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Registration No.



Application for Admission

Furtwangen University of Applied Sciences

Department of Mechanical & Medical Engineering
Master of Science in Smart Systems - SMA

Please print/type. Your handwriting must be readable!

When do you wish to begin your studies? Date of entry: Summer <input type="checkbox"/> Autumn <input type="checkbox"/>			Please affix a recent photograph 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
ADDRESS FOR CORRESPONDENCE: YOUR NAME, STREET ADDRESS/P.O. BOX			
CITY/STATE	POSTAL CODE	COUNTRY	
TELEPHONE (include country/city code)	FAX (include country/city code)	E-MAIL	
PERMANENT HOME ADDRESS (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	

1. 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, Baccalaureate, Abitur etc.)	NAME OF INSTITUTION / CITY / COUNTRY	DATE	GRADE POINT AVERAGE

2. ACADEMIC RECORD

List all institutions of higher education you have attended up until now, 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 grade 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

3. EMPLOYMENT / WORK EXPERIENCE / PROFESSIONAL TRAINING / INTERNSHIP(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

ENGLISH 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: _____

4. PROOF OF ENGLISH LANGUAGE PROFICIENCY

Unless you are a native speaker, have your TOEFL scores sent directly to our institution by ETS. Our ETS-TOEFL code is 7301. Please also enclose a copy of your test results for immediate administrative purposes. If you would like to prove your English proficiency by other means, inquire for details before applying for admission. Official IELTS scores are accepted.

DOCUMENT STATING ENGLISH PROFICIENCY: e.g. TOEFL, IELTS etc.	DATE OF TEST	LEVEL ATTAINED / SCORE OBTAINED

5. OTHER (GERMAN) LANGUAGE SKILLS

Knowledge of German is not required to apply for the program, but you can only enrol in the program with proof of elementary German language skills. If you cannot yet prove such skills, you could only receive a conditional offer of admission, contingent upon the proof of a successfully completed class in elementary German prior to enrolment in Furtwangen. You would need to build adequate German language skills to successfully complete this graduate program. Language classes are offered on location. Any statement/s must be proved by attaching official documentation.

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

Please check the appropriate box/es:

	Elementary	Intermediate	Advanced	Native speaker/equivalent
German	[]	[]	[]	[]
_____	[]	[]	[]	[]
_____	[]	[]	[]	[]

6. YOUR NATIVE LANGUAGE: _____

7. FINANCES

Source of finances (to cover cost of living): _____

10. RESUME

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

11. 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 Smart Systems at this university. Include your name and address on the first page, do not forget to sign and date this statement of purpose.

12. REFERENCES

You are required to submit two letters of recommendation (in English or German), each from a person knowing you and your academic abilities. This person's name, address and position must be listed on the letter. Each letter must be submitted in a separate envelope, sealed and signed by the referee. Have your referees use our own generic double-paged evaluation form!

13. SOURCE OF INFORMATION

Where did you find out about the opportunity for postgraduate studies in Furtwangen?

14. 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 conform to the statutes, ordinances and regulations of the University of Applied Sciences Furtwangen as they apply to my course of study.**

Signature of applicant	Place and date
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Deadline for application: Submission of the application is advised as early as possible, but not later than May 15.
After this deadline, applications may be submitted, but are reviewed on a case by case and limited availability basis only! If you are fluent in German and are interested in spring admission, contact us for details.

Any urgent questions? **Contact us by** **email:** SDek-SMA@hs-furtwangen.de
fax: **+49 7723 920 2637**
phone: **+49 7723 920 2181**

Also check our web page at <http://en.hs-furtwangen.de/study-programmes/faculty/mechanical-and-medical-engineering/smart-systems-master.html> for details!

Please send your complete application to: Furtwangen University of Applied Sciences
Attn. Ms. P. Weis
Department of Mechanical & Medical Engineering
Robert-Gerwig-Platz 1
78120 Furtwangen
Germany

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

- university-entrance qualification academic transcript/s academic degree certificate (diploma)
 letter of intent; curriculum vitae proof of language proficiency
 2 letters of recommendation

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

If you submit photocopies, make sure these are certified by authorized personnel (German embassy/consulate only). 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.

We are sorry, but application material cannot be returned. **Incomplete applications will not be considered!**

We recommend you send your application as registered/certified air-mail. We will try to confirm the receipt of your application by email. In case of extremely high volumes of incoming applications, this may not always be possible, but complete applications would be processed.