

Hochschule Furtwangen University (HFU)

78120 Furtwangen, Germany

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Email: [baborie@hs-furtwangen.de](mailto:baborie@hs-furtwangen.de)

## Application for Admission

Furtwangen University of Applied Sciences

Department of Computer & Electrical  
Engineering  
IQ-MicroTEC  
International Internship

*Please print/type. your handwriting must be readable!*

### 1. NAME AND ADDRESS

Begin of your internship: September 1 <sup>st</sup> , 2011 Estimated date of arrival:			Please affix a <b>recent photograph</b> of yourself here.  Write your name on the back of the photograph.
LAST (FAMILY) NAME			
FIRST AND MIDDLE NAME (in full, underline first name)			
<input type="checkbox"/> Male <input type="checkbox"/> Female			
DATE OF BIRTH (dd/mm/yy)	PLACE OF BIRTH	COUNTRY OF BIRTH	NATIONALITY
<b>ADDRESS FOR CORRESPONDENCE:</b> YOUR NAME, STREET ADDRESS/P.O. BOX			
CITY/STATE	POSTAL CODE	COUNTRY	
TELEPHONE (include country/city code)	FAX (include country/city code)	E-MAIL	
<b>PERMANENT HOME ADDRESS</b> (if different from above): YOUR NAME, STREET ADDRESS/P.O. BOX			
CITY/STATE	POSTAL CODE	COUNTRY	
TELEPHONE (include country/city code)	FAX (include country/city code)	E-MAIL	

<b>FOR OFFICE USE ONLY</b>			
Received	Confirmed	Accepted	Registration No

**2. UNIVERSITY ENTRANCE QUALIFICATION**

Enclose an officially certified copy of the original document and a certified translation into German or English if the original document is not issued in either one of these two languages.

TYPE OF CERTIFICATE (GED, A-levels, Baccalaureat, Abitur etc.)	NAME OF INSTITUTION / CITY / COUNTRY	DATE	GRADE POINT AVERAGE

**3. ACADEMIC RECORD**

List all institutions of higher education you have attended to date, continue on a separate sheet if necessary. Enclose an official academic transcript listing all courses taken, as well as an official document showing the degree/s obtained. If you have not yet received your degree, you must provide official documentation stating when you are expected to graduate, with what type of degree and the expected grades level. If any of these documents are issued in a language other than German or English, attach an official translation.

NAME OF INSTITUTION	CITY / COUNTRY	ATTENDED (month/year) FROM TO	MAJOR/ PROGRAM STUDIED	DEGREE OBTAINED

**4. EMPLOYMENT / WORK EXPERIENCE / PROFESSIONAL TRAINING(S)**

List in chronological order and enclose documentation if possible. Continue on a separate sheet if necessary.

EMPLOYER	CITY / COUNTRY	DATES	POSITION	MAIN RESPONSIBILITIES AND DUTIES

**5. LANGUAGE SKILLS**

If English is not your native language, please indicate your English language background (not needed if your TOEFL test score is sent to us directly by ETS), i.e., the institution/s, location/s and length/s of your taught (and/or other) English experience. Continue on a separate sheet if necessary.

WHERE DID YOU LEARN ENGLISH? Nature of instruction, institution, country	HOW LONG? From - to	APPROXIMATE HOURS OF INSTRUCTION PER WEEK	GRADE/ LEVEL / SCORE ATTAINED

MAIN LANGUAGE OF INSTRUCTION at your college: \_\_\_\_\_

**OTHER (GERMAN) LANGUAGE SKILLS**

Knowledge of German is not required to apply for this program.

WHERE DID/WILL YOU LEARN GERMAN? Nature of instruction, institution, country	TEST TAKEN Type/date	HIGHEST LEVEL/SCORE ATTAINED

Do you wish to improve your German during your stay in Germany YES [ ] NO [ ]

YOUR NATIVE LANGUAGE: \_\_\_\_\_

**6. SKILLS, INTERESTS AND PLANS**

SPICE                     ANSYS                     matlab                     Michomechanics  
 FEM-Design             Java                       Simulink                 C++  
 lab-view                others:                     \_\_\_\_\_                 \_\_\_\_\_

**Interests**

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**Post-degree plans**

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**Additional remarks**

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**7. FINANCIAL SUPPORT**

During your internship you will be supported by a scholarship which covers your cost of living in Germany according to the German Immigration Law.

**8. RESUME**

Attach your up-to-date resume (curriculum vitae) to this application form.

**9. LETTER OF INTENT**

Please submit a minimum of one and maximum of two double-spaced pages describing your reasons for wanting to study for an MSc in Microsystems Engineering at this university. Include your name and address on the first page, do not forget to sign and date this statement of purpose.

**10. SOURCE OF INFORMATION**

Where did you learn about the opportunity for post-graduate studies in Furtwangen?

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## 11. **DECLARATION**

I confirm that all the information provided in this form is correct and complete to the best of my knowledge.

If admitted, I agree to abide by the statutes, ordinances and regulations of the University of Applied Sciences Furtwangen as they apply to my course of study.

<b>Signature of applicant</b>	<b>Place and date</b>
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### **Deadline for application:**

Submission of the application is advised as early as possible, but not later than June 30.

After this deadline, applications may be submitted, but are reviewed on a case-by-case basis and limited availability basis only! If you are fluent in German and are interested in spring admission, contact us for details.

Please send your complete application in paper and , additionally, via e-mail to:

Furtwangen University of Applied Sciences  
Attn. Ms. P. Weis  
MicroTEC IQ-international internship  
Department of Computer & Electrical Engineering  
Robert-Gerwig-Platz 1  
78120 Furtwangen  
Germany

### **Checklist:**

Have you answered all the questions and included all of the following with your application?

- |  |  |
|--|--|
| <input type="checkbox"/> university-entrance qualification     | <input type="checkbox"/> curriculum vitae              |
| <input type="checkbox"/> academic transcript/s                 | <input type="checkbox"/> letter of intent              |
| <input type="checkbox"/> academic degree certificate (diploma) | <input type="checkbox"/> proof of language proficiency |

If you submit translations into German or English, always submit a copy of the original document along with it. Translations must be official, verified by an authorized translator or official university staff.

If you submit photocopies, make sure these are certified by authorized personnel. Ordinary photocopies are not accepted and are treated as missing documents. In case of admission, you must make immediate arrangements to have an official transcript and degree confirmation sent to us directly by your degree-awarding university.

Please note that application material cannot be returned.

**Incomplete applications will not be considered!**

We recommend that you send your application as registered/certified air-mail. The receipt of your application will be confirmed by e-mail.

END OF HFU APPLICATION