



**Hessen International Summer University Frankfurt 2018**  
**July 15 – August 11, 2018**

**Application**

**Please complete and sign the following form and send it to ISU Frankfurt.**

- **Via Email:** [isu@fra-uas.de](mailto:isu@fra-uas.de) addressed to the ISU Frankfurt Team

**Please attach the following documents to your application:**

- Completed and signed application form
- Resume
- A copy of your current transcript OR a list of courses you have completed related to your degree
- A short letter of motivation
  - Why would you like to participate in ISU Frankfurt? What is your main interest in the seminar program and what do you intend to learn?
- A copy of your passport

<b>Select an Academic Track!</b>	
<b>European Finance</b>	Applicants must have a background in Finance, Economics, or Business to participate in the European Finance academic track.
<b>European Studies</b>	Open to applicants from all academic disciplines.

<b>Personal Information</b>	
Family Name	
First Name	
Date of Birth (Day/Month/Year)	
Place of Birth (City and Country)	
Nationality	

Contact Information	
Street	
City and Postal Code	
Country	
Phone	(country code) + (area code) +
Email	

Academic Information	
Home University	
Country	
Degree	Bachelor                      Master
Study Program (Major/Minor)	
Number of semesters completed	
Expected graduation date	

Emergency Contact	
Name	
Email	
Phone	(country code) + (area code) +

Language Qualification	
English	<input type="checkbox"/> I speak it fluently <input type="checkbox"/> I have sufficient knowledge to follow lectures <input type="checkbox"/> I have a basic knowledge <input type="checkbox"/> I have no English knowledge

German	<p>I speak it fluently</p> <p>I have sufficient knowledge to follow lectures</p> <p>I have a basic knowledge</p> <p>I have no German knowledge</p> <p>How many hours of German instruction have you had?</p>
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Accommodation	
Would you like us to book you an accommodation during the program? You will share a room with another participant of the ISU Frankfurt.	<p>Yes</p> <p>No</p>
It is university policy to place you in a room with another participant of the same gender. For this reason, please indicate the gender that you identify as.	<p>Man</p> <p>Woman</p> <p>Trans*</p> <p>_____ (fill in the blank)</p>
Please add any other relevant information that might be important for us when organizing your stay.	

Miscellaneous	
How did you find out about ISU Frankfurt?	<p>Internet (Google search)</p> <p>Facebook</p> <p>Advertising material (flyer, poster, etc.)</p> <p>DAAD</p> <p>Friends or family</p> <p>Former ISU Frankfurt participants</p> <p>Faculty/Member of your home university</p> <p>International Office/Study Abroad Advisor</p>

	Other
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Optional Berlin Trip
<p>Yes, I will join the ISU Frankfurt group on the optional trip to Berlin from Friday, July 27 through Sunday, July 29, 2018 and pay an additional €175. Included in the fee are: train tickets to and from Berlin via Frankfurt, accommodation in a hostel and breakfast.</p> <p>No, I will not participate in the Berlin trip.</p>

## Terms and Conditions

### Costs

The program fee of €2200 includes two academic seminars (32 contact hours each), a language course (40 contact hours), cultural program and excursions within and around Frankfurt, accommodation from July 15 until August 11, 2018, health, liability, and accident insurance for the duration of the program, a transportation ticket within the city of Frankfurt for the duration of the program and study materials.

If you submit your application before April 14, 2018, you can qualify for the early bird rate of €1950. Students from partner universities of Frankfurt University of Applied Sciences or Goethe University Frankfurt am Main qualify for the early bird rate at any time. If you arrange your own housing, the program fee will be €1200 before April 14, 2018 and €1400 after April 14, 2018.

The program fee will be billed to the applicant, after acceptance from the Hessen International Summer University 2018.

In the case that you do not fulfil your payment obligations in terms of your program fee your registration cannot be taken into consideration.

### Registration and Payment Information

Upon receiving an application, the Hessen International Summer University Frankfurt will review the documents and confirm or reject the application. Upon acceptance, applicants will receive a Letter of Invitation and detailed payment information for the program fee to complete the registration. The program fee is due within 2 weeks from the date of the invoice, at the latest on May 31, 2018. Payments need to be made by bank transfer.

The transfer of a participant's program fee to our bank account will be considered a binding agreement. As a result, a place will be reserved in the Hessen International Summer University Frankfurt, provided that the maximum number of participants has not been reached by the time the payment is received. Please understand that no place can be reserved for a participant until we have received the payment.



As soon as we have received the program fee, we will send you a Letter of Acceptance confirming your place in the program.

Please note that banks usually charge fees for the processing of transfers. You are responsible for paying any bank transfer fees incurred when transferring your program payment to our bank account.

### **Cancellations**

Interested applicants can apply for the Hessen International Summer University Frankfurt from November 1, 2017 until May 31, 2018, or until all courses are filled. If an accepted applicant wishes to withdraw from the program before program start, the applicant must state in writing the reason for their withdrawal to the Hessen International Summer University Frankfurt. A withdrawal will be effective from the date which the Hessen International Summer University Frankfurt receives the written confirmation. The Hessen International Summer University Frankfurt will attempt to reallocate your awarded position to someone else. Should the situation arise that the Hessen International Summer University Frankfurt cannot reallocate the position and should incur a financial loss due to your withdrawal; a cancellation fee will be levied depending on the timing of cancellation. If the withdraw from the program is:

- less than 3 months, but more than 6 weeks prior to the program we must charge 30% of the course fee
- less than 6 weeks, but more than 3 weeks prior to the program we must charge 50% of the course fee
- If the withdrawal from the program is within the last three weeks prior to the program we will charge 100% of the course fee.

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Please note that the Hessen International Summer University Frankfurt reserves the right to cancel the Hessen International Summer University Frankfurt if the number of registered participants does not exceed 15 at the end of the registration period.

### **Important Information**

If you require a visa to participate in the Hessen International Summer University Frankfurt, please note that the full payment must be made before we can issue the Letter of Acceptance for visa application purposes. The visa application process may take a long time. Please apply early. The Hessen International Summer University Frankfurt is not responsible for visa costs or costs involved with a denied visa. Please consult your local German Embassy for more information.

Please note: Enrolment and participation in the Hessen International Summer University Frankfurt does not require a student visa and enrolment does not provide sufficient means to request a student visa for the Federal Republic of Germany.

The Hessen International Summer University Frankfurt participants will not be enrolled as students at the Goethe University Frankfurt am Main or Frankfurt University of Applied Sciences.

The minimum age for the participation in the Hessen International Summer University Frankfurt is 18 years.



### Disclaimer

The Hessen International Summer University Frankfurt and the organizers and teachers of the Hessen International Summer University Frankfurt shall not be held accountable for any damage to personal property or any injuries suffered during the course of the Hessen International Summer University Frankfurt. The Hessen International Summer University Frankfurt, as well, shall not be held accountable for any damage caused by participants to other persons or property.

With acceptance into the Hessen International Summer University Frankfurt, I hereby accept and will obey the laws of Germany, the State of Hessen, and the city of Frankfurt. With that in mind, I am aware of a general code of good conduct that I will adhere to. If the following is not observed, the right of expulsion from the program without refund is reserved.

- I wish to participate in the Hessen International Summer University Frankfurt 2018 and I accept the terms and conditions as stated above.**

Date:

Place:

Signature:

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