

Hochschule für Gestaltung (HfG) Offenbach | University of Art and Design Offenbach

Study Information Centre | International Office

Schlossstr. 31, 63065 Offenbach am Main | Germany

E-Mail: erasmus@hfg-offenbach.de | team.internationales@hfg-offenbach.de

Tel.: +49 (0)69 80059 149/121

Application Process

WHAT?	WHERE?
1. <u>Gathering information on the application process and requirements.</u>	<ul style="list-style-type: none"> - Website hfg-offenbach.de › University › International Office › Incomings - For questions contact erasmus@hfg-offenbach.de (Erasmus+ Exchange) team.internationales@hfg-offenbach.de (other programmes and free mover)
2. <u>Nomination by home university</u>	<ul style="list-style-type: none"> - Email sent by exchange coordinator to erasmus@hfg-offenbach.de for Erasmus+ exchange <p>or</p> <ul style="list-style-type: none"> - team.internationales@hfg-offenbach.de other exchange programmes
3. <u>Upload all required application documents in time</u>	<ul style="list-style-type: none"> - After nomination you will receive an email with <u>instructions on application</u> and a <u>Cloud-Link</u> <p>Please also check your spam folder</p>
4. <u>Results</u>	<ul style="list-style-type: none"> - Expected within 5 weeks after the deadline



Before departure

WHAT?	WHERE?
<p>1. <u>Search for accommodation and travel arrangements</u></p>	<ul style="list-style-type: none"> - Information Brochure for international and exchange students page 9. - Website hfg-offenbach.de > University > International Office > Incomings
<p>2. <u>Learning Agreement (LA)</u> OR <u>Online Learning Agreement (OLA)</u></p> <ul style="list-style-type: none"> • <i>What is a Learning Agreement?¹</i> • <i>What is the difference between a Learning Agreement and an Online (Digital) Learning Agreement?²</i> 	<ul style="list-style-type: none"> - For OLA Enter following Data <u>Receiving Institution</u> Country: Germany Name: Hochschule für Gestaltung Offenbach am Main Erasmus Code: D OFFENBA01 <u>Receiving Responsible Person (Department of Art)</u> First name(s): Christina Last name(s): Wittich Position: Examination Board Email: wittich@hfg-offenbach.de <u>Receiving Responsible Person (Department of Design)</u> First name(s): Elvira Last name(s): Werner Position: Examination Board Email: werner@hfg-offenbach.de <u>Receiving Administrative Contact Person</u> First name(s): Ute Last name(s): Schulz Position: Head of Study Information Centre Email: erasmus@hfg-offenbach.de

¹ The Learning Agreement (LA) is a learning agreement in which the student documents the planned study project abroad as well as the subsequent recognition of the credits earned abroad.

² In the case of a Learning Agreement (LA), the document must be printed out for the signatures and then scanned and sent by email. The Online Learning Agreement (OLA) is created and signed via the website learning-agreement.eu. The current status can be viewed by all parties (International Office, participant, subject coordinator of the home and host university).

<p>3. <u>Acceptance Letter</u> (German: Zulassungsbescheid) will be issued once you have accepted the offer for exchange study.</p>	<ul style="list-style-type: none"> - Issued by Study Information Centre at HfG Offenbach and sent by Email.
<p>4. <u>Online registration for enrolment</u></p>	<ul style="list-style-type: none"> - Link will be provided by the Registrar's Office studieninfo@hfg-offenbach.de
<p>5. <u>Transfer the social contribution to the bank account of HfG Offenbach</u></p>	<ul style="list-style-type: none"> - Information in the Acceptance Letter
<p>6. <u>Digital Health Insurance Registration</u></p>	<ul style="list-style-type: none"> - Information Brochure for international and exchange students page 5.
<p>7. <u>Check the validity and completeness of your travel documents</u></p>	<ul style="list-style-type: none"> - E. g. visa, passport, ID, insurances, ...

Arrival

WHAT	WHERE?
<p>1. <u>Orientation days</u></p>	<ul style="list-style-type: none"> - One week before start of lectures. - Information will be sent by International Office HfG Offenbach
<p>2. <u>Pick up the semester ticket and login data for students</u></p>	<ul style="list-style-type: none"> - Visitor address: Schlossgrabengasse 1 63065 Offenbach <i>Please ring the bell</i>
<p>3. <u>Registration for courses on eCampus</u></p>	<ul style="list-style-type: none"> - ecampus.hfg-offenbach.de have your login data ready
<p>4. <u>(if applicable) update changes in Online Learning Agreement or Learning Agreement</u></p>	<ul style="list-style-type: none"> - Your Online Learning Agreement or Learning Agreement in the section "Changes"
<p>5. <u>Registration of residence</u> This step is obligatory</p>	<ul style="list-style-type: none"> - Information Brochure for international and exchange students page 7.
<p>6. <u>Update your address on eCampus your German address</u></p>	<ul style="list-style-type: none"> - ecampus.hfg-offenbach.de

Extension of Mobility

WHAT?	WHERE?
1. <u>Approval by the Institutional Coordinator of your home university</u>	- Please forward the approval to erasmus@hfg-offenbach.de
2. <u>Application form for extension of study period</u>	- Contact erasmus@hfg-offenbach.de

Farewell and last duties

WHAT?	WHERE?
1. <u>Recognition of Achievements on eCampus</u>	- Ask your teachers to put your grades into eCampus. Make sure that your teachers register all grades and/or confirmation of attendance.
2. <u>Return all lent books and keys</u>	- Lent books and medias: library of HfG Offenbach - Keys: Gatekeepers office Main building, room 17
3. <u>Transcript of Records</u>	- Contact the examination board Department of art mainardi-ploch@hfg-offenbach.de wittich@hfg-offenbach.de Department of design werner@hfg-offenbach.de kuehn-wilkens@hfg-offenbach.de
4. <u>De-registration of residence, local authorities and public broadcasting service</u> This step is obligatory	