

Delegation Request Form

Thank you for your interest in visiting HM Hochschule München University of Applied Sciences (HM). In order to process and facilitate your visit, we ask you to carefully review, complete and submit this form to us within a minimum of six (6) weeks, prior to the arrival of a planned visit. The International Office of HM receives many requests for meetings. While we try our best to accommodate every delegation, we cannot guarantee that we will be able to host your visit. We appreciate your understanding.

Please fill in all mandatory fields (marked with*).

Date of request: _____

Name of organization(s)/institution(s) that wish/es to visit HM*:

Contact for this Delegation Request*:

Title	
First name	
Last name	
Position	
Email	
Phone	

Organization*:

Adress	
Email	
Website	

Brief description of your institution*:

Purpose and objectives of the visit / Specific areas / topics of interest for discussion*:

What outputs does this visit intend to develop*:

- Student and Staff Mobility
- Development of joint academic programmes
- Research Cooperation
- Organization of joint conferences or workshops
- Exchange of Best Practices
- Internship
- Entrepreneurship activities
- Other: _____

Name(s) and title(s) of delegation members* (please enclose an insert if necessary):

1.
2.
3.
4.
5.
6.
7.
8.

Proposed date, time and length of visit:

Preferred Date*: _____

Alternate Date*: _____

Previous relations / experiences with HM*:

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Any other information that may be pertinent:

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The collected personal data is used by HM Hochschule München University of Applied Sciences (HM) exclusively for the pursuit of official business.

In accordance with article 15 of the General Data Protection Regulation (GDPR) you are entitled at any time to ask HM for comprehensive information on your personal data stored. You can request the correction; deletion and blocking of individual personal data from HM at any time (Art. 17 GDPR).

Furthermore, you can make use of your right of objection at any time without stating reasons and amend or completely revoke the declaration of consent with effect for the future. You can send the revocation either by post, e-mail or fax to the HM.