



Education and Culture DG

Lifelong Learning Programme

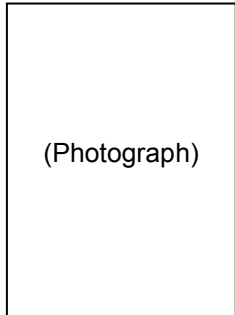


FH KREMS
UNIVERSITY OF APPLIED
SCIENCES / AUSTRIA



JOINT-STUDY PROGRAMME
LIFELONG LEARNING PROGRAMME / ERASMUS – ECTS
DOUBLE DEGREE PROGRAMME

(Photograph)



STUDENT APPLICATION FORM

ACADEMIC YEAR: 2015/2016

FIELD OF STUDY AT HOME UNIVERSITY (Study Programme / Bachelor or Master):

.....

DURATION OF DESIRED EXCHANGE PROGRAMME:

Fall Term **Spring Term** **Full Year**

To be sent before May 1st (Fall application) and November 1st (Spring Application):

IMC University of Applied Sciences Krems, Academic Mobility Office, Piaristengasse 1, 3500 Krems / Austria
Sylvia Schnelzer (Assistant Coordinator – Incoming Students): sylvia.schnelzer@fh-krems.ac.at,
phone: +43(0)2732/802-270

This application should be completed in BLACK and CAPITAL letters in order to be easily copied or faxed!

SENDING INSTITUTION:

Name and full address _____
ERASMUS Code (if applicable) _____

Departmental coordinator – name, telephone and fax numbers, e-mail:

Institutional coordinator – name, telephone and fax numbers, e-mail:

STUDENT'S PERSONAL DATA (to be completed by the student applying)

Family name:

E-mail address:.....

First name(s):

ID-Number:.....

Date & Place of birth:

Sex: ...M/F.... Nationality:

Current address:

Permanent address (if different):

.....

.....

.....

.....

Telephone number:

Telephone number:

Current address is valid until:

Name and phone number of person to contact

In case of emergency:

.....

BRIEFLY STATE THE REASONS WHY YOU WISH TO STUDY ABROAD

.....

LANGUAGE COMPETENCE

Mother tongue: Language of instruction at home institution (if different):

Other languages	I have sufficient knowledge to follow lectures		I need some extra preparation	
	YES	NO	YES	NO
.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ONLY for DOUBLE DEGREE STUDENTS!

Double Degree Students have to provide proof of an English level of at least C1 (according to the Common European Framework of Reference for Languages – CEFR) – please indicate your situation:

- 1) English Certificate (TOEFL, IELTS, BEC, etc.) – result equivalent to level C1
Please attach a copy of your certificate to this application!
- 2) Language of instruction of ALL courses at home institution is ENGLISH
- 3) If 1) or 2) do not apply you need a Skype Interview with Prof.(FH) Dr. Max Schachner, Head of Academic Mobility
Your Skype contact:

PREVIOUS AND CURRENT STUDIES

Diploma/degree for which you are currently studying:

Number of higher education study years prior to departure abroad:

Have you already been studying abroad? Yes No

If Yes, when?

At which institution?

Please attach a Transcript of records including full details of previous and current higher education studies. Details not known at the time of application may be provided at a later stage.

Secondary School Leaving Certificate OR General University Entrance Qualification (for BA/BSc and MA / MSc)
Please attach a copy to this application!

DATE OF ISSUE:

NAME OF SCHOOL:

COUNTRY:

ONLY for MASTER STUDENTS! Bachelor Diploma OR equivalent
Please attach a copy to this application!

DATE OF ISSUE:

NAME OF UNIVERSITY:

COUNTRY:

ONLY for DOUBLE DEGREE STUDENTS!

Double Degree Students have to send – in addition to the above mentioned information / documents - a complete set of all transcripts already received during previous semesters at the home university!

WORK EXPERIENCE RELATED TO CURRENT STUDIES (if relevant)

Work experience / position	Company /organization	Dates	Country
.....
.....

VISA REGULATIONS

I need an official invitation letter for visa application: Yes No

Please add a **COPY OF YOUR PASSPORT** if you need an official invitation letter! Please note that due to strict entrance regulations, visa applications for Non-EU-Citizens will take at least 10 weeks!

Important rules, regulations and deadlines

Your application must be with the IMC University of Applied Sciences Krems by **May 1st for the fall term** / by **November 1st for the spring term.**

- All EU-citizens must have the relevant **insurance document** – students from all other countries must have a **valid international insurance policy** (copy must be provided upon arrival).
- You must have a **very good knowledge of English (at least B2)** in order to carry out your studies for the **degree programmes Export-Oriented Management, International Business & Export Management, Tourism & Leisure Management, Marketing & Sales and Medical & Pharmaceutical Biotechnology (DOUBLE DEGREE Students must have at least level C1!)**.
- For the **all other degree programmes** your **German** must be very good as well (nearly all lectures in German!).

The IMC University of Applied Sciences Krems reserves the right to terminate your stay if you fail to meet the minimum academic standards or if you are found in violation of the laws and regulations of Austria or the IMC University of Applied Sciences.

Student's Signature..... Date:

To be completed and signed by the **SENDING INSTITUTION:**

I confirm that the above mentioned student has been nominated as an exchange student to the IMC University of Applied Sciences, Krems, Austria.

Date: Name and position of signatory:

Seal: Signature:

Checklist for International Exchange Students

Your application file must comprise:

1. Application form
2. Accommodation form
3. Passport copy
4. Copy of health insurance policy
5. Copy of Secondary School Leaving Certificate OR General University Entrance Qualification
6. Copy of Bachelor Diploma OR equivalent (only for Master students!)
7. Copy of all transcripts already received during previous semesters at the home university (only for Double Degree students!)

*All International Exchange Students have to hand in a PROVISIONAL learning agreement together with their application documents. From September 1st (fall term) / February 1st (spring term) onwards, all students have to compose their FINAL learning agreement according to the course schedule and have to hand it in at the Academic Mobility Programmes' Office of the IMC University of Applied Sciences Krems within a given deadline.

EU citizens

In case you are moving to Krems for your studies you are obliged to register at the "Meldeamt der Stadt Krems" at the City Hall within 3 days after your arrival.

The following documents are necessary for a successful registration:

- Registration form with the signature of your landlord ("Meldezettel")
- Passport
- Birth certificate
- Certificate of marriage, divorce decree or equivalent

Download registration form:

http://www.krems.gv.at/gemeindeamt/download/169257433_1.pdf

Magistrat Krems

Pfarrplatz 2 (building „Rathaus/Magistrat“)

3500 Krems

Phone: +43 (0)2732/801-700

Fax: +43 (0)2732/801-719

Opening Hours

Monday 8:00 to 15:00 hrs

Tuesday 8:00 to 19:00 hrs

Wednesday 8:00 to 15:00 hrs

Thursday 8:00 to 15:00 hrs

Friday 8:00 to 12:00 hrs

When staying in Austria for more than 3 months it is additionally necessary to register within 3 months at the “**Fremdenpolizei**” (Pfarrplatz 2, 3500 Krems).

The following documents are necessary for a successful registration:

- Passport
- ID photo
- Certificate of health insurance (insurance card or policy)
- A statement of funds (bank statement)
- 15 € registration fee
- Exchange students need to bring the confirmation of Exchange student’s status issued by the IMC University of Applied Sciences Krems
- Regular students also need their enrolment certification

Fremdenpolizei

Obere Landstraße 4 (building „Rathaus/Magistrat“)
3500 Krems
phone: +43 (0)2732/801-501

Opening Hours

Monday	8.00 to 15.00 hrs
Tuesday	8.00 to 13.00 hrs, 15.00 to 18.00 hrs
Wednesday	8.00 to 15.00 hrs
Thursday	8.00 to 15.00 hrs
Friday	8.00 to 12.00 hrs

NON EU Citizens

NON EU citizens have to fulfill the same requirements as EU citizens moving to Austria from outside of Austria.

Before travelling to Austria it is necessary to obtain a **Visa from the Austrian representation** in the student’s home country. Regarding special Visa requirements please check the „Guide to entry and residence requirements for foreign students“ of the OEAD (www.oead.at).

Please note that after expiry of your Visa you will no more be allowed to travel within the Schengen area. And without the registration at the Magistrat and the permit of residence you are considered as illegally staying in Austria and will eventual face legal action and have to leave the country.