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: __________________________________________

For office use only

<table>
<thead>
<tr>
<th>Grade</th>
<th>Max.</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>0,3</td>
</tr>
<tr>
<td>Vocational training completed</td>
<td></td>
</tr>
<tr>
<td>Grade HZB</td>
<td>0,3</td>
</tr>
<tr>
<td>Practical experience</td>
<td></td>
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<tr>
<td>Extracurricular activities</td>
<td></td>
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<tr>
<td>0,3</td>
<td></td>
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<tr>
<td>Experience abroad (min. 3 months)</td>
<td></td>
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<tr>
<td>1,0</td>
<td></td>
</tr>
<tr>
<td>Average as calculated</td>
<td></td>
</tr>
<tr>
<td>Upmarking</td>
<td></td>
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</tbody>
</table>

Date: ____________
signature of selection committee: ____________________

Final Grade (selection process) ____________________
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: _________________________)  39/ 59/79
- Allgemeine Hochschulreife (e.g. Gymnasium, Gesamtschule, Freie Waldorfschule)  03/06/18
- Fachhochschulreife (e.g. Klasse 12 Gymnasium, Gesamtschule, Freie Waldorfschule)  60/62/64
- Berufskolleg zum Erwerb der Fachhochschulreife  72/75
- Fachgebundene Hochschulreife (e.g. Fachgymnasium, Berufsoberschule)  43/44
- Fachoberschule  66
- Fachschule, Technikerschule mit Zusatzkurs  49/73
- other  

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.

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