

## Application form

Personal information

|                               |                                 |
|-------------------------------|---------------------------------|
| Family name                   | Street / house number.          |
| Given name                    | Other                           |
| Date of birth                 | Zip code / place of residence   |
| Place of birth                | Tel.                            |
| Nationality                   | Cell phone                      |
| <input type="checkbox"/> male | <input type="checkbox"/> female |
|                               | E-mail                          |

Have you already taken an entrance examination for Hochschule für Gestaltung Offenbach?

no       yes      In \_20\_\_\_\_\_

School attended

|                                   |   |   |
|-----------------------------------|---|---|
| High school                       | <input type="checkbox"/> with university entrance certificate | <input type="checkbox"/> no leaving certificate |
| Vocational upper secondary school | <input type="checkbox"/> with leaving certificate             | <input type="checkbox"/> no leaving certificate |
| Intermediate school               | <input type="checkbox"/> with leaving certificate             | <input type="checkbox"/> no leaving certificate |
| Secondary general school          | <input type="checkbox"/> with leaving certificate             | <input type="checkbox"/> no leaving certificate |
| Other schools                     | <input type="checkbox"/> with leaving certificate             | <input type="checkbox"/> no leaving certificate |

Type of school

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Study

University of Applied Sciences     University     Art academy     Vocational academy  
 Private or other art school

Name of the university / school

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Subject \_\_\_\_\_ Number of semesters \_\_\_\_\_

Degree \_\_\_\_\_ Grade \_\_\_\_\_

Vocational training

Training with qualification     Training with no qualification

Title of vocation \_\_\_\_\_ Year of qualification \_\_\_\_\_

Practical experience, type and duration \_\_\_\_\_

Internship

Type of company, training facility or institution \_\_\_\_\_

Type and duration of work \_\_\_\_\_



## Information about applying to study

### Application documents

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To apply, please submit the following documents:

- a) Certificates of your previous training in the form of certified photocopies, a certificate stating your eligibility to attend university or attend university to study a specific subject, or a school or vocational school leaving certificate, proof of studies undertaken,
- b) the completed application form (can be downloaded from the homepage),
- c) a portfolio of your own artistic/creative works,
- d) a written declaration that you yourself produced the works you have submitted,
- e) a passport photo.

### Deadlines

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The university must receive a folder portfolio containing all application documents between May 15 and the end of the application period, June 1, (cut-off date). You can submit the folder in person from May 17 until June 1 only from 10:00 p.m. until 12:30 noon in Room 115a, on the first floor. Should June 1 fall on a weekend or a holiday please refer to the information on the website.

As a rule the entrance examination is held in late June. Courses always begin in the winter semester.

### Please note:

1. The portfolio of your work must clearly display your name and the words "Department of Visual Communication" on the outside. The portfolio must not be greater than 95 x 125 cm in size.
2. The delivery charge for your package must be paid in advance. Packages that have not been pre-paid will not be accepted.
3. Please send all the application documents required in one package.
4. The entrance examination is held in German.

### Portfolio

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For your application to the Department of Visual Communication the portfolio should contain some 30 examples of your work.

For example:

Drawings, sketch books, works in color, collages, photos, 3D models, computer graphics, digital visualizations and such like. Parts of the works can be submitted on sticks or DVDs. No tablets please. URLs can be specified. In addition the portfolio can contain texts that address artistic and creative questions.

Should they exceed the size of a normal folder and/or an acceptable amount, large sculptural works and 3D objects can be submitted as photos.

The examples of your work should provide the Department's Admission Committee with information about the required artistic/creative talent.

The portfolio remains with the university until the entrance examination, after which it is returned to you.

### Determination of artistic and outstanding and outstanding artistic talent

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The examination is divided into:

1. The presentation of a portfolio of the applicant's own works,
2. the supervised production of works on set topics,
3. a discussion with the professors on the Admission Committee.

Following the positive assessment of the submitted portfolio (part 1) you will be invited to parts 2 and 3 of the examination.

Part 2 comprises two or three creative exercises, which have to be completed in one or two hours. These exercises test your drawing and creative skills and your familiarity with technology.

This is followed in part 3 by a discussion which provides you with an opportunity to explain the works you produced in the examination and your application portfolio, and to provide information about your own interests and objectives from studying.

### Decision with regard to admission

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All examination results will be sent to you in writing.

Should you have passed the entrance examination and the university has accepted your application, you will be informed in good time in writing of the enrollment details.

### Further information

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The Admission and Registrar's Office will be pleased to provide information about an application and the conditions of admission.

Opening times: Monday to Thursday 9.30 a.m. to 12.00 noon, in addition during the lecture period Wednesday 1.30 p.m. to 3.30 p.m..

Tel.: + 49 (0) 69 800 59 120-121

E-mail: studieninfo@hfg-offenbach.de

You will find detailed information about the fields of teaching on the HfG homepage: [www.hfg-offenbach.de](http://www.hfg-offenbach.de)

The Department's course guidance service is available from mid-October until early July at 1 p.m. on Wednesdays in Room 101.

As at April 2016