

## Application Guide

### Erasmus+ and Swiss-European-Exchange Programmes at HFBK Hamburg

#### **Step 1** until 30 April: **Your Nomination**

- Ask your home institution (in most cases your International Office) to nominate you. Most of our partner institutions can nominate up to one student – so be quick!

#### **Step 2** 15 March – 30 April: **Your Application**

- Apply online via [HISinOne](#). You can switch the language to English in the bottom right corner. Please register first and once you have an account, submit your application.
- Be aware: At the end of the online application we will provide you with a link (within your HISinOne account) to upload the following documents into our cloud:
  - o Personal CV,
  - o Letter of motivation,
  - o Transcript of records of your home institution,
  - o Your portfolio (about 15 of your own works produced in the past two years, in case of works with time-based media, e.g. films or performances, links should be provided within the portfolio).

Attention: The upload is quick and easy – it was successful if you do not receive an error message! Please refrain from any queries.

#### **Step 3** June: **Your study place offer**

- If our committee approves your application, you will need to accept your offer online via HISinOne, after which you will receive an official Letter of Acceptance.
- Pay your semester contribution and provide us with proof of a valid health insurance.

#### **Step 4** upon arrival: **You getting started in Hamburg...**

- Receive your documents of enrolment at HFBK Hamburg in the first week of October for winter semester and in the first week of April for summer semester.
- Join the Welcome Events by HFBK's International Office.
- Enjoy your stay with us!