

**Request for a restricted authorisation to study**

┌ Albstadt-Sigmaringen University ┐  
 International Office  
 Poststr. 6  
  
 └ D – 72458 Albstadt, Germany ┘

**Application for** Summer semester (start in March)  
 Winter semester (start in September) (insert photograph)

Please fill out all required fields with the computer, **not by hand**, then sign it on page 2.  
 Send the PDF file to the International Office of Albstadt-Sigmaringen University at [io@hs-albsig.de](mailto:io@hs-albsig.de) together with the required documents.

1. Personal Details

Last name (as in passport)

First name (as in passport)

Date of birth

City and Country of birth

Nationality

Sex: female male other

2. Home address

Telephone number with Country code

E-mail

<input type="text"/> Eingangsstempel
<input type="text"/> Studiengang
<input type="text"/> Matrikel-Nr.
<input type="text"/> Staat
Eingeschränkte Einschreibung ins SS/WS : _____ Einstufungssemester: _____  Datum/Unterschrift IO

Please provide us with your FULL address details including the postal code.

### 3. Duration of study at your home university

Home university

Contact person/ Supervisor

E-Mail Contact person/ Supervisor

Current Degree programme

Commencement of study

Expected end (mm/yyyy)

### 4 Declaration / Information

- I declare that I do not suffer from any medical condition that endangers other students or precludes proper studies.
- I agree that my personal information can be stored and processed according to German Data Privacy Regulations.
- I affirm that the declaration is correct and complete.
- I acknowledge that the request will only be processed when all necessary documents are complete and handed in by the due date.
- I have taken note that, according to § 60 Landeshochschulgesetz, foreign students who spend a part of their time studying at a German university, normally receive authorisation for a maximum of 2 semesters. The restricted authorisation does not entitle the attainment of the first vocational certificate, and exchange students are not entitled to vote or be elected.
- Deadlines: Summer semester: November 30th – Fall semester: May 30th

### 5. Attach to request acceptance as exchange student (everything in PDF format except the picture):

Curriculum Vitae, dated and signed

Copy of passport (both passports in case of dual citizenship)

Recent transcript of records

Proof of German and/or English language competence

List of courses you would like to study, min. 20 ECTS, max. 35 ECTS, German as a foreign language is compulsory

1 photograph for student ID card (JPG format!)

EU students: valid European health insurance card (EHIC)

**Date**

**Signature**