

**APPLICATION FORM**  
Incoming Exchange Students  
2025/2026

This registration form should be returned to the ICHEC International Office either by email, **together with** the 3 following documents:

- 1 copy of your passport or ID card
- 1 ID photo, a photo of yourself (color, with a plain background) in pdf or jpeg like this →
- 1 copy of your international medical insurance (valid during your stay)



Your application file should be sent at the latest on the 1<sup>st</sup> of June 2025 (*fall semester & whole academic year*) or on the 15<sup>th</sup> of November 2025 (*spring semester*).

Beware, if you fill in the form by hand, make sure to use **capital letters**.

**1. Personal information**

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**Family Name (Surname)** ..... : \_\_\_\_\_

**First name (Given names)**..... : \_\_\_\_\_

**Date of birth** (*dd/mm/yyyy*) ..... : \_\_\_\_\_

**Place of birth** (*city, country*)..... : \_\_\_\_\_

**Nationality** ..... : \_\_\_\_\_

**Gender** ..... :  F  M

**Home address**      **Street** ..... : \_\_\_\_\_

**ZIP-Code** (*optional*) . : \_\_\_\_\_

**City** ..... : \_\_\_\_\_

**Country** ..... : \_\_\_\_\_

**Email address** ..... : \_\_\_\_\_

**Phone number (Mobile)** *+countrycode* ..... : + \_\_\_\_\_

**2. Academic profile**

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**Name of your home university** ..... : \_\_\_\_\_

**Field of study** ..... : \_\_\_\_\_

**During your stay at ICHEC, in which programme will you be registered in your home university?**

Undergraduate programme (Bachelor)

Post-graduate programme (Master)

Mother tongue ..... : \_\_\_\_\_

Other languages spoken ..... : \_\_\_\_\_

Language	Level		
	Basic	Intermediate	Advanced
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 3. Home coordinator from your home university

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Your home coordinator is the person in charge of you in your home university. If we have any question or any problem, the home coordinator is the person we will contact. It is also the person to whom we will send your acceptance letter (if you request one) and your final transcript of records.

Title..... :  Ms.  Mr.

Name ..... : \_\_\_\_\_

Function ..... : \_\_\_\_\_

Email address ..... : \_\_\_\_\_

Phone number ..... : \_\_\_\_\_

Address

University ..... : \_\_\_\_\_

International Office : \_\_\_\_\_

Street ..... : \_\_\_\_\_

ZIP-Code (optional) : \_\_\_\_\_

City ..... : \_\_\_\_\_

State (optional) .... : \_\_\_\_\_

Country ..... : \_\_\_\_\_

### 4. Exchange programme

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Stay at ICHEC..... :  Fall semester (September - January)  
 Spring semester (February - June)  
 Academic Year (September - June)

Would you like to have a buddy/mentor?  Yes  No

Do you need an acceptance letter?

Yes, to apply for a visa  
 Yes, it is requested by my home university  
 No

Do you need an inclusive education (due to physical, mental or health related conditions)

Yes  
 No