

**From:** Reutler, Maike [mailto:Maike.Reutler@whu.edu]

**Subject:** Apply Now: WHU Online Application Open (for fall 2016 / full year)

Dear future exchange student,

Greetings from WHU!

We hope that you are well and you are already looking forward to your time here at WHU, which will start with our **mandatory orientation days:**

Vallendar: August 30 and 31, 2016 (undergraduate and master students, Vallendar campus)

With this email, we would like to inform you about our **online application tool and the further procedure.**

Application:

Please **use the following link** in order to get to the **application web page** where you can register as a new user: [www.whu.edu/exchange-application](http://www.whu.edu/exchange-application)

After registering you will receive an email with your username and password as well as the link to our online application platform. Please use this data to access and fill out our online application form. For questions concerning the application process, please find attached a guide on how to fill out your application.

Please fill out the online application as soon as possible so we can process your application and issue your letter of acceptance.

**Application deadline: June 1, 2016**

**VISA: For those who need a visa, please already contact the embassy to make an appointment as this might take some time. We will probably send out the letters of acceptance needed for a visa application early-June so you should consider dates with the embassy from mid-June onwards.**

What happens after my application has been submitted?

In June we will process all applications. After your application has been approved, you will receive an official letter of acceptance which will be sent to the international office at your home university around mid-June.

This letter of acceptance is required when applying for a visa.

If you are not sure if you need a visa, contact the German embassy in your home country.

Please note that visas cannot be issued in Germany and that tourist visas cannot be changed into student visas.

Undergraduate and Master students applying for Housing in Vallendar:

Please note that housing is offered on a first come first served basis. The earliest you can move into housing is August 29<sup>th</sup> and the last date to move out is December 26<sup>th</sup> 2016. The housing office for WHU Campus Vallendar will contact you after you filled in and submitted the online application. If you have any questions related to housing at/near WHU Campus Vallendar, please feel free to contact our colleagues at the housing office for WHU Campus Vallendar, Ms. Philomena Richartz and Ms. Sabine Neuer at [housing@whu.edu](mailto:housing@whu.edu).

We look forward to receiving your applications.

Kind regards,  
Maïke

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**Ms. Maïke Reutler, M.A.**

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