

Prof. Dr.-Ing. Dr.-h.c. Helmuth Biechl
Director of the Master's Study
Electrical Engineering

Application Procedure for Students of the Master's Study Electrical Engineering at the University of Applied Sciences Kempten in Germany

Dear applicant,

Thank you for your interest in our Master's Course Electrical Engineering at the University of Applied Sciences Kempten in Germany.

Subsequently we'd like to provide you with some information about the application procedure. Please read the course outline carefully on our website

www.hs-kempten.de

You'll find all necessary information about the following topics in English language:

- Description and Objective of our Master's Program
- Program Outline
- Commencement of Study
- Application Procedure
- Additional Information for Foreign Students/Study Visa
- Future Perspective and Scope of Work
- Personal Requirements
- Study Fees
- Why study in Kempten

Note:

We kindly request you that you read our website thoroughly and in its entirety, before you submit questions via email. Thank you!

How can you find the information on our website?

1. Open the website www.hs-kempten.de
2. Locate the language button "English" in the upper left corner. Click it and all information is available in English.
3. Click "Engineering" at the left side.
4. Click "Electrical Engineering (Master of Engineering)" down in the list at the right side. There you find all the necessary information on the master's course Electrical Engineering.

Read everything thoroughly. Download and read/use the following document/form at the left side (Application Procedure, Application Form).

To apply send the required documents **only by mail**. We do not accept email applications and there is no online application procedure. Please make sure that your documents are complete, otherwise we cannot process your application. Please do not send other documents that are not explicitly required. We do not need letters of recommendation or documents about your secondary school. Fill in the application form with the help of a computer. **Forms filled out by hand will not be accepted and result in a rejection of your application.**

Please do not apply if you have obtained less than 80% of the total achievable points (e.g. at least 4.0 if the max. CGPA is 5) in your Bachelor's study. Please be aware of the fact that we cannot offer you any scholarship or job opportunities.

After submitting your documents we will evaluate your application and notify you within about 2 weeks **after** the application deadline. Please do not inquire before! You will be notified in any case (please don't forget to list your email address in your application). In case you have been admitted, you will receive an official admission letter from us. You'll need this admission letter for your visa application at the German Embassy in your country.

Please take into account that the visa process can take up to 8 weeks, depending on your country. After you have received your visa please arrange the necessary steps regarding student housing. Unfortunately we cannot offer you support in this matter (more information about dormitories you find on our website under "Extra information for Foreign Students/Study visa").

After your arrival in Kempten, a German student will assist you with administration matters (residents' registration, enrollment at the University, opening a bank account, getting health insurance). All these steps have to be done **after** your arrival.

Your application is highly appreciated and we look forward to it. International students are welcomed at our University and we want to encourage you to apply for our Master's Course "Electrical Engineering". We are convinced you will enjoy and benefit from your studies at our University.

As a Master of "Electrical Engineering" from the University of Applied Sciences Kempten you'll enjoy numerous professional career opportunities. Many international students already graduated successfully.

**Schedule for the Application Procedure
for the Master's Study Electrical Engineering
at the University of Applied Sciences Kempten**

Winter Semester:

Dec.1 – Jan. 15:	Application Period
February 10:	Notification regarding Admission resp. Rejection by Email
February 20:	Dispatch of the Admission Letter by Email and Mail
June 30:	Application Deadline for Room in Dormitory**
September 15 – 30:	Arrival in Kempten
October 1:	Start of Master's Study (Winter Semester)

Summer Semester:

May 15 - June 30:	Application Period
July 30:	Notification regarding Admission resp. Rejection by Email
August 5:	Dispatch of the Admission Letter by Email and Mail
December 15:	Application Deadline for Room in Dormitory**
March 1 – 14:	Arrival in Kempten
March 15:	Start of Master's Study (Summer Semester)

** After this deadline the likelihood to get a room in a student hostel is pretty low!

Please have sympathy that we have to keep and follow exactly this schedule!