



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: 2012/2013

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, fax: +43 (0)2732/802-318*

This application should be completed in BLACK and BLOCK 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:
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BRIEFLY STATE THE REASONS WHY YOU WISH TO STUDY ABROAD

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LANGUAGE COMPETENCE

Note: A proof of knowledge of the receiving institution’s language of instruction should be submitted

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"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WORK EXPERIENCE RELATED TO CURRENT STUDY (if relevant)

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

PREVIOUS AND CURRENT STUDY

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?

The attached Transcript of records includes full details of previous and current higher education study. Details not known at the time of application will be provided at a later stage.

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 application period 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 shown 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, Tourism Management and Medical & Pharmaceutical Biotechnology**.
- For the **degree programmes Business Administration & E-Business Management and Health Care Management** your **German** must be very good as well.

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 Fachhochschule.

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. PROVISIONAL Learning Agreement*
4. Passport copy
5. Copy of health insurance policy
6. Transcripts of Record

*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://root.riskommunal.net/gemeinde/krems/gemeindeamt/download/Meldezettel.pdf>

Magistrat Krems

Pfarrplatz 2

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" in Krems-Stein.

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

Rathausplatz 2

3504 Krems-Stein

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 fall legal action and have to leave the country.