchenmen and women mixed (!).

#### Other costs

DHBW has no tuition fees. Exchange students only have to pay around 80 euros per semester as an administrative fee which allows them to use the subsidized facilities (sports, cafeteria etc.).Students should expect living expenses in Germany to be between 500 and 600 euros per month including accommodation. Exchange students can use public transportation in Karlsruhe for one semester free of charge.

#### Health insurance

Students from abroad must ensure that they have adequate health coverage. Those from EU countries must contract for health insurance from a German company on a list the International Office will provide (approximately 80 euros per month).