

Architecture and Urban Design Summer School 2019 Application Form

Please complete and sign the following form and send it to the Architecture and Urban Design Summer School.

- **Via Email:** frankfurtsummeruniversities@fra-uas.de addressed to the Summer School Team

Please attach the following documents to your application:

- Completed and signed application form
- Resume
- Portfolio containing three recently completed design projects
- A short letter of motivation (no more than one page)
 - Why would you like to participate in the Summer School? What is your main interest in the program and what do you intend to learn?
- A copy of your Passport or National Identity Card (ID Card only applies to European Citizens)

Personal and Academic Information

Personal Information	
Family Name	
First Name	
Date of Birth (Day/Month/Year)	
Place of Birth (City and Country)	
Nationality	

1

Contact Information	
Street Address	
City and Postal Code	
State/Province/Territory	
Country	
Phone	(country code) + (area code)
Email	

Architecture & Urban Design Summer School

Academic Information	
Home University	
Country	
Degree you are enrolled in	Bachelor Master Ph.D.
Study Program (Major/Minor)	
Number of semesters completed	
Expected graduation date	

Emergency Contact	
Name	
Email	
Phone	(country code) + (area code)

Language Qualification	
English Language Level	<p style="text-align: center;">I speak it fluently</p> <p style="text-align: center;">I have sufficient knowledge to follow lectures</p> <p style="text-align: center;">I have a basic knowledge</p> <p style="text-align: center;">I have no English knowledge</p>

Program Information

Accommodation	
Please choose from one of the following accommodation options. Information about accommodation can be found on our website. Prices for the accommodation options are listed under Costs in Terms and Conditions.	
	<p>Double Occupancy Yes, please book me accommodation in a double room from Sunday, July 7 until Saturday, July 27, 2019. I will share a room with another participant of the Summer School. The price for double occupancy is included in the program fee.</p>
	<p>Single Occupancy Yes, please book me accommodation in a single room from Sunday, July 7 until Saturday, July 27, 2019. I understand I will need to pay an extra fee for a single occupancy.</p>
	<p>Private Accommodation No, I do not want accommodation through the Summer School. I will be responsible for booking my own accommodation during the program.</p>
If you indicated that you would like accommodation in a double room, it is university policy to place you in a room with another participant of the same gender. For this reason, please indicate your preferred gender.	<p style="text-align: center;">Man</p> <p style="text-align: center;">Woman</p> <p style="text-align: center;">Trans*</p> <p style="text-align: center;">_____ (fill in the blank)</p>
Please add any other relevant information that might be important for us when organizing your stay.	

3

Excursions	
Please indicate which excursions you would like to participate in during the Summer School. The excursions are optional and are limited to a certain number of participants on a first come, first served basis. If the excursions are full by the time you sign up, we will put you on a waiting list.	
Weekend Excursion to Berlin	
<p>Yes, I will join the Summer School group for the weekend trip to Berlin from Friday, July 19 through Sunday, July 21, 2019 and pay an additional €200. The excursion fee includes train tickets to and from Berlin via Frankfurt, accommodation in a hostel with breakfast, and a walking tour of Berlin. There are 10 spots available for the Berlin excursion.</p> <p>No, I will not participate in the Berlin trip.</p>	

Miscellaneous Information

Miscellaneous	
How did you find out about the Architecture and Urban Design Summer School?	Internet (Google search) Facebook Advertising material (flyer, poster, etc.) DAAD Friends or family Faculty/Member of your home university International Office/Study Abroad Advisor Other (please specify)

Terms and Conditions

Costs

The program fee of €1850 includes the academic module (60 contact hours/5 ECTS), cultural program and excursions within and around Frankfurt and Offenbach, accommodation from July 7 until July 27, 2019 (unless otherwise noted), health, liability, and accident insurance for the duration of the program, a transportation ticket within the city of Frankfurt and Offenbach for the duration of the program, and study materials.

If you submit your application before April 14, 2019, you can qualify for the early registration rate of €1650. Students from partner universities of Frankfurt University of Applied Sciences or the University of Art and Design Offenbach qualify for the early registration rate at any time. If you arrange your own housing, the program fee will be €950 before April 14, 2019 and €1150 after April 14, 2019.

The program fee will be billed to the applicant after acceptance to the Architecture and Urban Design Summer School 2019.

In the case that you do not fulfil your payment obligations in terms of your program fee your registration cannot be taken into consideration.

Registration and Payment Information

Upon receiving an application, the Architecture and Urban Design Summer School will review the documents and confirm or reject the application within 2 weeks. Upon acceptance, applicants will receive a Letter of Invitation and detailed payment information for the program fee to complete the registration. The program fee is due within 2 weeks from the date of the invoice, at the latest on June 14, 2019. Payments need to be made by bank transfer.

Architecture & Urban Design Summer School

The transfer of a participant's program fee to our bank account will be considered a binding agreement. As a result, a place will be reserved in the Architecture and Urban Design Summer School, provided that the maximum number of participants has not been reached by the time the payment is received. Please understand that no place can be reserved for a participant until we have received the payment.

As soon as we have received the program fee, we will send you a Letter of Acceptance confirming your place in the program.

Please note that banks usually charge fees for the processing of transfers. You are responsible for paying any bank transfer fees incurred when transferring your program payment to our bank account.

Cancellations

Interested applicants can apply for the Architecture and Urban Design Summer School from January 1, 2019 until May 31, 2019, or until the course has reached maximum capacity (25 participants). If an accepted applicant wishes to withdraw from the program before the program start, the applicant must state in writing the reason for their withdrawal to the Architecture and Urban Design Summer School. A withdrawal will be effective from the date which the Architecture and Urban Design Summer School receives the written confirmation. The Architecture and Urban Design Summer School will attempt to reallocate your awarded position to someone else. Should the situation arise that the Architecture and Urban Design Summer School cannot reallocate the position and should incur a financial loss due to your withdrawal; a cancellation fee will be levied depending on the timing of cancellation. If the withdrawal from the program is:

- less than 3 months, but more than 6 weeks prior to the program we must charge 30% of the course fee
- less than 6 weeks, but more than 3 weeks prior to the program we must charge 50% of the course fee
- If the withdrawal from the program is within the last three weeks prior to the program we will charge 100% of the course fee.

5

Please note that the Architecture and Urban Design Summer School reserves the right to cancel the Architecture and Urban Design Summer School if the number of registered participants does not exceed 10 at the end of the registration period.

Important Information

If you require a visa to participate in the Architecture and Urban Design Summer School, please note that the full payment must be made before we can issue the Letter of Acceptance for visa application purposes. The visa application process may take a long time. Please apply early. The Architecture and Urban Design Summer School is not responsible for visa costs or costs involved with a denied visa. Please consult your local German Embassy for more information.

Please note: Enrolment and participation in the Architecture and Urban Design Summer School does not require a student visa and enrolment does not provide sufficient means to request a student visa for the Federal Republic of Germany.

The Architecture and Urban Design Summer School participants will not be enrolled as students at the University of Art and Design Offenbach or Frankfurt University of Applied Sciences.

The minimum age for the participation in the Architecture and Urban Design Summer School is 18 years.

Architecture & Urban Design Summer School

Disclaimer

The Architecture and Urban Design Summer School and the organizers and teachers of the Architecture and Urban Design Summer School shall not be held accountable for any damage to personal property or any injuries suffered during the course of the Architecture and Urban Design Summer School. The Architecture and Urban Design Summer School, as well, shall not be held accountable for any damage caused by participants to other persons or property.

With acceptance into the Architecture and Urban Design Summer School, I hereby accept and will obey the laws of Germany, the State of Hessen, and the city of Frankfurt and Offenbach. With that in mind, I am aware of a general code of good conduct that I will adhere to. If the following is not observed, the right of expulsion from the program without refund is reserved.

I wish to participate in the Architecture and Urban Design Summer School 2019 and I accept the terms and conditions as stated above.

Date:

Place:

Signature:
