

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

Admission	Study program / training course					
	Study location					
	Start of studies (e.g. Winter Semester 2017/2018)					
	Form of study		<input type="checkbox"/> Full-time			
Personal details	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)*			
	University entrance	Form of high school qualification (e.g. general university entrance qualification)				
		Institution / school type (e.g. high school)				
ZIP code / location of institution						
Federal state of institution (Germany)						
City / country of institution (if applying from outside Germany)						
Qualification receipt date		Result (grade)				
Previous study periods¹	Institution name					
	Institution type		<input type="checkbox"/> University	<input type="checkbox"/> Studienkolleg (college)	<input type="checkbox"/> Berufsakademie (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 ²		Number of university semesters ³			
	Target qualification					
	Achieved qualification		Date	Grade		
	Reason for exmatriculation		Date of exmatriculation			
	Professional Practice	Engaged in		<input type="checkbox"/> Vocational training	<input type="checkbox"/> Completed	
From		to	<input type="checkbox"/> Internship/ traineeship	<input type="checkbox"/> Advanced education	<input type="checkbox"/> Permanent position	
Engaged in		<input type="checkbox"/> Vocational training	<input type="checkbox"/> Completed			
From		to	<input type="checkbox"/> Internship/ traineeship	<input type="checkbox"/> Advanced education	<input type="checkbox"/> Permanent position	

¹ 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.² 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.³ 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
- Letter of motivation
- Creative portfolio⁴
- Certified copy of certificate for general university entrance qualification (German *Allgemeine Hochschulreife*) or advanced technical certificate (German *Fachhochschulreife*) or current interim certificate⁵
- Health insurance certificate or exemption certificate from statutory health insurance provider
- Work and internship references (where applicable)
- Digital photo/passport photo
- Evidence of English-language skills of level B1 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 transferring from another higher education institution who 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

Applicants with high school qualifications acquired outside Germany must also submit the following documents:

- Certified copy of foreign educational qualifications, including translation (where available final academic transcript including itemized grades and subjects and records of study)⁶
- Proof of nationality (e.g. officially certified copy of personal identification or passport)
- Certificate of registration in Germany (original or certified copy)
- In the case of late repatriates, proof of recognition in accordance with Section 15 of the German Federal Expellees Act (*Bundesvertriebenengesetz, BVFG*) (officially certified copy)
- Endorsement from the Hessen State Ministry for Higher Education, Research and the Arts (if already provided)
- In the case of an IB diploma (Germany/abroad): Endorsement from the Hessen State Ministry for Higher Education, Research and the Arts (if already provided)

Please note that the recognition of certificates by the relevant ministries (IB diploma and **high school qualifications acquired outside Germany**) will incur a fee.

Please return the application form and documents to:

Applications can be made only to Faculty of Design locations

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

⁴ For applications to the study programs Mode Design (B.A.), Raumkonzept und Design (B.A.), Produktdesign (B.A.), Fashion Design (B.A.) oder Marken- und Kommunikationsdesign (B.A).

⁵ The university entrance qualification may initially be submitted as a non-certified photocopy. The certified version must then be submitted as quickly as possible.

⁶ The translation must be performed by an interpreter/translator resident in the Federal Republic of Germany and submitted in the form of a certified copy.



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, letter of motivation, creative portfolio, and university entrance qualification. Normal photocopies of your university entrance qualification are usually sufficient. The rest of the documents must then be formally submitted (with certified copies where required) upon acceptance of your place at the latest. The creative portfolio must be submitted at the latest one week before the next possible evaluation test. If you do not submit it by this time, you will be invited to the following evaluation test.
2. If your application documents are accepted, you will be invited to the evaluation test. Evaluation tests take place every 4-6 weeks.
3. The evaluation test comprises an individual written task, a group task, and an application/motivation interview.
4. You will then be informed of the result of the evaluation test as quickly as possible.
5. Submit any remaining documents.
6. If you choose to accept your offer, you will then enroll.

Letter of motivation and creative portfolio

Letter of motivation

In your letter 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.

Creative portfolio

Applicants for the following study programs must submit a creative portfolio:

- Fashion Design (B.A.) (German-language program)
- Spatial Design (B.A.)
- Brand and Communication Design (B.A.)
- Product Design (B.A.)
- Fashion Design (B.A.) (English-language program)

The portfolio is a collection of approximately 5-10 pieces of creative work that demonstrate your abilities.

You are free to use any artistic tools. For example, you can submit collages, photos, animations, drawings, etc. (maximum size A2).

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.