Application for Enrollment 2022

Enrollment Deadline

Applicants to Kühne Logistics University must submit their application for enrollment **by July 31, 2022**.
We recommend submitting applications as early as possible. Kindly be aware that missing, incomplete or unsigned documents may stop your enrollment process.

Submission of Application for Enrollment

Please send your completed application, preferably as one single PDF document with all other documents that can be submitted as scan / document to studentservices@the-klu.org.
Important note: Certified and / or original documents must be submitted by postal mail (**by July 31, 2022**) to:

Kühne Logistics University
Student Services
Großer Grasbrook 17
20457 Hamburg
Germany

Should you have any questions, please do not hesitate to contact us.

Confirmation of Receipt

Applicants will receive a confirmation of receipt by e-mail once all required documents have been submitted in full. Please bear in mind, that the processing of documents may take up to two weeks.

Application Checklist

Please use this checklist to ensure that your application for enrollment is complete.
To speed up processing, please fill out the list and attach it to your application.
For all items that are not enclosed, please indicate the approximate date by which they will reach Student Services.

	Please submit the forms and documents listed below	Form	✓
All Applicants	**Application for enrollment** **Library Regulations** **Code of Academic Integrity**	Scan or electronic form Completely filled out and signed	☐
	Proof of health insurance or **TK application**	Scan or health ID	☐
	Copy of your passport/national ID card (in case of dual citizenship please submit copies of both documents)	Scan	☐
	Visa (if applicable) *	Scan	☐
	Proof of removal from register of students (exmatriculation; only if hitherto enrolled at a German university)	Scan	☐
	English language certificate ** (TOEFL/ IELTS/ CAE)	Certified copy, original or scan with verification code	☐
	Declaration of Consent to the use of zoom, panopto and moodle	Scan or electronic form Completely filled out and signed	☐
Bachelor & Preparation Program	**University entrance test score** (Only if existing in your country, e.g. Turkey)	Certified copy	☐
	Secondary school leaving certificate (Abiturzeugnis) (if the document is not in German or English, you must provide a certified translation additionally)	Certified copy	☐
Master	**Bachelor's degree certificate or equivalent*** (if the document is not in German or English, you must provide a certified translation additionally)	Certified copy	☐
	Full university transcript* (semester mark sheets; if the document is not in German or English, you must provide a certified translation)	Certified copy	☐
	GMAT (If the test is an admission requirement)	Certified copy	

*   **If you have not yet received your student visa, you must send the scanned document by e-mail to studentservices@the-klu.org by August 20, 2022 at the latest. Please check here if you need a visa to enter Germany.**

**   **If you have not yet received your English test results, you must send us the confirmation of your registration**. KLU is a TOEFL and IELTS Recognizing Organization. When taking the test, please indicate KLU as institution (TOEFL institution code: 7373). For verification, kindly send us a scan of your test certificate. If you have taken an IELTS test, please let us know your TRF number for verification.

*** **If you have not yet finished your Bachelor's degree, you must send us a confirmation (original) of your university stating that you are going to finish your Bachelor's degree successfully. We also need a current transcript (original or certified copy). Important: The certification of your first degree has to be submitted until the end of the first semester of the Master's program, by January 15, 2023 at the latest.**

Application for Enrollment for 2022

This application form should be filled in electronically.

Kühne Logistics University
Student Services
Großer Grasbrook 17

20457 Hamburg

Germany

Attach a color photograph taken within
the last six months,
business look (please
send it as a separate
attachment via email)

ID Photo

Personal Details

_____
Surname (as per passport)

_____
First name(s) (as per passport)

_____
Previous name / Maiden name (Enter only if your last name has changed, e.g. by marriage.)

_____
Surname (everyday communication: will be used for KLU email address/Student ID)

_____
First name(s) (everyday communication: will be used for KLU email address/Student ID)

Place of birth (city and country)

_____
Date of birth (dd-mm-yyyy)

Sex (please mark the appopriate box)
☐ Female
☐ Male
☐ Other

_____
Nationality (name of country)

_____
Second Nationality (only fill out if applicable; name of country)

Contact Information

The KLU requires a valid German address for all further communication. If you are still resident abroad, please enter the address of your current domicile abroad and inform us of your German address as soon as possible.

_____
Street and number

_____
Additional information (eg. at, apt. no.)

_____
Postal code

_____
City

_____
E-mail (optional)

_____
Telephone number

_____
Emergency contact (Name, First name, Email and/or telephone number)

Health Insurance Details

All students must be covered by statutory health insurance in Germany (German Social Security Code V, Paragraph 1 Clause 9). Kindly note that without a proof of health insurance your enrollment cannot be processed. For more information regarding health insurance please read here.

Please mark the appropiate box:

I have a student health insurance at a public health insurance company e.g. AOK, BARMER, DAK, IKK, TK).

☐ Please ask your insurance provider to report your insurance status to KLU via the electronic reporting system. Please indicate your **health insurance number** (ID) here:

☐ **I have a private health insurance (only possible for EU citizens/students who have studied more than 14 semesters/students older than 30 years).**
Please submit a copy of your policy from your private insurance provider and a certificate of exemption issued by one of the statutory health insurances (e.g. AOK, BARMER, DAK, IKK, TK) additionally.

Students from EU
Students from European Union member states should apply for the European Health Insurance Card (EHIC) in their home country. Please submit a scan / copy of your EHIC to Student Services.

International students from other countries
Students from Non-EU countries need to sign up for a German, public insurance (e.g. AOK, BARMER, DAK, IKK, TK (student health insurance). Only if students are already older than 30 years when starting their studies they will need to sign up for a private insurance. This private insurance must fulfill all requirements for getting a residence permit in Hamburg. Please find more information here.

Details of Previous Higher Education Qualifications

1. Have you already completed a bachelor's/master's degree or are you currently completing one?

(If yes, please provide details below. If more than one, please enter the most recent one)

☐ Yes

☐ No

_____
Degree

_____
Study Program

_____
University

_____
Date (dd-mm-yyyy)

2. Have you ever irrevocably failed an examination in the course of study you are applying for enrollment or in a related course? (If yes, please provide details below.)

☐ No

☐ Yes

_____
Degree

_____
Study Program

_____
University

_____
Date (dd-mm-yyyy)

3. Previous/current degree: All examinations and thesis (if applicable) completed?

☐ No

☐ Yes

Declarations of agreement

Please read this section carefully before completing the application form.

Usage of LAN and WLAN

The provided internet services may solely be used for business purposes by you or third parties you grant access. Private usage of services is only allowed under the agreement of data collection. All information provided by third parties are intellectual property of their respective ownerand may be subject to copyright, trademark or data privacy laws.

You are obligated to respect cultural, religious and ethic interests of other internet users and to not use or publish offending, harassing or unlawful content. Usage that does not comply with the interests of the KLU or may harm its public image, potentially compromises the network security or violates applicable law is strictly forbidden.

The KLU takes no liability for the use, lawfulness or correctness of the provided content or transferred data or any damage caused to you or third parties by internet usage (e.g. viruses).

System usage is subject to automatic logging, which will be stored for three months. The logging contains:

➢ Assigned IP address

➢ Called IP address

➢ Name in user administration (or MAC address of guest users)

➢ Date and time

➢ Duration of connection

In case of violation of this agreement these logs may be analysed in order to pursue legal persecution.

In case of violation of this agreement by you or third parties you grant access you are committed to identify the KLU from and against any liability damage and expense arising out of legally justified claims.

The provisioning of internet usage including private usage is an unsolicited service of the KLU. It can be cancelled at any time especially in cases of violation.

☐ I hereby confirm that I have read and accept the agreement terms to the usage of LAN and WLAN.

Third Party Liability Insurance

I have understood that any damages I may cause are not covered by the Kühne Logistics University or the exchange program, e.g. damages to other persons, damages to property, financial damages and damages to rented accommodation.

I am aware of the financial risks which arise if I do not hold a third party liability insurance policy in Germany. I am personally liable for any damages I may cause, in accordance with the German law (BGB § 823). Please follow the link to KLU's website for more information regarding third party liability insurance.

☐ I hereby confirm that I have been informed by Student Services of the necessity of a third party liability insurance.

Declarations of agreement

Please read this section carefully before completing the application form.

I hereby declare that all the information in this document is complete and correct. I am aware that my admission/enrollment may be denied or withdrawn if I provide false or incomplete information. I accept that details of my previous qualifications may be checked by Kühne Logistics University in conjunction with the relevant institutions.

I explicitly state that my current job or situation does not prevent me from taking up this degree. Furthermore, I guarantee that I have not failed any entry, intermediary or final examinations in my selected course at a different institution of higher education.

I am aware that applications for the determination of equivalence and crediting of coursework must be filed with the Board of Examiners within six weeks of enrollment of the KLU (§ 10 (3) ASPO).

I confirm that I have been informed by Kühne Logistics University that I must submit all enrollment documents (e.g. Bachelor's degree certificate / Transcript / English language certificate / Proof of Exmatriculation) **by July 31, 2022.**

_____   _____
Place, date (dd-mm-yyyy)   Applicant's signature

The application is not valid without your signature!