

**APPLICATION FOR ADMISSION TO DEGREE COURSE
 FACULTY OF AUTOMOTIVE ENGINEERING**

Full-time, professional development (fee required)

Automotive Service Technology and Processes

Winter semester 20 /

1. PERSONAL DETAILS

Confirmation of receipt will be sent to the e-mail address given only on request !

Please send confirmation of receipt to the e-mail address stated below.

Surname (maiden name if applicable):		Forename:	
Date/place of birth:			
Place of residence, post code, (district/state):			
Road:		Tel.:	
Nationality:		Marital status:	
E-mail address:		Work ☎ / Mobile ☎:	
National service completed:	yes/no	from	till
National service deferred:	yes/no		
Voluntary social year completed:	yes/no	from	till
Development aid activities:	yes/no	from	till

DO NOT COMPLETE THIS SECTION

Photo	CV	Birth certificate	Degree certificate	Degree overview

B: _____

2. VERIFICATION OF FULFILMENT OF CONDITIONS FOR ADMISSION

General education schools attended (in order of attendance):
(for example: primary school, secondary school, vocational college, technical college)

Type of school: e.g. primary school	Place: Name of school (if applicable)	Attended from/till:	Type and date of final qualification (e.g. Abitur):

Verification of completed degree course (universities and colleges attended):

Type of university:	Place:	Attended from/till:	Degree course:	Qualifications attained and grades:

Total number of semesters enrolled to date: _____

Verification of suitable professional experience in the domain of engineering sciences for not less than one year in full-time employment or in part-time employment with at least half the regular working time:

Type:	Company and place:	Employed from/till:

The following documents are to be submitted with this application for admission:

1. Passport size photograph
2. Curriculum vitae (complete)
3. Copy of passport / Birth certificate (not certified)
4. *Officially certified copy of verification of attendance in degree course
 - Degree certificate
 - Degree final report
5. *Officially certified copy of verification of suitable professional experience in the domain of engineering sciences at the time of enrolment to degree course
6. Proof of adequate command of the English language; for example:
 - Successful completion of a previous programme of study in which English was the language of instruction
 - TOEFL test with a score of more than 75%
7. Proof of sufficient command of the German language; for example:
 - A 2 level certificate of German skills
 - German as mother tongue

* Official certification of a copy can be performed by any public office that is entitled to issue an official seal, or by a registered notary. Certification is correct if the endorsement is confirmed by an official seal and signed by the certifying person. Each individual page of the copy – e.g. of your university admittance certification – must be certified in this way. If the name of the person to whom it is issued is not printed on every page of the document, the endorsement must include a note of the person to whom it has been issued and of the type of document concerned to ensure that the pages that belong together in each document can be unambiguously identified as such. Missing notes may not be added yourself.

I hereby declare that I have not irreversibly failed any preliminary, intermediate or final examinations in the degree course selected, and that I have not been exmatriculated from any university on account of disciplinary action.

I am aware that I may be excluded from studying in the state of Lower Saxony if the statements I make here prove to be untrue.

I shall notify the university promptly of any change in my home or term-time address.

I acknowledge that no documents submitted either now or later will be returned unless I explicitly request their return within the space of one year, commencing on the day on which this application is completed. Once this period has expired, the university shall be entitled to destroy my documents.

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Place and date

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Signature of applicant