

**Application form for Master's study programs** (please complete legibly and in full using block capitals)

|   |   |   |  |  |  |
|---|---|---|--|--|--|
| <b>Admission</b>  | Study program / training course   |   |  |  |  |
|   | Study location  |   |  |  |  |
|   | Start of studies (e.g. Winter Semester 2017/2018)                               |   |  |  |  |
|   | Form of study   |   | <input type="checkbox"/> Full-time                                     | <input type="checkbox"/> Part-time             |  |
| <b>Personal details</b>                                     | Last name   |   | Gender   | Birth name                                     |  |
|   | First name  |   | Date of birth  | Place of birth                                 |  |
|   | Street / number   |   |  |  |  |
|   | ZIP code / location   |   | Nationality  |  |  |
|   | County  |   | Federal state (Germany)  |  |  |
|   | Country (if not Germany)  |   | Email*   |  |  |
|   | Phone (landline)*   |   | Phone (cell)*  |  |  |
|   | <b>First university degree qualifying for a professional career<sup>1</sup></b> | Institution name                            |  |  |  |
| Institution type  |   | <input type="checkbox"/> University         | <input type="checkbox"/> <i>Berufsakademie</i><br>(vocational college) |  |  |
| <input type="checkbox"/> Other (specify where appropriate): |   |   |  |  |  |
| Study program/field of study                                |   |   |  |  |  |
| Location of educational institution                         |   | Federal state (Germany)                     |  |  |  |
| State/country of institution (if outside Germany)           |   |   |  |  |  |
| Start of studies (MM.DD.YYY)                                |   | End of studies (MM.DD.YYY)                  |  |  |  |
| Number of regular semesters <sup>2</sup>                    |   | Number of university semesters <sup>3</sup> |  |  |  |
| Achieved qualification                                      |   | Date  | Grade  |  |  |
| Achieved ECTS Credit Points                                 |   |   |  |  |  |
| Date of exmatriculation                                     |   |   |  |  |  |
| <b>Professional Practice</b>                                | Engaged in  |   | <input type="checkbox"/> Vocational training                           | <input type="checkbox"/> Completed             |  |
|   | From  | until                                       | <input type="checkbox"/> Internship/<br>traineeship                    | <input type="checkbox"/> Advanced<br>education | <input type="checkbox"/> Permanent<br>position |
|   | Engaged in  |   | <input type="checkbox"/> Vocational training                           | <input type="checkbox"/> Completed             |  |
|   | From  | until                                       | <input type="checkbox"/> Internship/<br>traineeship                    | <input type="checkbox"/> Advanced<br>education | <input type="checkbox"/> Permanent<br>position |

<sup>1</sup> To be filled out only if you are already/have already been enrolled at a higher education institution; please use a separate sheet if more space is required.<sup>2</sup> The number of semesters that you spent in a specific study program (field of study); please use a separate sheet if more space is required.<sup>3</sup> The total number of semesters for which you are/were enrolled at a German higher education institution - regardless of the study program (field of study).

\* By voluntarily disclosing my telephone number (landline/cell) and email address, I consent to receiving information relating to my studies (no advertising). This consent may be withdrawn at any time by notifying Student Services in writing.



**Binding declaration**

I hereby confirm that I have completed this application form truthfully and in full and that I will submit the required application documents in full by the specified deadline.

I will also submit, within the time stipulated, my certificate of insurance from the health insurance fund with which I am or will be registered at the start of my studies as a member or family member (Section 2 of the *Studentenkrankenversicherungs-Meldeverordnung* on regulations governing student health insurance requirements).

**If I am registered with a private health insurance provider**, I shall submit proof of exemption from the requirement for statutory health insurance (this exemption certificate is issued only by statutory health insurance funds such as AOK, DAK, BEK, TK). I have taken note of the enclosed health insurance leaflet.

I am aware that I cannot enroll at AMD Akademie Mode & Design / Faculty of Design at Hochschule Fresenius until all documents have been submitted in full.

I consent to the storage and disclosure of my data within the network of AMD Akademie Mode & Design / Faculty of Design at Hochschule Fresenius during recruitment, application processing, and student support.

We use the computer-based Salesforce program to collect and process the personal data of interested parties, students/trainees/school pupils, and staff. This data is processed in a third country (e.g. the USA) outside the jurisdiction of the EU Data Protection Directive.

By entering your data and uploading files where applicable, you consent to the location of data processing and to the data privacy statement of the provider salesforce.com. This statement can be viewed here:  
<http://www.salesforce.com/de/company/privacy.jsp>

We recommend that sensitive data such as certificates including medical, particularly those set out in Section 3 (9) of the German Federal Data Protection Act (*Bundesdatenschutzgesetz*, BDSG) be either submitted in person, sent by post to the relevant institution, or sent by email in encrypted format.

I consent to the use of my data for university-related information.

\_\_\_\_\_  
Location, date

\_\_\_\_\_  
Signature

The collection and processing of the aforementioned data, with the exception of voluntary fields marked with an asterisk (\*), is based on the relevant regulations/laws for enrollment, assessment, and statistics of the relevant German federal state. To view the regulations that apply to you and to the relevant university location and study program, please contact your student services department.



**Application documents checklist**

- Completed application form
- CV in table format
- Statement of motivation
- Certified copy of first university degree qualifying for professional employment and of other university degrees, if applicable
- For Applicants for "Fashion and Product Management (M.A.)": Proof of internship or permanent position in a company within the fashion industry for the duration of at least 6 months
- For Applicants for "Fashion and Retail Management (M.A.)": Proof of permanent position of at least 1 year duration
- Health insurance certificate or exemption certificate from statutory health insurance provider
- Digital photo/passport photo
- Evidence of English-language skills of level B2 of the European Framework of Reference or equivalent knowledge

The AMD is entitled to see the personal ID card or passport of the applicant as a proof of identity.

Applicants with a first university degree qualifying for professional employment with at least 180 but less than 210 ECTS credit points must also submit the following documents:

- Extensive explanation of competencies and skills acquired outside of a higher education institution and proof thereof through respective documents (e.g. work and internship references, certificates of vocational training)

Applicants who have been enrolled in a master's study program at another higher education institution and would like to continue their studies in the Faculty of Design must also submit the following documents:

- Evidence of credit points gained and assessments taken from the previous study program
- Certificate of non-objection from examinations office at previous higher education institution
- Confirmation of exmatriculation from previous higher education institution

**Please return the application form and documents to:**

Applications can be made to one of the Faculty of Design locations only.

| <b>Standort Hamburg</b>   | <b>Standort München</b>   | <b>Standort Berlin</b>  | <b>Standort Düsseldorf</b>   |
|---|---|---|--|
| AMD Akademie Mode & Design<br>Studienbewerbung<br>Alte Rabenstraße 1<br>20148 Hamburg | AMD Akademie Mode & Design<br>Studienbewerbung<br>Infanteriestraße 11 a / Haus E<br>80797 München | AMD Akademie Mode & Design<br>Studienbewerbung<br>Pappelallee 78/79<br>10437 Berlin | AMD Akademie Mode & Design<br>Studienbewerbung<br>Karl-Friedrich-Klees-Straße 10<br>40476 Düsseldorf |



# AKADEMIE MODE & DESIGN

Hamburg • Düsseldorf • München • Berlin

## Fachbereich **Design**

Ein Fachbereich der Hochschule Fresenius  
University of Applied Sciences



## **Application procedure**

Application procedure for the Faculty of Design at Hochschule Fresenius:

1. Submit the application documents (see checklist on page 3).  
To begin, all you need to do is submit your completed application form, CV, statement of motivation, and a copy of the first university degree qualifying for professional employment. Applicants with a first university degree qualifying for professional employment with less than 210 but more than 180 ECTS credit points need to submit the documents listed in the checklist. The rest of the documents must then be formally submitted (with certified copies where required) upon acceptance of your place at the latest.
2. If your application documents are accepted, you will be invited to the selection day. Selection days take place every 4-6 weeks.
3. The selection day consists of an individual application interview in which the admissions commission assesses your motivation as well as your economic interest, strategic thinking, intelligence, plus personal commitment and social skills.
4. You will then be informed of the result of the selection day as quickly as possible.
5. Submit any remaining documents.
6. If you choose to accept your offer, you will then enroll.

## **Statement of motivation**

In your statement of motivation, you should explain in one page why you have chosen the study program in question and why you want to study at the Faculty of Design. It is also important to talk about your professional goals and expected future prospects.

## Health insurance leaflet

### **Enrollment may only take place upon presentation of a certificate of insurance.**

Before enrollment, each applicant must contact the relevant health insurance fund to obtain a certificate of insurance. The health insurance fund shall provide the applicant with a certificate stating whether he or she is:

- insured, or
- exempt from the compulsory insurance requirement.

The health insurance certificate must be submitted together with the enrollment documents. A new certificate of insurance must be submitted if a student moves from one higher education institution to another or if the student enters into a personal insurance policy upon expiry of their family insurance.

### **Which health insurance fund is responsible for issuing the certificate of insurance?**

Applicants obtain the certificate of insurance required for initial enrollment from the health insurance fund with which they are or will be registered at the start of their studies (as an individual member or family member).

### **Exemption from insurance requirement**

If the applicant is registered with a private health insurance fund, evidence must be provided that he or she is exempt from statutory health insurance. Exemptions can be obtained from all statutory health insurance funds (e.g. AOK, DAK, BEK, TK).

Applicants who wish to be exempted from statutory health insurance must obtain their certificate of insurance from a health insurance fund that is able to grant exemption. Exemption cannot be revoked, and will apply for the duration of the study program.

### **Insurance information**

Students enrolled at state or state-recognized higher education institutions in the Federal Republic of Germany are required to hold health insurance. This also applies to students enrolled in Germany whose place of residence or habitual residence is located outside of Germany if there is no entitlement to benefits in kind according to supranational or international agreements.

The obligation to hold insurance continues until the end of the 14th regular semester, at the latest until the end of the semester in which the student reaches the age of 30. After this time, insurance remains compulsory if justified by

- the form of education or training,
- family reasons,
- personal reasons,

in particular, meeting entry requirements for an educational establishment providing evening classes, which justify exceeding the age limit or pursuing a longer period of professional studies.

Students who take paid work alongside their studies remain subject to the student insurance requirement if they appear to be classified as students, i.e. if most of their time and labor is dedicated to their studies. Anyone who appears to be classified as an employee based on the extent of their work will be subject not to the student insurance requirement, but to the employee insurance requirement.