Checklist for your application documents

With our application checklist you will receive a guideline. This will help you to remind you of all the necessary documents so that we can work on your application as quickly as possible.

However, if something is missing, we will contact you. You have the possibility to upload missing documents via our application portal.

All data will be treated strictly confidential.

- ✔ Completed and signed **self-disclosure**

- ✔ Copy of **official photo ID**

- ✔ Current **proof of income**

- ✔ Valid **matriculation certificate**
  - o OR **the letter of admission**, if you do not have your matriculation certificate yet OR your training contract

- ✔ Proof of **concluded liability insurance**

If you don't have your own or too insufficient income, you can provide a guarantor. So we also need the following documents from you:

- ✔ Completed and signed **guaranty**

- ✔ Current proof of income **of the guarantor**

  - o For employed persons we require a proof of salary
  - o For self-employed persons a business assessment

If you have any questions, please do not hesitate to contact K-Apart-Student Team!

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