

Hochschule Esslingen- Esslingen, Germany  
Study Abroad- Winter Semester (Fall): September- Feb



**Timeline & Checklist:** *It is recommended you follow this list so as to stay on top of deadlines and that all paperwork is processed in an adequate timeframe. Most of these dates are for reference and some are deadlines, all subject to change. Stay in contact with the LTU Study Abroad office for exact deadlines.*

\_\_\_ **Jan:** If you need to use Financial Aid, make sure to file your FAFSA. Many scholarships are available. You can find a list on the LTU Study Abroad and Financial Aid page.

\_\_\_ **Jan- Feb:** Review available courses and compare to LTU flowchart. Meet with your academic advisor or department chair to determine the best courses that fulfill your college's requirements. Courses can be found on foreign university's website or ask the Study Abroad Office for a list.

\_\_\_ **Jan:** Apply for/Renew your passport: <http://travel.state.gov/content/passports/english.html>

\_\_\_ **Mid-April:** Submit your Request for Guest Credit paperwork to the One Stop to be reviewed by the Guest Credit Committee. You can call the One Stop at [248-204-2280](tel:248-204-2280) to find out when their next meeting is (typically on the third Thursday of the month). The paperwork to be reviewed needs to be submitted to the One Stop no later than 4 p.m. on the Tuesday BEFORE the committee's next meeting. The Guest Credit Committee will send you a letter saying which courses have been approved for you to take at Esslingen. This letter is emailed to you, so make sure your email is updated and on file with the University. You can download the Guest Credit form here:

[http://www.ltu.edu/registrar\\_office/forms\\_to\\_print.index.asp](http://www.ltu.edu/registrar_office/forms_to_print.index.asp)

**You must forward the approval letter to the Study Abroad Office so you are able to register for your courses.**

\_\_\_ **May 30<sup>th</sup>: Deadline: Application Materials Due.** Submit all Application Materials to LTU Study Abroad office to be sent to Esslingen Study Abroad office. Try and do this early to make sure you have met all the requirements.

\_\_\_ ***Upon Acceptance, submit copies of all acceptance paperwork to LTU Study Abroad office.***

Esslingen will email your acceptance and other documents that will need to be completed in a timely manner.

\_\_\_ **June:** If you have questions about or need more aid, contact the Office of Financial Aid, Deborah Westman ([dwestman@ltu.edu](mailto:dwestman@ltu.edu) or 248-204-2179) and let her know you are studying abroad in the fall through the Hochschule Esslingen Program (include your banner id number). They will be able to adjust your eligibility only after your Financial Aid package has been finalized. Please note that an increase in eligibility does not always guarantee that you will get additional aid. It only increases your eligibility to receive more aid. Tuition costs will be calculated at LTU tuition rates.

\_\_\_ **June:** Study Abroad Office will create SAP (Study Abroad Program) courses equivalent to the courses you will take at Esslingen. **Your Guest Credit must be approved and be accepted by the host institution before your courses will be created.** Register for the intended courses in Banner Web Registration Add/Drop area. Once you are registered, in the Registration area of Banner Web go to the "Change Class Options". All courses are registered at a credit hour value of 1.000 credit hour. If you are taking the course for more than 1.000 credit hour, go to the Change Class Options. **Change the credit hour value from 1.000 to the intended number of credit hours.** Click on the Submit Changes button. If you get an error message for Duplicate Courses, contact LTU Study Abroad office to get an override.

*Engineering students will have their courses created by the College of Engineering. Speak with your department chair about creating these courses once you are accepted.*

Registering for these courses will keep you in the system, and will activate your financial aid. If you don't register for these courses, you will not receive any financial aid while abroad. You will also not be a Lawrence Tech student for that semester, which means the office can't help you if something should go awry while you're abroad.

\_\_\_ **June- July:** Purchase your own airfare to/from Germany. Contact Hochschule Esslingen directly if you have questions. Provide copies of flight schedule to LTU Study Abroad office.

\_\_\_ **July:** Make sure you have set up direct deposit at Lawrence Tech in case there is a financial aid refund applied to your account.

\_\_\_ **Mid-August:** Payment of half your balance is due to LTU.

\_\_\_ **Mid- Sept:** Other half of your balance is due to LTU.

\_\_\_ **End of Semester- Feb:** Hochschule Esslingen transcripts: Upon completion of the program, make sure the Esslingen transcripts are sent to the LTU Study Abroad office, so you can receive CR on your SAP courses. The transcripts will then be sent to the Registrar's Office to have it added to your LTU records.

**Application Process** – Submit copies of all application materials to LTU Study Abroad office to be sent to Hochschule Esslingen.

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| ___ LTU Study Abroad form  | ___ 2 passport photos  |
| ___ Application form STIPUS with course list   | ___ Accommodation application form or future address in Germany                            |
| ___ Transcripts (Explanation of grading system of home university attached)  | ___ Separate CV (curriculum vitae)   |
| ___ Confirmation letter from LTU Study Abroad Coordinator that student is enrolled and has been nominated for the exchange program | ___ For German lectures: certificate of level achieved/ courses taken in German language   |
| ___ Copy of Passport   | ___ For English lectures: certificate of level achieved/ courses taken in English language |

\*Students from the USA can travel to Germany without a visa. A visa has to be applied for after arrival. The local Immigration Office may keep the passport for visa application for two weeks. In the meantime, students may not travel outside of Germany. Students get assistance by the International Office during orientation weeks. The procedure causes cost of approx. 50, - €. If a student receives a scholarship and has written proof of it, he can be exempt from the administrative fee.

### **Once Accepted**

\_\_\_ Register with Hochschule Esslingen within the time period designated on your acceptance letter. Submit a copy of your acceptance letter to the LTU Study Abroad office.

**Complete and send all forms to LTU Study Abroad office to be forwarded to Hochschule Esslingen at least two weeks prior to the due date to allow time for international shipping.**

### **Additional Contacts:**

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