



## Registration of students at HSBA

### Submitting agreements and other documents

Once you have selected a suitable applicant for your company, you can register your future student at HSBA. To do so, please send the following documents to us by post:

One copy of the study agreement

A written undertaking (only needed once at the beginning of the cooperation) in which you agree to support the student in carrying out his/her studies

Information on the chosen track, where you set out the times when the student will be at the university and in the company

A copy of the Abitur (school-leaving certificate) or other certificates qualifying the student to study at a university of applied sciences. If the applicant does not yet have any school-leaving certificate when registering, please send us the Oberstufe (advanced grade) certificates obtained to date

From the student, we need:

The registration form

Proof of health insurance

HSBA will examine the documents to ensure that they are complete, that they fulfil the admission requirements and that the company is a suitable cooperation partner. If all of the above conditions are met, you will receive two signed agreements from us by return of post.

### Closing date for registration

In order to reserve a study place in good time, we recommend registering the applicant at an early stage. HSBA requires all the documents needed for registration by **31 August** at the latest.