

## Six Steps To Apply & Required Documents

### Step 1

You have to apply at your home university which has to nominate you as an exchange student at our university.

### Step 2

The International Office of DHBW will contact you and send you an application form as well as further information about your studies at our university.

### Step 3

Consult your academic advisor and select the relevant subjects for your semester abroad at DHBW Karlsruhe.

### Step 4

Complete the application form.

### Step 5

Submit all required documents including the application form to the International Office of DHBW Karlsruhe.

### Step 6

DHBW Karlsruhe will check your application and will confirm your selection or clarify questions.

### > Required Documents

#### In general:

- > Application form, Learning Agreement Erasmus+ (if applicable)
- > Copy of ID card or passport
- > Health insurance
- > Enrollment certificate
- > Proof of proficiency in English (B2)

#### For scholarships:

- > Enrollment certificate
- > Curriculum Vitae
- > Transcript of Records
- > Proof of proficiency in English and/or German
- > Recommendation letter

### > Contact

International Office

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“With a qualification that combines academic theory with practical know-how, our graduates are ideally prepared for a successful start in their career.”

Prof. Dr. Hans Wolf, Founding President



#### Partner Universities:

American University in Bulgaria  
South-Eastern University of Applied Sciences, Mikkeli, Finland,  
Dublin Business School, Ireland  
Budapest Business School FIMB, Budapest, Hungary  
Technical University of Lodz, Poland  
University of Porto, Portugal  
University Cardenal Herrera - CEU Valencia, Spain  
Haute École de Gestion Genève, Switzerland  
Liverpool John Moores University, Liverpool, UK

University of Shanghai, China  
Tecnológico de Costa Rica  
GUC - German University in Cairo, Cairo, Egypt  
Indo-German Training Centre (IGTC), Mumbai, India  
Hosei University, Tokio, Japan  
Kyonggi University, Seoul, Korea  
Taylor's University, Kuala Lumpur, Malaysia  
Kasetsart University, Bangkok, Thailand  
Yeditepe University, Istanbul, Turkey  
California State University San Marcos, USA  
California State University Channel Islands, USA

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Baden-Wuerttemberg Cooperative State University Karlsruhe

## Go International!

[www.dhbw-karlsruhe.de](http://www.dhbw-karlsruhe.de)



„The appeal of studying at the DHBW lies in the combination of scientific education and direct implementation into practice.“

Thomas, Edig, alumnus of DHBW Karlsruhe, from 2007 to 2015 Chief Human Resources Officer at Porsche AG



## Karlsruhe - an attractive city

Karlsruhe was founded in 1715 as a carefully planned cosmopolitan city whose streets radiate like the ribs of a fan. Karlsruhe Technology Region is a worldrenowned centre of high-tech industry and innovation. With eight universities, Karlsruhe is a student city providing an international environment. And not to forget: Karlsruhe has a reputation as Germany's second warmest city. It is a green city with a wide variety of public parks and gardens so there is always a pleasant spot to relax.

For further information about Karlsruhe, visit [www.karlsruhe.de](http://www.karlsruhe.de)



## Technology region Karlsruhe

The Technology Region Karlsruhe stands out due to a mixture of global players, middle-sized and small-sized companies as well as start-ups. Well-known names to be mentioned are for example Michelin, L'Oréal, Daimler and Siemens.

## University life and leisure time in Karlsruhe

In Karlsruhe students find countless opportunities to enjoy their student life and leisure activities. Together with the eight universities Karlsruhe provides hundreds of possibilities to meet other young people in the fields of music, sports, theater and other get-togethers. There are more than 135 cultural institutions and a lot of bars, clubs and restaurants where students can spend their evening during the weekend.



## Things to see and places to go

Karlsruhe is located in the middle of Europe. Switzerland, the Alps, Paris and Munich can be reached in about three hours and Frankfurt Airport is only one hour away by Intercity Express train. Even closer are the well-known touristic places Heidelberg, Baden-Baden, Freiburg, the Black Forest and the capital of Baden-Wuerttemberg, Stuttgart.

Exchange students at DHBW Karlsruhe can choose their lectures across all departments and create their own schedules. English lectures are mainly offered in the study programs "Business Administration in German-French Corporations", "Business Administration and Engineering", "Management in Industry" and in the interdisciplinary "International Program".

DHBW was founded in 2009 and combines on-the-job-training and academic studies and, therefore, achieves a close integration of theory and practice, both being components of cooperative education. The regular students regularly switch from their academic studies at the university to practical training in one of the partner companies of DHBW Karlsruhe.

Based on the US State University System - now with about 36,000 undergraduate students and more than 8,000 partner companies such as Mercedes Benz, Bosch and Siemens - the DHBW is with nine locations the biggest university in the Federal State of Baden-Wuerttemberg.

Duale Hochschule Baden-Wuerttemberg Karlsruhe/Baden-Wuerttemberg Cooperative State University Karlsruhe has around 3.200 students and offers bachelor programs of 210 ECTS credit points in Business, Engineering and Health.



## > Business Administration

- > **Business Administration in German-French Corporations (partly lectures in English)**
- > Business Administration - Banking
- > Business Administration - Management in Commerce
- > **Business Administration - Management in Industry - Supply Chain Management (partly lectures in English)**
- > Business Administration - Insurance
- > Accounting Taxation Commercial Law - Tax & Audit
- > Business Information Systems - Software Engineering
- > Business Information Systems - Sales and Consulting
- > Entrepreneurship

## > Engineering

- > Electrical Engineering
- > **Computer Science (partly lectures in English)**
- > Mechanical Engineering
- > Mechatronics
- > Paper Technology
- > Safety, Health and Environmental Engineering
- > **Business Administration and Engineering (partly lectures in English)**

## > Health

- > Physician Assistant
- > Applied Health Sciences
- > Applied Midwifery Science

## International Program

DHBW Karlsruhe offers interdisciplinary lectures in English open to all students. The lecturers focus on different aspects of business administration in an international environment. Many lecturers teaching in this program are professors at partner universities who teach for one week at DHBW Karlsruhe.

## Summer Schools

DHBW Karlsruhe regularly offers summer schools with a duration of two weeks for their partner universities. During these compact seminars the international students study several subjects in the field of international business. In addition, they have the chance to visit partner companies of DHBW Karlsruhe which might be a unique experience. Touristic trips in the region and trips to France are included.

## Academic Year

**Fall Semester:** 01.09. – 28.02.

(Lecture period: 01.10. – 23.12., orientation week/ preparatory courses in September)

**Spring Semester:** 01.03. – 31.08.

(Lecture period: 01.04. – 30.06., orientation week/ preparatory courses in March)

From January to February and from July to August students might work on an additional project, do an internship or go back to their home university.

## Typical schedule for an exchange student:

### September

Intensive German Course (two weeks), orientation week

### October to December

Lectures at the university (at least 15 ETCS points)

### January to February

Project Paper/Assignment or Internship

### March

Intensive German Course (two weeks), orientation week

### April to June

Lectures at the university (at least 15 ECTS points)

### July to August

Project/Assignment or Internship

## Lectures in English

International exchange students may attend all courses open to German students. Lectures in English are offered in the fall semester from October to December and in the spring semester from April to June.

## Lectures in English (exemplary):

- |  |        |
|--|--------|
| > Leading People and Organizations         | 5 ECTS |
| > Creating Value in Digital Business       | 6 ECTS |
| > Globalisation & International Management | 5 ECTS |
| > International Marketing and Sales        | 6 ECTS |
| > Quality in Business                      | 4 ECTS |
| > International Finance & Accounting       | 6 ECTS |
| > Project Management                       | 4 ECTS |

**Language courses in German, French, Spanish and other languages are provided free of charge. Current information about the lectures offered in English can be found on the English website of DHBW Karlsruhe.**



## Internships

International students may be placed in one of our partner companies, but an internship at a German company cannot be guaranteed. Placements are largely dependent on the applicant's ability to speak German and the economic situation in Germany. Students have to find the internship on their own. The International Office might help you with the application.

## Accommodation

The International Office assists international students in finding suitable accommodation. Applicants are advised to contact the International Office early in advance. Rooms in a hall of residence cost between 190 and 300 euros and private accommodation at least 400 euros per month. Dormitory rooms are in shared apartments, so students have to share bathroom and kitchenmen and women mixed (!).

## Other costs

DHBW has no tuition fees. Exchange students only have to pay around 80 euros per semester as an administrative fee which allows them to use the subsidized facilities (sports, cafeteria etc.). Students should expect living expenses in Germany to be between 500 and 600 euros per month including accommodation. Exchange students can use public transportation in Karlsruhe for one semester free of charge.

## Health insurance

Students from abroad must ensure that they have adequate health coverage. Those from EU countries must contract for health insurance from a German company on a list the International Office will provide (approximately 80 euros per month).