



Please, TYPE all information. Make sure both you and your Exchange Coordinator sign this form.

**A. PERSONAL DETAILS STUDENT:**

Family name (surname):

First name(s) (according to passport):

Date of birth (day)-(month)-19 (year):

City and country of birth:

Nationality:

Gender:

☐

Male

☐

Female

**B. RESIDENTIAL ADDRESS:**

Street and number:

Postal Code and town/city:

Country:

(Mobile) Telephone number:

E-mail address:

**C. HOME INSTITUTE:**

Name Home Institute:

Erasmuscode:

Department:

Address; Street and number:

Postal Code and town/city:

Country:

Contact person at the International Office of your home institute:

First name & family name:

Telephone number:

E-mail address:

**D. NEXT OF KIN: *in case of emergency- name of your parents/guardian***

First name & family name (surname):

Relation (parent/guardian/friend):

Street and number:

Postal Code and town/city:

Country:

(Mobile) Telephone number:

E-mail address:

**E. STUDY DETAILS: *Please check the programme which you are applying for:***

I will study at HvA/HES in the following **academic year**: 20  - 20  (*for example: 2008-2009*)

☐ **REGULAR EXCHANGE PROGRAMME:**

☐ 1 semester (August-January)

☐ 2 semesters (August-July)

☐ 1 semester (January-July)

☐ 2 semesters (January-December)

☐ **DOUBLE DEGREE PROGRAMME** (*See Information Guide Incoming Study Abroad Students*):

☐ August-July

☐ January-December

**For which Double Degree programme do you apply** (*See Information Guide Incoming Study Abroad Students for more details!*)

☐ IBMS (International Business and Management Studies)

☐ IBL (International Business and Languages)

☐ IFM (International Financial Management )

**F. ACCOMMODATION:**

- ☐ I will reserve accommodation through Hogeschool van Amsterdam-School of Economics and Management/HES.
- ☐ I will arrange accommodation on my own.

**G. ADDITIONAL INFORMATION**

Please, tell us of any special circumstances we need to know about (e.g. disability or medical condition)

**H. SIGNATURE:**

I hereby state that I have provided the information above truthfully and accurately:

Name student:

Signature student:

Signature coordinator home institute:

Place & date:

**ATTENTION:**

Return the completed form with:

- 2 passport photos (with your name on reverse side).
- A clear copy of your (valid!) passport, showing date of issue, your date of birth and your signature.
- A list with grades obtained at your home institute.
- Arrival form
- Copy insurance
- Visa application form (if applicable)

If you are going to follow a Double Degree Programme, you also need to hand in the following documents:

- A copy of your pre-education (secondary school) diploma e.g. GSE's, (International) Baccalauréat, Abitur or Fachhochschulreife.
- A copy of the transcript of records of your pre-education.
- A proof of enrolment at your home institute.

DEADLINE OF APPLICATION IS:

- 1 MAY (FOR FALL SEMESTER = August-December) AND
- 1 NOVEMBER (FOR SPRING SEMESTER = January-July)

We only accept original application forms (not by fax, please!).

Address:

Hogeschool van Amsterdam  
School of Economics and Management / HES  
International Office (room 3.058)  
P.O. Box 22575  
1100 DB Amsterdam  
The Netherlands

STAMP HOME INSTITUTE:

**INSURANCE:**

HvA/HES assumes NO LIABILITY for any costs if a student is not insured properly!

All students must arrange their own insurance before coming to Amsterdam.

We strongly advise all students to check that their insurance covers:

- All kind of medical expenses, incl. dental treatments, hospital costs and any kind of psychiatric treatments.
- Repatriation of student, if a student needs to go back to his/her home country in case of emergency
- Repatriation of remains and medical evacuation to home country
- Legal assistance, third party liability and any other extraordinary costs
- Theft (incl. theft from student belongings in student accommodation)
- Loss of belongings

*By signing this application form, the student certifies that (s)he will be covered by an (international) health insurance, valid within the Netherlands and sufficient to cover all above mentioned costs. The student releases HvA/HES from any and all claims and causes.*