

Fachhochschule Westküste  
 International Office  
 z.Hd. Anne-Katrin Beck  
 Fritz-Thiedemann-Ring 20  
 25746 Heide

**Application  
 for the preparatory course for refugees  
 at the Fachhochschule Westküste – West Coast University of Applied Sciences  
 for the summer term 2023**

Application deadline (definitive): November 30<sup>th</sup> 2022

I wish to attend the preparatory course at the Fachhochschule Westküste – West Coast University of Applied Sciences for the summer term 2023.

<b>Request course times</b> At what times can you attend the course?				
<input type="checkbox"/> mornings (08:30 – 11:45)		<input type="checkbox"/> afternoons (12:45 – 16:00)		<input type="checkbox"/> Both suit me.
<b>Personal information</b>				
Last name		First name		
Date of birth	dd	mm	yyyy	<input type="checkbox"/> Female <input type="checkbox"/> Male
Place of Birth				Nationality
Native language				
Do you have underaged children that need supervision during the time of the course?	<input type="checkbox"/> Yes <input type="checkbox"/> No		Is that supervision secured for the entire class time every day?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Address</b>				
Street				
Postal code, city				
Country				
Phone				
Emergency contact (Name, address and phone)				
Have you already applied for asylum in another EU country?	<input type="checkbox"/> No <input type="checkbox"/> Yes, in: _____			

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<b>Information on social services</b>				
Social Welfare agency (e.g. Jobcenter Steinburg)				
Address of the agency				
Name of the case worker				
Customer number at the agency				
<b>Educational qualifications</b>				
Name of qualification		Date of exam		
			dd	mm
		Place of exam		
<b>Tertiary (university) qualifications (when applicable)</b>				
Name of qualification		Date of exam		
			dd	mm
		Place of exam		
<b>Work experience</b>				
Type of work		from (mm/yyyy)	to (mm/yyyy)	
		at		
Type of work		from (mm/yyyy)	to (mm/yyyy)	
		at		

Please enclose the following documents with the application form (must be translated into German or English, and the copies need to be certified). Please do not submit original certificates or school/university reports! The documents specified in **bold** text are required for admission. If these documents are unavailable, at least one of the documents mentioned in non-bold text under the respective bullet point has to be submitted.

- Passport** or
  - Other proof of identity (e.g. refugee identity card)

- Proof of current residence status**

- CV including educational biography**  
(times, places, schools, universities)
- Secondary school leaving certificate and/or**
  - Proof that you passed the entrance examination at another university (if available) and/or
  - Official certificates from universities/colleges previously attended and/or
  - Other proof of enrollment in course of study and/or  
(e. g. transcript of records, student ID, record of study)
  - TestAS results (mandatory in conjunction with an application for special cases if school leaving certificates or university certificates are unavailable) with a value of at least 95, both in the TestAS core test and the subject-specific module.
- Proof of language skills on the beginner level or B2 CERF**

#### Important advice for your application

Please make sure that the documents required for evaluating your eligibility are submitted in full and by mail by November 30<sup>th</sup> 2022. If you are unsure which documents are relevant, please submit all documents you have available.

In the following, please indicate which course of study/studies you would be interested in upon successful completion of the preparatory course (multiple answers allowed).

#### Bachelor's Degrees

- B.A. Betriebswirtschaft**  
B.A. Business Administration
- B.A. Betriebswirtschaft – Triales Model**  
B.A. Business Administration – Triple Model
- B.Sc. Elektrotechnik/Informationstechnik**  
B.Sc. Electronics /Information Technology
- B.Sc. Green Building Systems**
- B.A. Immobilienwirtschaft**  
B.A. Real Estate Studies
- B.A. International Tourism Management**
- B.Sc. Management und Technik**  
B. Sc. Management and Technology
- B.A. Wirtschaftspsychologie**  
B.A. Business Psychology
- LL.B. Wirtschaftsrecht**  
LL.B. Economics and Law

### Master's Degrees

- M.Sc. Automatisierungstechnik**  
M.Sc. Automation Technology
- M.Sc. Green Energy**
- M.A. International Tourism Management**
- M.Sc. Mikroelektronische Systeme**  
M.Sc. Microelectronic Systems
- M.Sc. Wirtschaftsingenieurwesen - Digitale Wirtschaft**  
M.Sc. Industrial Engineering – Digital Economy
- M.Sc. Wirtschaftspsychologie**  
M.Sc. Business Psychology

**Others**

### Information sheet

Your personal information will be collected and stored for the application and admission process to the preparatory course. The Fachhochschule Westküste – West Coast University of Applied Sciences as well as other institutions which are involved in the preparatory course will have access to this data.

If compulsory questions are not answered, the application cannot be processed and will need to be returned. This means that applicants will risk missing the deadline. The applicant for the preparatory course is responsible for submitting the application in full before the deadline.

The application for admission to the preparatory course has to be submitted by the deadline stated in this application form. If the deadline is not met, the application cannot be considered for admission to the preparatory course.

The application for the preparatory course has to be submitted in full and as an original hard copy to the Fachhochschule Westküste – West Coast University of Applied Sciences. Applications submitted via e-mail need to be additionally submitted as an original hard copy at the beginning of the course. Incomplete applications will not be processed.

Only the official written notice of acceptance or rejection by the International Office can be considered as legally binding. E-mails, phone calls and personal conversations are not legally binding.

This information sheet is part of the application for the preparatory course at the Fachhochschule Westküste – West Coast University of Applied Sciences. I hereby confirm that I have read the entire information sheet and acknowledge its contents.

Place and date

Signature

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