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info@hfg-gmuend.de  
www.hfg-gmuend.de**Application for an exchange semester in****Winter** ☐  
**(for 4th semester)****Summer** ☐  
**(for 3rd semester)****Family name** \_\_\_\_\_**First name** \_\_\_\_\_**Date of Birth** \_\_\_\_\_**Nationality** \_\_\_\_\_

Photo

**Course of study**    Product Design  
                                 Communication Design  
                                 Interaction Design  
                                 Internet of Things**Years of study** \_\_\_\_\_**Correspondence address**

1. Valid until: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

email: \_\_\_\_\_

2. Valid until: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

email: \_\_\_\_\_

**Please mention here 3 partner schools**

(1 = favourite choice, 2 = 2nd favourite choice, 3 = alternative if we can't place you at one of the first two choices)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Language competence**

Language	_____	Level: Beginner	Intermediate	Advanced
	_____	Level: Beginner	Intermediate	Advanced
	_____	Level: Beginner	Intermediate	Advanced

**CV (curriculum vitae - tabellarischer Lebenslauf)**

**Your motivation for applying for an exchange semester**

You must provide us with 3 choices from our partner school list where you would like to study for your exchange semester. Otherwise we will assume that all other choices are equally acceptable. Please write 1-2 A4 sheets for your Motivation, you can subdivide your choices into 3 different paragraphs.

**Motivation statement**

You should describe your principal motivations for the 3 institutions you have chosen. Please tell us about:

- Why did you choose the 3 institutions? Which courses would you like to attend there? Why?
- How do you see your future career perspective based on your abilities and personal interests?
- How you think an exchange semester will help you to achieve your future design career perspective?
- If you have no design career perspective as yet, then what is your strategy for using the exchange semester to develop your career perspective?

Please furthermore tell us if you are interested in one of the scholarships and please don't forget to list your participation in social activities (if applicable).

**Please prepare a portfolio of your work by middle of your 4<sup>th</sup> semester.**

Partner institutions ask to see this when assessing your suitability for taking modules, especially when places for exchange students are limited, and you will almost certainly be asked to make a presentation sometime.

**Formal requirements**

Please attach in **one pdf document** (no jpg, no zip, no pages, no other formats are accepted):

(1) Application form page 1 & 2, (2) CV, (3) motivation letter

**Assessment criteria**

- Motivation
- Grades
- Interview
- Social activities (buddy, Format, VS, Senat...)