



APPLICATION FORM FOR EXCHANGE STUDENTS

COMPLETED FORM SHOULD BE RETURNED TO

TECHNO INTERNATIONAL NEWTOWN
DG 1/1, NEW TOWN, RAJARHAT
KOLKATA, INDIA, PIN - 700156

PLEASE
INSERT A
PICTURE OF
YOURSELF
HERE

PLEASE READ THIS INFORMATION BEFORE COMPLETING THE FORM

- Make sure to complete all parts of this form
- Please fill out the form
- This form must be signed by the international relations coordinator and the head of department of your home university

DATE _____

PERSONAL INFORMATION

FAMILY NAME					
GIVEN NAME(S)					
GENDER	<input type="checkbox"/> MALE		<input type="checkbox"/> FEMALE		
DATE OF BIRTH (dd/mm/yy)			PLACE OF BIRTH		
NATIONALITY					
E-MAIL					
PHONE (+ country code)			MOBILE PHONE (+ country code)		
PERMANENT ADDRESS	STREET			CITY	
	POSTAL CODE			COUNTRY	
PASSPORT NUMBER					
ARRIVAL DATE (dd/mm/yy)			DEPARTURE DATE (dd/mm/yy)		

ACADEMIC INFORMATION

HOME UNIVERSITY	
COURSE / DEPARTMENT	
CURRENT SEMESTER	

AIM OF STAY

Exchange course

Fall Semester

Semester Abroad (Studies)

APPLICATION AT TIG FOR	Winter semester (September to February) 20__ __
	Summer semester (March to August) 20__ __
	Other

LANGUAGE SKILLS

NATIVE LANGUAGE			
LANGUAGE TAUGHT IN AT HOME UNIVERSITY			
ARE YOU CURRENTLY TAKING ENGLISH CLASSES?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<input type="checkbox"/> No skills		
	Basic	<input type="checkbox"/> A1	<input type="checkbox"/> A2
	Independent	<input type="checkbox"/> B1	<input type="checkbox"/> B2
	Proficient	<input type="checkbox"/> C1	<input type="checkbox"/> C2

ACCOMMODATION

ACCOMMODATION REQUIRED	<input type="checkbox"/> Yes	<input type="checkbox"/> No
LENGTH OF STAY	from (dd/mm/yy)	till (dd/mm/yy)
OTHER SPECIAL REQUIREMENTS		

EMERGENCY CONTACT

NAME		RELATIONSHIP	
PHONE (+ country code)		MOBILE PHONE (+ country code)	

ADDITIONAL INFORMATION

DISABILITY(IES)	
ANYTHING WE SHOULD KNOW ABOUT?	

APPLICANT'S SIGNATURE

PLACE		DATE	
SIGNATURE			

CONFIRMATION OF HOME UNIVERSITY

FOREIGN COORDINATOR AT HOME UNIVERSITY			
PHONE		E-MAIL	
PLACE		DATE	
SIGNATURE			

HEAD OF DEPARTMENT AT HOME UNIVERSITY	

PHONE		E-MAIL	
PLACE		DATE	
SIGNATURE			

STAMP / SEAL OF HOME UNIVERSITY

APPLICATION CHECKLIST

DO YOU HAVE ALL YOUR DOCUMENTS COMPLETED?	DONE
• Application form (signed + stamp from home university)	<input type="checkbox"/>
• Proof of funding	<input type="checkbox"/>
• DAAD-language certificate or TOEFL, IELTS	<input type="checkbox"/>
• General qualification for university entrance (high school certificate, baccalaureate...)	<input type="checkbox"/>
• Proof of travel insurance until the beginning of the semester	<input type="checkbox"/>
• Personal statement	<input type="checkbox"/>
• Reference letter	<input type="checkbox"/>
• Student ID	<input type="checkbox"/>
• Passport	<input type="checkbox"/>
• Passport-sized photo (360x480 pixel) in JPG format	<input type="checkbox"/>