

We are pleased to inform you that the application period for student exchanges during the academic year 2011/2012 has started. We look forward to welcoming your students at the HTWK Leipzig! Please find below important information regarding the application process for incoming exchange students.

ACADEMIC YEAR 2011/2012

Winter Semester 2011/2012: 1 September 2011 - 29 February 2012

Lecture Period: 10 October 2011 - 4 February 2012

Examination Period: 6 February - 25 February 2012

Summer Semester 2012: 1 March - 31 August 2012

Lecture Period: 12 March - 30 June 2012

Examination Period: 2 July - 21 July 2012

APPLICATION PROCESS

We kindly ask all partner institutions to please confirm to us by email, fax, or regular mail their selection of

outgoing students stating their full name, student ID number, field of study, the proposed study subject, and

study period at the HTWK Leipzig.

In addition, we ask all incoming students to submit a **formal application**, which includes the following documents:

(Downloads are available at <http://www.htwk-leipzig.de/de/studieninteressierte/der-weg-zum-studium/bewerbung/auslaendische-studieninteressierte/teilstudium/>)

- HTWK application form "Antrag auf Zulassung zum Teilstudium für Studierende von Partnerhochschulen"

(please download form at the above mentioned webpage)

- learning agreement - programme of study (please download form at the above mentioned webpage)

- certificate of enrolment at home university for the study abroad period

- copy of secondary school-leaving certificate

- transcript of records

- proof of German language skills (copy of official language training certificate and/or HTWK form "Sprachzeugnis

für ausländische Bewerber" approved by a language teacher of home university - at least level C, which is equivalent

to B1/B2 level of the Common European Framework of References for Languages - please download form at the

above mentioned webpage)

- for EU-students only: proof of health insurance coverage (students from non-EU-countries are required to

contract health insurance upon their arrival in Leipzig, costs approx. 70 Euro per month)

- student housing application form "Bewerbung um Aufnahme in ein Studentenwohnheim" (please download

form at the above mentioned webpage)

- application form for Introduction Course for International Students "Deutsche Sprache und

Landeskunde"

(please download form at the above mentioned webpage)

- curriculum vitae

- 2 passport photos (3,5cm x 4,5 cm, not scanned)

The original application documents must be sent to the International Office (see address below) by regular mail.

After acceptance, the students will receive an official letter of acceptance and additional information about the start of their study period in Leipzig.

APPLICATION DEADLINES

- **15 June 2011** for entry in the winter semester 2011/2012

- **15 December 2011** for entry in the summer semester 2012

GERMAN LANGUAGE SKILLS

Since lectures and seminars are conducted predominantly in German, we require students to have a sound

knowledge of the German language. In order to give your students a chance to refresh and strengthen their

German language skills prior and during their studies we offer:

- a free **Introduction Course for International Students "Deutsche Sprache und Landeskunde"**

(14 September - 6 October 2011 for the winter semester 2011/2012 and 27 February - 9 March 2012 for the summer semester 2012) with intensive German language training and an attractive additional programme

(e.g. study trips, cultural events, student tutorials). Participation in this course is highly recommended as it gives

international students excellent opportunities not only to strengthen their German language skills, but also to get

to know the university and to meet their fellow students.

- an additional free **German language course during the semester** (2 ECTS), which is also highly recommended

as the course offers additional German language training and supports international students in successfully completing

their study abroad period at the HTWK Leipzig

ACCOMMODATION

Once we receive your students' application documents, we offer to make arrangements for their accommodation

in a student dormitory (rent: approx. 180 Euro per month, plus an additional 250 Euro refundable security

deposit). The students will be accommodated in furnished single rooms, but they will share kitchen and bath

room facilities with one flat mate. The students are required to provide their own bedding and kitchenware.

SEMESTER FEE & ADDITIONAL INFORMATION

During their studies at our university your students most certainly will be able to use all HTWK Leipzig facilities

such as all libraries, the computing service centre, various laboratories, the university language centre, and the

cafeteria "Mensa academica". There are no tuition fees, but students are charged a semester fee of currently

162,10 Euro which is used to finance student services and gives full access to the public transportation system

in Leipzig and surrounding areas.