



Not only high-tech, but also structural measures can make a valuable contribution to energy.

# A1

APPLICATION FORM

# Application for studying the Master Programme

Smart City Solutions

**Closing date for applications:**

**For winter term:**

**May 1<sup>st</sup> (for EU-citizens) and July 15<sup>th</sup> (for non-EU countries)**

PLEASE FILL OUT IN BLOCK LETTERS!



Schellingstr. 24, 70174 Stuttgart  
 Postfach 10 14 52, 70013 Stuttgart  
 Tel.: 0711 / 8926 - 2662 / 2659  
 Sprechzeiten:  
 Mo. - Fr. 09:00 - 12:00 Uhr

## 1. Personal Information

	<b><u>For use by the HFT</u></b>
Surname _____ First name _____ Gender <input type="checkbox"/> male <input type="checkbox"/> female Date of birth _____ Place of birth (City, Country) _____ Citizenship _____	Eingang am:   Staatsangehörigkeit
<b>2. Address</b> Street _____ Postal / ZIP Code, City, Country _____ Telephone _____ Email-Address _____	
<b>3. School-leaving Qualification (giving access to Higher Education)</b> _____ _____ Average grade _____ Date of graduation _____	HZB-Note  HZB-Datum
<b>4. University Education</b> 1 <sup>st</sup> University / Location _____ Programme _____ Starting date _____ Ending date _____ Degree _____ Average grade _____ _____ Grade of thesis / final project _____ Acquired credit points (ECTS) / Full-time programme _____ 2 <sup>nd</sup> University / Location _____ Programme _____ Starting date _____ Ending date _____ Degree _____ Average grade _____ _____ Grade of thesis / final project _____ Acquired credit points (ECTS) / Full-time programme _____	

## 5. Professional Experience after Graduation

(Enclose references)

1. \_\_\_\_\_  
Organisation, Company, Address

\_\_\_\_\_

Position \_\_\_\_\_ Tenure from - to \_\_\_\_\_

2. \_\_\_\_\_  
Organisation, Company, Address

\_\_\_\_\_

Position \_\_\_\_\_ Tenure from - to \_\_\_\_\_

(Further professional experience is to be list on a separate page.)

## 6. Current Position

1. \_\_\_\_\_  
Organisation, Company, Address

\_\_\_\_\_

Position \_\_\_\_\_

## 7. Language Proficiency

### English language:

TOEFL score of 550 points (paper-based test), 213 points (computer-based test), 80 points (internet-based test). We also accept an IELTS test with a score 6,5 and higher. The official TOEFL report can be sent directly through the Educational Testing Service (institution code: 8514). A TOEFL or IELTS exam is strictly required for all applicants, except:

- native speakers
- Applicants who studied in a school, a university or an institution where the lecture language was English

TOEFL test                       IELTS test                       other

### German language:

Proof in German skills (basic level A1) must be submitted by the beginning of the 2<sup>nd</sup> semester.

## 8. Tuition

I am prepared and able to pay the tuition totaling 10 000.00 Euro \*:

yes                                      no

**\* Costs for the kick-off event, international project week and excursions are not included in the tuition fee.**

## 9. MBA Studies

I intend to apply for an MBA (takes place after the successful completion of Modules 1-8).

The tuition fees for the MBA may vary!

Please note that the partner institutions are always changing. For more information about the current MBA partner, please contact the SCS Office.

yes\*

no

\*I do agree that the SCS Office will transfer all necessary personal and study related information to the MBA partner University.

## 10. Interview

After the applications were reviewed, potential candidates will be invited to an interview (phone or personal).

## 11. Required documents

Please enclose for the initial application:

- photo
- secondary school leaving certificate / high school diploma, Baccalaureate etc.  
(**certified**- either at the German embassy in your country, or once you get to Germany at a notary or at the majors office, also foreign-language documents have to be translated in English and certified)
- certificate of graduation of first studies / bachelor degree, master degree or equivalent (**certified**- either at the German embassy in your country, or once you get to Germany at a notary or at the majors office, also foreign-language documents have to be translated in English and certified)
- proof of practical experience
- recommendation letters and certificates
- proof of an English language qualification (TOEFL / IELTS or similar)
- letter of motivation including personal thoughts and expectations concerning the programme (max. 1 page)
- curriculum vitae
- portfolio of own work during studies and from professional experience, to be brought to the interview.  
If the portfolio will be send along with the original application, please note that the portfolio should not exceed a size of A3.

Recommended:

- proof in German skills (basic level A1)

**It would help us greatly if you could let us know where you first heard about this master programme**

- personal contact
- homepage
- internet (which portal?) .....
- information letter/flyer/brochure from the HFT-Stuttgart
- other (which?) .....

- I declare, that**
- all information is correct and complete,
  - I have read the Application Requirements,
  - I do not suffer from any illness that endangers the health of other students, or would prevent me from completing my studies, and
  - no tutor has been appointed for me (as per §§ 1896ff BGB).
  - I have not been banned from admission to university studies
- I oblige myself**
- to immediately notify the HFT Stuttgart after submitting this application, if I
- a) accept a programme at another university,
  - b) due to illness become unable to study,
  - c) I do not pursue this application.
- I am aware, that**
- in case b) above upon presenting the required documentation, I may apply to begin my studies at a later date.

---

Place, Date

Signature

There is no statutory obligation to provide information. However, acceptance is conditional on your full completion of this application form. The individual data is gathered in accordance with the relevant paragraphs contained in the statutes of the Ministry of Science and Art in Baden-Württemberg dealing with the handling of the personal data of applicants for study, students and examination candidates for administrative purposes at universities (28.02.1992) in conjunction with § 4 para 1.1 of the data protection law (LD SG) and the statutes of the Government of Baden-Württemberg concerning academic qualifications in Universities of Applied Sciences (Dipl.-VoFH).

This application is necessary in its currently valid form in accordance with the HVVO of the Baden-Württemberg Ministry of Science and Art concerning the awarding of study places at universities.

**This application will only be processed if all required documents are enclosed.**

**No confirmation of receipt of your application is issued by the HFT Stuttgart. You will be informed if you enclose a stamped addressed envelope.**

## General remarks

1. Please complete the application in block capitals, i.e. legibly, and cross where appropriate.
2. Please do not enclose original certificates of entitlement to admission to college, education, etc., but only certified photocopies or certified handwritten copies.
3. Certificates of education and job activity are only recognized up to their date of issue.
4. German nationals who have while abroad obtained entitlement to admission to college, must enclose
  - a) this certificate with a German translation as a certified photocopy or certified handwritten copy, and
  - b) confirmation by the Baden-Württemberg Ministry of Education and Sport, Postfach 103453, 70173 Stuttgart, of the equal status of the educational background, with calculation of the average mark (grade).
5. Non-German and stateless applicants with an entitlement to admission to higher education obtained abroad must enclose the certificate together with a certified photocopy or certified handwritten copy.
6. Please note that failing to meet the deadlines for applications may lead to exclusion.

**In case of an acceptance:**

I do agree that the in the application enclosed information (such as name, contact information, picture, etc.) will be used by the SCS master programme to compose posters and student lists which will be shared with lecturers and other SCS students.

Furthermore, I hereby agree that movies and/ or pictures which will be made of my person in relations to the Master in International Project Management can be published by the Hochschule für Technik Stuttgart.

The publication refers to the reporting within the framework of

- The journalistic Hochschul-public relation work (online/print)
- The publication in Hochschul-publications (brochures/fylers/books/newspaper)
- Hochschul-Website and
- The Hochschul-Account in social media networks

For these purposes I sign for an unlimited time all rights to the Hochschule für Technik Stuttgart and I will not have any further demands in terms of copyright, usage rights and personal rights.

Name:

---

Date and signature:

---

## Master Programme Smart City Solutions (M.Eng.)

### Selecting preliminary semester

To get the Master's degree in Smart City Solutions 300 credit points are necessary.

In case of a first professional university degree with 6 semesters of regular study time and 180 Credit Points, additional academic achievements of 30 Credit Points must be proven or be acquired during the Master's course. The selection of appropriate modules is determined in consultation with the responsible dean and must be confirmed by the Examination Board.

An essential prerequisite is a good command of the German language for the preliminary semester.

The preliminary semester is only possible in fulltime and not necessary for those who will study the MBA.

I will take part in the preliminary semester.

Yes                       No                      (Please mark appropriate answer)

Name:

---

Date and signature:

---