

Application Guide

Erasmus+ and Swiss-European-Exchange Programmes at HFBK Hamburg

Step 1 until 30 April: Your Nomination

- ☐ Ask your home institution (in most cases your International Office) to nominate you. Most of our partner institutions can nominate up to one student – so be quick!

Step 2 15 March – 30 April: Your Application

- ☐ Apply online via [HISinOne](#). You can switch the language to English. Please register first and once you have an account, submit your application.
- ☐ Be aware: At the end of the online application we will provide you with a link (within your HISinOne account) to upload the following documents into our cloud:
 - Personal CV,
 - Letter of motivation,
 - Transcript of records of your home institution,
 - Your portfolio (about 15 of your own works produced in the past two years, in case of works with time-based media, e.g. films or performances, links should be provided within the portfolio).

Attention: The upload is quick and easy – it was successful if you do not receive an error message. Please refrain from any queries.

Step 3 June: Your study place offer

- ☐ If our committee approves your application, you will need to accept your offer online via HISinOne, after which you will receive an official Letter of Acceptance.
- ☐ Pay your semester contribution and provide us with a proof of a valid health insurance.

Step 4 upon arrival: Getting started in Hamburg...

- ☐ Receive your documents of enrolment at HFBK Hamburg in the first week of October for winter semester and in the first week of April for summer semester.
- ☐ Join the Welcome Events by HFBK's International Office.
- ☐ Enjoy your stay with us!