burg international

Burg Giebichenstein
Kunsthochschule Halle
University of Art and Design

Application form: Exchange Students

Application deadlines:
for winter term - 1st of May
for summer term - 1st of November

International Coordinator
Johanna Steindorf, Ph.D.
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Phone: +49 (0)345 7751 **537**

Please e-mail the following documents to international@burg-halle.de **within the given deadline (in English oder German)**
- Letter of motivation
- Curriculum vitae
- Transcript of your current studies (in English or German)
- Digital portfolio
- English or German language certificate at B2 level (For Interior Architecture/Design applicants, a German language certficate at least B1 is mandatory)
- Scan of ID-Card or passport
- Scan of passport photo (3x4 cm)

Information about how to prepare the documents on page 3
After acceptance **Non-EU-exchange students** need to apply for a student visa at a German consulate or embassy.

Family Name: _____

First Name: _____

Date and place of birth: _____

Nationality: _____

Home Address: _____
Street/number/zip code/city/country

Phone (country and area code): _____

Email: _____

Home University: _____

Field of study at Home University: _____

Stage of Studies: ☐ Bachelor ☐ Master

Registered at Home University since: _____

Language knowledge:

	B2+ (fluently)	B1 (good)	A1 (low)
German:	☐	☐	☐
English:	☐	☐	☐

Emergency contact
Name: _____

Address: _____

Phone & Email: _____

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Period of Study:
☐ winter term 20.....
☐ summer term 20.....

Please note that we only accept for **one semester.** You may ask to prolong your stay during your first semester. Please choose **only one program**

Art Department

Diploma programs

☐ Painting and Glass
☐ Book Art
☐ Drawing and Printmaking
☐ Painting
☐ Textile Arts

☐ Sculpture / Figure
☐ Sculpture / Materiality and Space
☐ Ceramics
☐ Jewellery
☐ Time-based Arts (film, video, performance,

☐ Art Education

Design Department

Bachelor programs

☐ Communication Design
☐ Interior Architecture
☐ Multimedia Virtual Reality Design

☐ Fashion
☐ Textile Design

☐ Industrial Design
☐ Ceramic and Glass Design
☐ Design of Playing and Learning

Master programs

☐ Conceptual Textile Design
☐ Design Studies
☐ Design of Playing and Learning
☐ Furniture and Interior Design
☐ Industrial Design
☐ Interior Architecture
☐ Multimedia Design
☐ Product Design in Porcelain, Ceramics and Glass

With my signature, I confirm that - in case of an acceptance - I will comply with the standards of Health Insurance required by the Host University.

Place / Date:_____ Student's signature:_____

Please send the documents in PDF-format and named coherent according to the document and with your last and first name (e.g. 1_Application form_Mustermann, Max). See page below.

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Exchange Application: Help & Checklist

Please send the documents in PDF-format and named coherent according to the document and with your last and first name (e.g. 1_Application form_Mustermann, Max; 2_Letter Motivation_Mustermann, Max, and etc.)

What?	Info:	
Application form	The form is attached to this list. After filling it out, don't forget your signature at the bottom of page 2. This checklist is just for you, no need to send it back to us.	☐
Letter of Motivation	This letter is your chance to express why you want to go abroad and why you chose to apply to the program at Burg Giebichenstein University of Art and Design specifically. Remember that professors receive many applications and that they will want some time to look at your portfolio. Don't exceed one page if you don't have to.	☐
Curriculum Vitae	What are your stations of life so far? Keep it simple. Example: It's important for your creative work that you work as a nanny? Great, include it! It's not important? No need to list it.	☐
Transcript of Records	Ask for this official document at your university's Examination Office. It lists all your academic achievements, credits and grades so far. If possible, **please make sure the courses are listed in English.** You may include your own translation.	☐
Digital Portfolio	Your portfolio is the core of your application and your chance to present the kind of work that you have done so far. Please, - make sure that your digital portfolio is one separate file - maximum file size: 50 MB	☐
	- if 50 MB is too large for your e-mail provider, please use https://wetransfer.com/ and monitor the confirmation email you get from the platform (1- files have been sent, 2-files have been downloaded)	☐
Scan of passport / ID	Please scan both sides of your passport / ID into one document.	
Scan: passport photo	We need this for our files and your student ID. Please scan a standard passport photo (3 x 4 cm)	☐