## **Application procedure for incoming students**

## **Application Deadlines**

for winter semester: May 15<sup>th</sup>

for summer semester: November 15th

## Application documents

Students have to send the following documents

- **Student Application Form:** filled out & signed by the student and the Departmental or Institutional Coordinator of the home institution
- **Portfolio:** You will get a link for an intern platform from us on which you can upload it (overview of recent personal work, max. 20 MB).
- Letter of Motivation: in German or English
- CV: in German or English
- Copy of his/her passport
- Copy of his/her university entrance qualification (such as baccalauréat, a-level, abitur, matura, high school diploma ...)
- Transcript of Records

by e-mail to Ms. Kühn-Wilkens (team.internationales@hfg-offenbach.de).

## Contact

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