

## HWR Berlin Summer and Winter School Application Manual

The application process for the HWR Berlin Summer and Winter School is divided into two steps:

### STEP 1 - Registration (Programme Selection, Personal and Academic Information)

In order to begin your application, please click on the link below, which will guide you to our online application platform “Mobility Online”. Make sure to fill out all required information and then submit your application.

[Online Application Summer and Winter School](#)

### STEP 2: - Finalise your application (upload required documents, select accommodation etc.)

After submitting your registration (STEP 1), a link will be sent to your email address. Open the email and follow the instructions to create your own user login and password.

Click on [My application data](#) and [Show application work-flow](#) on the left-hand side to see a step-by-step list of the next steps that you are required to complete in order to finalise your application. Make sure to read the yellow info box at the top of the page.

#### Important:

- To finalise your application please only edit the required steps of the two sections [Application and registration](#) as well as [Application – Print and upload documents](#)
- To upload documents or to update information, click on the [link](#) and then on [Forward to update](#) right after.
- After updating a section you will need to click on [Show application work-flow](#) on the left to continue with the next steps.
- You can interrupt your application process at any time and continue at a later date by logging in with your username and password.
- In case you need to edit any information you provided in step 1 (e.g. select a different programme etc.), please click on [My Application Data](#) and [Edit application](#) on the left-hand side.

Once your application is complete and all required documents have been uploaded you will receive an email confirming that your application is complete. Your application will then be passed to our selection committee. If you have been accepted (the selection process can take up to two weeks), you will receive an email confirming that you have been accepted provided that you pay the necessary fee on time. Please settle the invoice attached to the email by wire or bank transfer by the date stated. After your fee has been received, you will receive an official acceptance letter with which you can apply for a tourist / short-term Schengen visa (if necessary). Please contact the German Embassy in your country of residence to enquire about visa requirements and the process.

Further information on our application procedure and other program details can be found in the [FAQ](#) section of our website.