

## Application for Overseas Semester

- | Please complete this application form legibly, in block letters, and in black ink.
- | Return this application form to the International Office and include the documents stated on page 2.
- | Respect the application deadlines.

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Home Address  
(FN or other): \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Major: (please tick)      Bachelor      Master  
                     

Field of Study: (please tick)      CME      CCM      PMG  
                                           

Current Grade Point  
Average (GPA): \_\_\_\_\_

Timeframe of Overseas Study: (please tick)      Spring 2013      Fall 2013      Spring 2014  
                                           

Valid Passport:      yes       Expiry Date: \_\_\_\_\_      no

**University Preference List:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Please return this application form, duly signed, by the deadlines listed below and include the following documents:**

- | Current transcript of records;
- | CV in English;
- | Letter of motivation in English;
- | One recommendation from a ZU professor, preferably in English;
- | Certificate(s) of B2 language skills in the **language of instruction** at each of your preferred universities;
- | Buddy Commitment, duly signed;
- | Apartment Information.

You may include any other material that will strengthen your application, such as language test results or internship evaluations.

**Application Deadlines:**

Fall Semester Deadline: **15 December**

Spring Semester Deadline: **15 July**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of applying student

## Commitment to Zeppelin University Buddy System

An essential component of your plans to study abroad includes your willingness to help foreign students coming to Zeppelin University. The pathway to their successful integration begins with you! Your interests will also be served by the exchange program that Zeppelin University provides for you.

By participating in the Buddy System, you will closely experience the needs of students who study abroad—needs that you will also have when you arrive overseas.

You will be assigned an incoming student from a partner school. Depending upon the balance of incomings to your group of outgoings, there may be more than one buddy for each incoming. If so, you are still expected to do your share in welcoming and taking care of the student during the semester.

Any student who intends to study abroad must participate in the Buddy System. This means:

1. You must be in Friedrichshafen several days before the beginning of each semester's Orientation Week. During this time, the ZU International Office will prepare for the arrival of the foreign exchange students. Your participation in this preparation is essential.
2. We expect for you to help in *at least* the following ways: pick up students at airport (FN) or train station and bring them to their housing; help them to understand the layout of Friedrichshafen and the area (such as bus routes, train connections, etc.); accompany them on local excursions; help to integrate them by way of social events, such as parties and cultural programs; in general, be willing to help them throughout the semester if problems should arise.
3. You must report your activities with the incoming student, no matter how trite, by e-mail or in person to the International Office during the term.

There may be no exemptions to this program. The International Office will not process a student's application to study overseas unless the student has successfully fulfilled the requirements of the Buddy System.

**I understand the above statement and agree to serve as a buddy to a foreign incoming student before I participate in the ZU study abroad program.**

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Date

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Signature of applying student

## Apartment Information

I agree to lease my apartment to an overseas student during my absence:

yes  no   
(please tick)

*If yes, please make sure that your landlord will agree to lease your apartment to an incoming student.*

Details about the apartment:

Street: \_\_\_\_\_

Zip Code: \_\_\_\_\_ City: \_\_\_\_\_

Number of bedrooms: \_\_\_\_\_

Size in square meters: \_\_\_\_\_

Internet access? yes  no   
(please tick)

Shared apartment? yes  (with \_\_\_\_\_ persons) no   
(please tick)

Price including heating: € \_\_\_\_\_ / month

Available from / until: \_\_\_\_\_

Fully furnished? yes  no   
(please tick)

How far to ZU? \_\_\_\_\_ km

Possibility of renting a bike? yes  no   
(please tick)

Washing machine? yes  no   
(please tick)

Please keep in mind that our incoming students should not have to pay more than a monthly € 350.00 – 400.00 per room and that they normally do not have a car.