



Information Sheet on the Application Procedure for Exchange Students

Data Protection Regulation of Department 3 *Academic and Student Affairs*, Section 3.3 – Student Admission and Registration for International Students of Bergische Universität Wuppertal

By submitting an application as a guest student in the framework of ERASMUS+ or an international university partnership, you voluntarily provide us with personal information. By sending/submitting the application forms, you allow Department 3, Section 3.3 to collect, store and use the personal data for the application procedure and the implementation of the studies. This includes disclosure of personal information within the university as well as to other institutions that are involved in the implementation of the studies. The following data will be collected and stored in the context of your application:

- Home university
- Intended duration of stay
- Intended date of arrival and departure
- Intended study field
- Participation in German language course
- First name, Surname
- Sex
- Date of birth
- Place / country of birth
- Nationality / nationalities
- Home address
- Email address
- Information on educational background (secondary school leaving certificate, previous studies, university degree if applicable)
- Information on study periods in Germany.

The above mentioned data is mandatory.

On condition of your consent, the legal basis for the processing of data is Art. 6 para. 1 lit. a GDPR. The legal basis for the processing of data in order to fulfil a contract or implement pre-contractual measures which take place on request of the data subject is Art. 6 para. 1 lit. b GDPR.

By submitting the application forms, you agree to storage and use of your personal data for the above mentioned purpose. The provided data will be used for the application procedure and the implementation of the studies only. If you decide not to fill in the application forms, the relevant measures cannot be implemented.

We take the protection of your personal information very seriously. You have the right to free access to your stored personal data, its origin, recipient and purpose of the data processing and, if applicable, to correction, blocking or deletion of the data within the scope of the applicable legal regulations at any time. After completion of the studies, your personal data will be deleted after the legal archiving periods have expired.

This declaration extends the data protection statement of Bergische Universität Wuppertal (<https://www.uni-wuppertal.de/datenschutz/>). By filling in and submitting the application forms of Department 3 *Academic and Student Affairs*, Section 3.3 – Student Admission and Registration for International Students, you accept the data protection regulations.



**BERGISCHE
UNIVERSITÄT
WUPPERTAL**

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Internationales Studierendensekretariat
Gaußstraße 20
42119 Wuppertal
Germany
incoming@uni-wuppertal.de

Application for a study visit without the right to take a degree (international university partnerships)

(To be filled in at the computer)

Details on Studies

Home university			
Intended duration of study at BUW	1 semester ☐	2 semesters ☐	
Intended date of arrival		Intended date of departure	
Intended study field			
Academic supervisor at BUW			
Application for German language course (300,00 € per semester)	Yes ☐	No	☐
Study phase	Bachelor ☐	Master	☐

Personal Details

First name			
Surname			
Sex	female ☐	male ☐	undefined / not specified ☐
Date of birth			
Place / Country of birth			
Nationality / nationalities			

Contact Information (home and email address)

Street			House no.	
Postal code		City		
Country				
Email address				



Information on University Entrance Qualification

Country of acquisition		Date of acquisition	
Original name of secondary school leaving certificate			

Studies in Home Country

Study field			
From		To	

Previous Studies in Germany

Have you studied in Germany before?	Yes ☐	No ☐
If yes, name of university		
If yes, from		To

Information on Departmental Coordinator at Home University

Name		Signature	
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Please enclose the following documents to your application (to be handed in until July 15th for each winter term or January 31th for each summer term):

- Copy of your passport or ID card
- Copy of your student card
- Copy of transcripts
- If you have already been enrolled at a German university: your most recent certificate of enrolment and notice of your most recent termination of enrolment.

I assure that the above stated information is complete and accurate!

Place, date

Signature