

## List of Application Documents for Incoming Exchange Students

- Application form (generated via the Mobility Online Application platform)
- Transcript of Records (overview of your grades issued by home university)
- Learning Agreement (your course selection approved and signed by your home university coordinator)
- Proof of valid Health Insurance (copy of your European Health Insurance Card if you are a EU/EAA/CH citizen)
- Proof of Language Proficiency (see our language requirements: <https://bit.ly/HTWlanguage requirements>)
- Passport Copy (Non-EU students) or National Identity Card Copy (EU/EAA/CH citizens)
- Passport Photo (optional)

Additional documents to be uploaded if you are

... applying for a Design program:

- Portfolio (8-10 page summary of your most important projects relevant to your studies at HTW Berlin)

... completing your thesis / final project at HTW Berlin:

- confirmation of your HTW Berlin supervisor

... a student from a non-EU country:

- proof of German Health Insurance (to be uploaded within the first days of the Welcome Weeks)

### Application Deadlines:

- 11<sup>th</sup> November for the following Summer term (starting in March)
- 11<sup>th</sup> May for the following Winter term (starting in September)

For more detailed information on the application process and documents needed please visit our website: <https://bit.ly/HTWapplication>.