[ ]  Fall 2018 (starting 17.09.2018) [ ]  Spring 2019 (starting 18.02.2019)

**Application for Admission**

[ ]  Bachelor of Science in Energy Systems Engineering

**Personal Details**

Gender [ ]  Male [ ]  Female

Surname / Family Name(s)

First Name(s) / Given Name(s)

Date of Birth (day/month/year)

Address

c/o

Post Code / Place of Residence

Canton; Country other than Switzerland

Telephone Number (please include international code if applicable)

Mobile Telephone Number (please include international code if applicable)

Marital Status

E-mail Address

Swiss Social Security Number (Swiss applicants only)       .         .         .

Place of Birth (Swiss applicants: Post code / place / canton of birth)

Native Language(s)

Nationality(ies) / Country of Citizenship

Do you live in a country that needs a visa for Switzerland? [List of countries](http://www.bfm.admin.ch/content/bfm/en/home/dokumentation/rechtsgrundlagen/weisungen_und_kreisschreiben/visa/liste1_staatsangehoerigkeit/a.html)

[ ]  Yes\* [ ]  No

\* If so do you already have a visa? Please be sure to apply for the visa **before** you come to Switzerland!

[ ]  Yes [ ]  No

Residence Permit (please enclose a copy)

[ ]  Yes [ ]  No Type/Purpose  Expiry Date

\* If you do not have one, make sure you receive it before you come to Switzerland.

**Additional Addresses** (please complete only if these are not identical with the above correspondence address)

Invoicing Address

Legal Domicile Address (domicile of legal representative(s) or residence for tax purposes)

**Programs of Study**

I would like to apply for the following course of studies (only one selection possible):

[ ]  Entry into 1st semester [ ]  Entry into higher semester\*, which one?

[ ]  **Bachelor of Science in Energy Systems Engineering**

[ ]  full-time [ ]  part-time

\* Direct entry into a higher semester of studies is only possible after clearance from the course management.

**Educational History / Vocational education and training**

All details given below with regard to your education and further education must be substantiated by enclosing a copy each of every relevant diploma, school report or certificate.

|  |  |  |  |
| --- | --- | --- | --- |
|   | **Educational Institute, Address** | **Name of Certificate/Diploma** | **Duration** |
| Higher Secondary Education\* |        |        | from  | to  |
| Lower Secondary Education |        |        | from  | to  |
| Primary Education |        |        | from  | to  |
| Gymnasium\* |        |   | from  | to  |
| Vocational School\*(Berufsmatura) |        |  [ ]  parallel to voc. tr. [ ]  after voc. exam. | from  | to  |
|   | **Educational Institute, Address** | **Teaching Profession** | **Duration** |
| Vocational School(Berufslehre) |        |       | from  | to  |
| **Employer, Address** |
|       |

\* Certificate qualifying the holder for university-level studies

**Details about precedent admission studies**

Institute, palce Certificate/diploma in from to

**Details on professional education and training (Höhere Berufsbildung) and any other training** **institutions**(e.g. HFW, HFT, Technical College etc.)

Institute, place Certificate/diploma in from to

Institute, place Certificate/diploma in from to

**Details of Universities attended**(e.g. Bachelor, Master, degree courses at Universities of Applied Sciences, Universities, Teacher Training Universities, Schools of Economics and Business Administration (HWV) etc.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Institute, complete address | Program | from  | to  |   |
|       |       | Degree/Diploma |  |
|       |       | [ ]  Yes\* | [ ]  No\*\* | [ ]  In progress\*\*\* |
| Institute, complete address | Program | from  | to  |   |
|       |       | Degree/Diploma |  |
|       |       | [ ]  Yes\* | [ ]  No\*\* | [ ]  In progress\*\*\* |
| Institute, complete address | Program | from  | to  |   |
|       |       | Degree/Diploma |  |
|       |       | [ ]  Yes\* | [ ]  No\*\* | [ ]  In progress\*\*\* |

If you have studied at a Swiss university **already**, we will need a **copy of the higher secondary education certificate on the basis of which you were admitted to university studies (Studienberechtigungsausweis).**What is your matriculation number (e.g. 00-381-029)     -       -

What is/was your legal domicile when obtaining the relevant higher secondary education certificate (e.g. vocational baccalaureate (Berufs-/Fachmatura), academic baccalaureate (gymnasiale Matura), ASD/SASSA, Teaching Certificate, etc.)?

Post code, place of residence

Year the relevant higher secondary education certificate was issued

\* To enroll at the Lucerne University of Applied Sciences and Arts, we **must see your exmatriculation certificate** from the previous Swiss universities or Universities of Applied Sciences).

\*\* If you have broken off your studies at another Swiss university (of applied sciences), you **must enclose your exmatriculation certificate** confirming the duration of any respective studies. Exmatriculation certificates from Swiss Universities of Applied Sciences or Teacher Training Universities must also show all details relevant to financing (ECTS credits obtained and credited).

\*\*\* If you are currently matriculated in another university program, please advise us of the date you expect to finish.
In this case, a copy of the relevant diploma and if attending a Swiss university, a Swiss exmatriculation confirmation will have to be provided.

**Professional activities / Professional experience / Work experience**

Please attach **copies of according certifications/confirmations of employment** showing description, content, duration (from – until), percentage as well as a task list.

**Details on professional experience / Work experience**

Function / Position Employer from to

            Workload in percent of full-time
 employment

Function / Position Employer from to

            Workload in percent of full-time
 employment

Function / Position Employer from to

            Workload in percent of full-time
 employment

**Enclosures**

A copy each of the following documents must be enclosed with the application:

⬜ Apprenticeship Graduation Diploma incl. specific marks\*

⬜ Vocational School Leaving Certificate incl. specific marks\*

⬜ Secondary School Graduation Diploma

⬜ Secondary School Original Sealed Transcript for International Applicants

⬜ Confirmation of Internship (for applicants with secondary school graduation)

⬜ Certificate Engineer TS

⬜ Certificate of preliminary studies

⬜ Language Certificate

⬜ Other Certificates

⬜ Exmatriculation confirmation(s)

⬜ Copy of passport (foreign national applicants only)

⬜ Copy of residence permits (foreign national applicants only)

⬜ Bachelor’s Degree or other Technical or Educational Diploma

**If you have never studied at a Swiss university before, we will need the original of the higher secondary education certificate which entitles you to university-level studies (Studienberechtigungsausweis). This must be handed in to the Bachelor & Master Secretariat Office (D206) by 15th of September.**

\* In cases where the studies are still in progress, please attach an official confirmation from the school or employing company.

**Final provisions**

**Admission requirements – Bachelor of Science**

Applicants must hold
- a vocational school leaving certificate and an appropriate apprenticeship graduation diploma *or*
- a vocational school leaving certificate with confirmation of a one year internship in an appropriate study-related
 occupation *or*
- a higher secondary education certificate that qualifies them for studies at university level in their country of
 origin (e.g. Switzerland: “Berufsmatura”, “gymnasiale Matura”; Germany: “Abitur”, “Fachhochschulreife”;
 United Kingdom: A-Level, International Baccalaureate) and one year internship in an appropriate study-related
 oppcupation *or*
- Diplomas or certificates of other studies/vocational trainings and additional qualifying examination for admission
 to a polytechnic university of applied science

**Accreditation of Prior Learning**

On request, prior learning or professional activities may be recognised and credited by the Lucerne University of Applied Sciences and Arts insofar as they are considered to be equivalent. Such requests must be addressed to the course management when/after studies commence.

**Fees**

The registration fee amounts to CHF 200.00 An invoice to this amount will be issued after registration. In case of any subsequent deregistration, this amount will not be reimbursed.

Study fees will be invoiced at the start of each semester. In case of any deregistration after the semester has commenced, the semester fee will become due in any case (even if no lectures were attended).

**Copyright and inventions**

* + - 1. Students admitted to one of the Schools of the University of Applied Sciences and Arts of Central Switzerland transfer all rights to proprietary works and inventions produced in connection with their education to the School in which they are enrolled.
			2. The Schools are entitled to grant proprietary rights to works produced by students to third parties, in particular in the fields of applied research and development and services.
			3. In case the Schools do not utilize such rights, they may, upon request, be transferred back to their holders or inventors after completion of their education.
			4. When utilising or transferring works or inventions with proprietary rights, the Schools must take adequate account of the interests of the students concerned. If such works yield economic gain, the Rector of the respective School is obliged to offer the students concerned adequate compensation.

**Health and accident insurance / pension provisions**

Health and accident insurance is legally required in Switzerland and as such is mandatory. The securing of social benefits, particularly the conclusion of contracts of insurance, filling any insurance gaps etc., remains the responsibility of our students.

**AHV**

Personal details of all students over 18 years of age are automatically passed on to the Ausgleichskasse Luzern. This is responsible for the collection of AHV contributions. The School of Business would like to point out that all students are responsible for paying their own contributions. Any missing contribution year may result in a considerable reduction in your future pension payments (which is of particularly severe consequence in case you become disabled). Further information can be found on www.ahv.ch.

**Insurance against theft (property insurance - electronic equipment)**

The Lucerne University of Applied Sciences and Arts incl. all their schools does not hold any insurance to cover any damage, destruction or loss of electronic equipment (e.g. notebook, digital camera, storage media and similar) owned by students. The acquisition of relevant insurance cover remains the responsibility of our students.

**Liability insurance**

Students undertake to adhere to the provisions with regard to order and safety of the School of Business. The acquisition of relevant liability insurance cover remains the responsibility of our students. The School of Business does not accept any liability whatsoever.

**Data protection provisions**

1. **Use of personal data**

 1 The School of Business will handle any of their students' personal data in accordance with the applicable data protection laws.

 2 With their signature, students confirm they agree that the School of Business may use or link their relevant data (e.g. first name, surname, matriculation reference, ECTS credits, study course etc) and photos for purposes such as planning, organisation, evaluation, financing, statistics, information, internal learning platforms or form analysis before, during and after their studies. This also includes the transfer of any required data to the BFS and BBT federal offices and any Cantons or the Federation liable to pay. In addition, such data will be passed to the Zentral- und Hochschulbibliothek Luzern for the purpose of creating a user account, so that media can then be borrowed from any larger Swiss university libraries.

1. **Use of third party offers**

 When using third party offers, such as mobility car sharing, campus sports etc., students confirm they agree that their data for these authorities will be processed by the School of Business in the course of administering any such offers. Data will only be passed on to third parties through students’ own initiative, and only to the extent required to apply. We cannot exclude any potential ability of third parties to view such data during transfer.

**Legal Bases**

Studies are in accordance with any regulations applicable when studies commence. Amendments of and/or additions to any existing regulations or the establishment of new regulations during studies are expressly reserved. These will apply from the respective time of their taking effect for all students. Regulations are available online at any time, and can be obtained from the School of Business (academic office) on request.

**Addresses and information**

**Please send your application documents, at the latest by the registration deadline, to the following address:**Lucerne School of Engineering and Architecture
Office Bachelor & Master
Technikumstrasse 21
6048 Horw, Switzerland

energy-systems@hslu.ch

Further information on studying at the Lucerne University of Applied Sciences and Arts can be found under http://english.hslu.ch

The undersigned confirms that s/he has completed this application form fully and in a truthful manner.

**Place / date Signature**