

DOCUMENT CHECK LIST FOR INTERNATIONAL APPLICANTS

This page provides a quick overview of all application documents required for:

Fashion Design B.A.

- Application form
- Copy of ID card / passport
- Photo
- Curriculum Vitae (CV)
- Letter of motivation
- Copy of original secondary education certificate
- Copy of certified translated secondary education certificate in English or German (if applicable)
- Official Transcript of Grades
- English language proficiency certificate (if applicable)
- Certificate of deregistration from previous university (if applicable)
- Portfolio (is not a mandatory requirement)

Submission

Please send the documents via email to:
hKDM Student Advisory Service: international@hkdm.de

All application documents must be shown in original form to the Student Advisory Service before the start of the programme.

APPLICATION FORM - INTERNATIONAL

I hereby apply for enrolment in the following degree programme:

- Fashion Design B.A. , Berlin**
Language of instruction: English

Start of Programme:

- WT 2018/19
 WT 2019/20

WT = Winter Term (starting September 25th every year)



Personal Details

Last Name

First Name

Marital Status

Place of Birth

Date of Birth

Nationality

Sex

Address/Contact Details

Street

Postal Code, City

State, Country

Phone

Cell Phone

Email

Skype-ID

Emergency Contact: Name

Emergency Contact: Relationship

Emergency Contact: Phone



School Leaving Certificate / University Entrance Qualification

Name of School

Type of School

Address of School

Subjects of Specialization (if applicable)

Type of School Leaving Certificate (e.g. International Baccalaureate, Secondary School Certificate)

Date of Issue, City, State, Country

Grade Point Average

Education Period (from ... to ...)

Total Years of Secondary Education

If your school leaving certificate is not available yet, please submit a copy of your latest certificate and a preliminary Transcript of Grades instead.

Qualifications at other Higher Education Institutions (if applicable)

Name of Higher Education Institution

Type of Higher Education Institution (e.g. University, School of Applied Sciences)

Address of Higher Education Institution

Degree Programme

Study Period (from ... to ...)

Degree (if applicable)

If applicable: please submit a copy of official Transcript of Grades, degree certificate and a copy of your school leaving certificate. All documents must be in original language and translated into German or English.



Vocational Education (if applicable)

Job Description

Training Company

Period of Vocational Training (from... to...)

Examinations Board and Final Grade (Only applicable if acquired after school leaving certificate.)

Language Skills

Languages	Elementary Level	Intermediate Level	Advanced Level	Native Language
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
German	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Italian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Type of language proficiency certificate (i.e. TOEFL, IELTS)

Score of language proficiency certificate

I declare that the information I have provided in this application form is complete and correct.

Date, City Signature of Applicant
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Please send to: international@hkdm.de

APPLICATION PROCESS

How to apply

- You need a certified secondary education certificate (i.e. High School Diploma, GCSE, o-level). School leaving certificates must be officially approved as being equivalent, where necessary.
- Recognized certificate of English proficiency (LEVEL B1, TOEFL or IELTS)
- Fill out the application form and letter of motivation
- After the assessment of your application, you may be required to pass an admissions interview and you have to complete 3 artistic tasks (online assessment via skype)

There is no set grade level required to be admitted, but the application procedure comprises three steps:

Step 1: Admission Check:

Atelier Chardon Savard offers an admission check of foreign secondary education certificates free of cost. Before submitting the application documents, applicants may inquire a check of their foreign certificates at the Student Advisory Service to verify that they meet the admission standards.

Applicants may contact the Student Advisory Service for detailed questions about the recognition of foreign certificates: international@hkdm.de

Step 2: Submit full application by email: international@hkdm.de

Step 3: Admission Interview (online)

After the full application has been submitted, all documents are reviewed by Atelier Chardon Savard. Successful applicants will be invited to an online admission interview (45-60 min, usually via Skype) with a member of the Student Advisory Service and/or a professor of the respective subject area.

If the application procedure was successful, Atelier Chardon Savard shall send to you a letter of offer for a university place and the necessary enrolment form. Please return this form within 14 days after reception. When we have received your filled and signed enrolment form, we shall send to you a Confirmation of Admission.

Applicants from outside the European Union need to transfer 50% of the first semesters' payments as well as the registration fee prior to receiving the Confirmation of Admission and the Welcome Letter. These documents are necessary to start your visa process. Please note that in most cases, you will need to provide financial security in form of a German [Blocked Account](#) with around 8.640.- EUR to complete your visa application. More information is available on the website of the [DAAD](#) (German Academic Exchange Service). Please note that only your [closest](#) German embassy or consulate will provide the lawfully correct and current information and details. Applicants from outside the European Union need to provide a valid residence permit before the start of their programme. For further information about visa and immigration regulations for Germany, please contact your [closest](#) German embassy or consulate.