



This handout will answer your first questions about applying to Aschaffenburg University of Applied Sciences as an exchange student. Check off each item once completed to help keep track of your progress.



## Step 1: Nomination

We kindly ask all partner institutions to nominate their outgoing students by sending an email to [incoming@th-ab.de](mailto:incoming@th-ab.de), stating the students' full name, gender, email address, field of studies and period of stay.



## Step 2: Online Application

- › Please go to [www.th-ab.de/apply-online](http://www.th-ab.de/apply-online) to access our online application. You will need to create a personal account to access the application form.
- › The following documents are to be uploaded during the online application:
  - Passport-style photo (i.e. digital portrait photo, coloured, JPEG only)
  - Scan of your passport / identity card
  - Current transcript of records from your home university
  - Erasmus+ or GJU students: learning agreement, signed by you and your home university
  - EU-citizens: scan of your EU health insurance card (both sides).
- › Once you submit the application online, a PDF document will be created. This may take a few minutes.
- › Please print and sign the document on the last page under the "Declaration and Consent" section, stating the date and place of the signature.
- › Please email the signed application form to [incoming@th-ab.de](mailto:incoming@th-ab.de).



## Step 3: Letter of Acceptance

The letter of acceptance is an electronic document issued by Aschaffenburg UAS, that contains your personal details as well as information about your exchange studies with us. If your application is successful, your letter of acceptance will be emailed to you after the application period.



## Step 4: Semester Fee ("Studierendenwerksbeitrag")

According to the Bavarian Higher Education Act, all students are to pay a small service fee for the administration of certain services, such as the cafeteria or the halls of residence. Paying the semester fee is mandatory for enrolment at Aschaffenburg UAS. Please note that the fee has to be paid before your arrival. Currently, the semester fee amounts to **70 EUR**. Further information will be sent with the letter of acceptance.



## Further Steps

Once you have been accepted and received your letter of acceptance, depending on where you are from, there are a few other formalities to take care of. We will send further information on applying for a visa, health insurance, and housing with your letter of acceptance. The halls of residence are run by [Studierendenwerk Wuerzburg](#). We cannot guarantee a room in the halls and recommend looking for private accommodation as well. Please apply for the halls of residence by **June 15** (for the winter semester) and **January 15** (for the summer semester.)