TAMU-CC College of Business: Hochschule Worms University of Applied Sciences

Reciprocal Exchange Program in Germany: Application Process

Stage 1: Undergraduates need to contact your College of Business Academic Advisor to Begin Applying for the Program.

http://www.cob.tamucc.edu/Students/advising_meet_the_team.html

Graduate students would contact Dr. Sharon Polansky, Director of Master’s Programs.

Sharon.polansky@tamucc.edu

A. You and your respective Academic Advisor will
   • Check your eligibility.
   • Select your potential courses.
   • Initiate your Course Approval form.

B. The College of Business will review all the applications by the second week of March. Participation in this program is limited. The COB Advisors will send an email notification to those students selected and to the Head of the Academic Programs Abroad Office.

C. The Academic Programs Abroad Office sends in the nomination list to Hochschule Worms

Stage 2: Initiate Your Application Online to the Hochschule Worms Program

A. After your nomination, you will receive an acceptance email from the Hochschule Worms International Center (with the link for the On-line Application Process (MoveOn). All questions in regard to this online application should be addressed to Ms. Martina Brodhaecker at Hochschule Worms, martina.brodhaecker@hs-worms.de

B. Apply to Hochschule Worms and get your acceptance email.
   • With this acceptance email, you may apply for the TAMU-CC Study Abroad Scholarship. Use this link: http://www.scholarships.tamucc.edu
   • Your housing arrangements will be completed through Hochschule Worms. You will handle your Germany airplane ticketing and ground transportation to Worms.
   • Also, after you arrive in Worms, you will register for your courses at the Hochschule Worms University of Applied Sciences and apply for your Student Visa.
Stage 3: Mandatory Departure Workshop: The Office of Academic Programs Abroad

A. This workshop will be scheduled during the first week of May before Final Exams

B. Bring a copy of your airline ticket and your passport and your acceptance email from Hochshule Worms.

C. Bring the “Certificate of Language Proficiency” from the Hochschule Worms application website.

D. We will complete all the necessary record keeping for your semester away.
   - You will fill out the Study Abroad Student Record.
   - We will create your Study Abroad files (one for you and one for our office).
   - You will receive the Study Abroad Budget Worksheet and Required Materials List: Staple them in your file.
   - Purchase of TAMU C ISI Insurance Policy: This is a Comprehensive Study Abroad Insurance program.
   - You will register as a Study Abroad Student (SAPR 4096; full-time hours) at TAMU-CC. This registration does not generate a bill but allows scholarship funds, financial aid, and VA Education Benefits to be applied.

E. Safety and Risk Procedures/Study Abroad Code of Conduct/Required Safety Video