

For Office Use Only!!

appl.no.	IBM
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Family Name, Given Name



Hochschule Furtwangen
 Zulassungsamt
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 78120 Furtwangen im Schwarzwald
 Germany

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 Admissions Office
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 www.hs-furtwangen.de

Application Form for International Business Management

**Please refer to the "Important Information and FAQ" document
 BEFORE filling out this form !!!**

Application for the winter semester 20_____

Deadline for applicants with non-EU qualifications: 15.04.

Deadline for applicants with EU (incl. German) qualifications: 15.07.

Family Name /
 surname: _____

Given Name / first
 name: _____

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	Grade		Max.	
English		Vocational training completed	0,3	
Grade HZB		Practical experience	0,3	
		Extracurricular activities	0,3	
		Experience abroad (min. 3 months)	1,0	
Average as calculated		Upmarking		
Final Grade (selection process)				

Date:
 signature of selection committee:

1. Sex

female male

2. Date of Birth (day / month / year)

3. Place of Birth

City/ Town: _____ Country: _____

4. Nationality

German _____

5. Home Address

Street and house number: _____

Additional information: _____

Post code and town: _____

Country: _____

6. Correspondence Address (only if different from home address)

Street and house number: _____

Additional information: _____

Post code and town: _____

Country: _____

7. Communication

Phone: _____ Mobile: _____

Fax: _____ E-Mail: _____

8. Have you been enrolled at another university in Germany?

Yes No

Name and Location: _____

From: _____ until: _____ Degree: Yes No

I was enrolled at more than one university (please list details on separate sheet)

Total number of semesters studied in Germany so far: _____

Loss of right to examination / official de-registration: Yes No

De-registered on: _____ reason: _____

9. Second Degree (only degrees obtained in Germany – please include documentation)

Is the program you are now applying for your second degree? This is the case if you have already completed a degree in Germany.

Yes No

Final grade of first degree: _____

10. University Entrance Qualification (HZB)

(e.g. high school diploma or similar; qualification enabling you to attend university)

- international qualification (country: _____)
- Allgemeine Hochschulreife (e.g. Gymnasium, Gesamtschule, Freie Waldorfschule)
- Fachhochschulreife (e.g. Klasse 12 Gymnasium, Gesamtschule, Freie Waldorfschule)
- Berufskolleg zum Erwerb der Fachhochschulreife
- Fachgebundene Hochschulreife (e.g. Fachgymnasium, Berufsoberschule)
- Fachoberschule
- Fachschule, Technikerschule mit Zusatzkurs
- other

39/ 59/79
03/06/18
60/62/64
72/75
43/44
66
49/73

FOR GERMAN APPLICANTS ONLY:

Average Grade HZB

Date of HZB

Place HZB was acquired (district)

11. Information for the Selection Process (please include documentation)

Have you completed any vocational training? Yes No

Qualification: _____

Do you have any work experience? Yes No

Details: _____

Have you participated in any extracurricular activities (e.g. received any awards)? Yes No

Details: _____

Can you document any stays abroad of more than three months at a time? Yes No

Details: _____

12. Checklist for the application form

The university has to be in possession of the application form as well as the certified copies of the university entrance qualification and all other documents for the selection process before the deadline. All copies and translations have to be certified by the German Embassy, consulate or other German government office in order to be valid for the application process.

Included

- University Entrance Qualification (copy / translation certified by a German government office)
- English-language qualification (copy / translation certified by a German government office)
- CV / Resume
- 1 passport-sized photograph
- Orientierungstest: www.was-studiere-ich.de
- documentation of vocational training completed / qualifications obtained (copy / translation certified by a German government office)
- certificate of exmatriculation (if applicable)
- academic transcripts (copy / translation certified by a German government office)
- Documentation of work experience
- Documentation of extracurricular activities
- Documentation of any stays abroad longer than three months
- Documentation of language skills you have (e.g. German, Spanish, French or Chinese)
PLEASE NOTE: (German native-speakers) for Spanish and French you will need to have at least 4 – 5 years of language classes or the equivalent.

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I herewith confirm that all information contained in this application is correct and complete. I understand that this information is the basis for the selection process and that wrong or incomplete information may result in the revocation of any offer made as well as to an exclusion from studying at the Hochschule Furtwangen. I agree that my data may be saved and used for university administrative purposes.

Place

Date

Signature