

Will be filled in by HfG Offenbach:

Matriculation number:

Day of enrolment:

Student ID received and data recorded properly in the administrative system

Signature

Enrolment Form for Incoming Students Winter/Summer

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1. Family name 2. Name at birth - only if different to pos. 1

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3. First names (including all titles, separated by comma)

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4. Place of birth (City) 5. Date of birth (DDMMYY)

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6. Gender male female 7. Nationality

1. _____

2. _____

8. Address in Germany (if known)

a) Street, house number

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b) Extra address line (apartment number, for example)

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c) Postcode d) City

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9. Telephone: prefix/number (German no. will be asked later)

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E-Mail address: (optional)

10. Studies at home university

Type of studies:** Place of target degree (Country)*:

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Choice of department at HfG (please tick applicable)

School of Art School of Design Semester at HfG (will be filled in later)

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11. Have you already completed any intermediate exams in this field of studies (i.e. Pre-Diploma, Bachelor, Master)?

If yes: Type of exam Date of exam (DDMMYY)

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*) Place where you plan to finish your studies

***) 1 = First degree course (i.e. Bachelor); 2 = Second degree course (i.e. Master); 3=PhD studies

21. Declaration of accuracy:

I certify that the information provided on this form is correct and complete in its entirety. I am not enrolled at a higher education institution in Germany on the desired study program. I have not failed my preliminary, midterm or final examinations in this field of study in Germany with no option to resit.

I am aware that if these details are proven to be incorrect or incomplete my enrolment may be rescinded in accordance with the "Hessisches Hochschulgesetz" (Hessen Higher Education Act) of December 14, 2009 (GVBl. I S. 666).

Date, town or city

Signature

22. Declaration of consent according to § 7 "Hessisches Datenschutzgesetz" (Hessen Data Protection Act):

I agree that my postal address and other personal data will be collected, stored and processed solely for the purpose of alumni activities. My data shall not be passed on to persons or institutions outside the university. Consent is voluntary and may be denied.

Yes, I agree

Signature

23. Data protection notice:

According to §2 "Hessische Immatrikulationsverordnung" the data will be systematically collected and stored in accordance with the respectively valid version. The data will be used for the purpose of student and examination administration.

Please bring the following documents:

- Certified copy of your university entrance qualification (see question 12)
- 2 passport photos with your name and field of study
- Passport or ID card
- Exmatriculation certificate (necessary if you were enrolled in Germany before)
- Certificate of your statutory health insurance (i.e. DAAD insurance or EHIC):
For all students living in a non-EU country it is important to arrange a German statutory health insurance for the duration of your stay in Germany. By law, we cannot register you as a student if you don't have a German statutory health insurance for students or the DAAD insurance: <http://alturl.com/xhm2v>. We can assist you in this matter as soon as you are in Offenbach.