

Important Information for applicants for  
International Business Management – IBM  
(Bachelor) applicants

Furtwangen University  
IBM office: +49.7720.307.4357  
Admissions office: +49.7723.920.1232  
www.hs-furtwangen.de

**Please read carefully before completing the application form to avoid errors and possibly an invalid application.**

### **General information before completing the form**

#### **Do not fax or email applications**

Please note that applications cannot be faxed or emailed. Only applications in hard copy form received before the appropriate deadline (see page 3) can be accepted.

#### **Only submit German government certified copies of academic records**

Only **photocopies** of academic records (university entrance qualification, English language qualification; any existing university transcripts, SAT, ACT, AP, university entrance examination, ...), **not originals**, should be submitted. If they are in a language other than English or German they have to be translated.

Please be aware that by law we cannot accept copies that are not correctly certified. The photocopies have to be certified as true copies by a German government office.

If you are abroad, this can only be done by the German Embassy or consulate.

Within the Federal Republic of Germany, all public authorities (Landratsamt, city hall, courts, universities, ...) and notaries that have an official seal can certify copies.

All copies of academic transcripts have to have an original stamp and signature from the German government office in order to be valid. Certifications of several sheets can be accepted, when one upper corner of all sheets is reversed, all sheets are connected and every sheet is touched by the seal.

Furthermore an apostille certification is possible in many countries and will be accepted too.

Photocopied stamps or certifications by local, regional or national authorities of your home country will not be accepted!

#### **Deadline is final and binding**

The complete application, including all relevant documents, must be submitted before the relevant deadline (see page 3). If necessary documents, such as your high school leaving certificate, are submitted after the deadline date, the application will not be accepted for that year. We suggest reapplying for the following year and making use of the intervening time to gain work experience and / or experience abroad.

#### **Non-EU-applicants: Formalities for completing the form**

**(Germans and EU applicants apply online via [hochschulstart.de](https://hochschulstart.de) and print the online application form)**

Complete all sections that are relevant to you. If a section is not relevant to your, leave it blank.

If you fill in the application by hand, please write clearly using block letters.

Do not staple your application materials.

Do not place your application materials in a folder or plastic cover.

Do not staple your picture to the application form. Please use a paper clip.

Do not write in the areas that are marked "Office Use Only".

#### **Email address / correspondence address**

Please ensure a legible email address is supplied as this is our main means of communication with you. Please also ensure that the account is checked regularly and that there is space in the mailbox to receive messages. Many communications have deadlines attached. If you do not receive the email or do not receive it in time, you may miss your chance of securing a place on the International Business Management program.

Please remember to inform us on any change of your correspondence address. If your admission letter is returned because of a wrong address, non-EU applicants might have problems getting a visa. Please make sure that your post box is checked regularly, even if you are on vacation.

## Documents to be submitted with the application form

### University entrance qualification (Hochschulzugangsberechtigung – HZB)

The HZB is, for example, an Abitur or Fachhochschulreife, A-levels, Baccalaureat, a high school leaving certificate or equivalent.

A photocopy of your HZB certified by a German government office must be submitted with your application.

### English language qualification (photocopy certified by a German government office)

All applicants must submit evidence of their English language qualifications. This is a requirement because there are several non-native varieties of English spoken throughout the world.

Listed below are the only qualifications which can be accepted. If any other proof is submitted, the application will not be considered valid. No exceptions can be made, even if English is an official language in your home country and / or your entire education was in English.

- TOEFL (550 paper-based PBT, 79 internet-based iBT, or higher), no more than two years old
- IELTS (6,0 or higher) no more than two years old
- Cambridge Certificate of Proficiency (grade B or higher)
- Cambridge Advanced Certificate (grade A)
- German Abitur grade in English (grade 2,0 or 10 points or higher)
- English grade from a secondary school in the European Union
- GCSE in English (grade B or higher)
- International GCSE in English as a second language (grade B or higher)

### Exempted countries

Citizens of one of these countries do not have to submit proof of English language proficiency. All other applicants must do so!

- Australia
- Canada
- Ireland
- New Zealand
- United Kingdom
- United States of America

### CV / Resume

- a word-processed CV / resume must be enclosed
- 1 passport-sized photograph

### Additional documents if applicable:

- Documents for the selection process: proof of
  - vocational education, practical experience
  - extracurricular activities
  - experience abroad (min. 3 months)
- University transcripts:
 

If you have already studied at a university please send us officially certified copies of your university transcripts too. Depending on the country you are from and on the education you already have you might have to proof one or two years of study experience at a university. You will find further information here: [https://www.hs-furtwangen.de/fileadmin/Redaktion/Share/Formulare/Admission\\_requirements\\_for\\_different\\_countries\\_2017.pdf](https://www.hs-furtwangen.de/fileadmin/Redaktion/Share/Formulare/Admission_requirements_for_different_countries_2017.pdf)
- University entrance examination, SAT, ACT, AP

**Additional information for:**

**German applicants:** Please note that if you are planning to choose French or Spanish as your second foreign language option, at least 4-5 years of language courses in this language or equivalent knowledge of the language is recommended. No previous knowledge is required for studying Chinese.

**Foreign nationals with a German university entrance qualification** (e.g. Fachhochschulreife, Abitur). The application deadline and the requirements for studying French, Spanish or Chinese are the same as those that apply to German candidates.

**EU applicants** (Germans excepted)

Applicants from other EU countries must have their academic qualifications evaluated and certified by the appropriate evaluation agency, the "Center for International Students – Studienkolleg Konstanz", located at the University of Applied Sciences in Konstanz. Only after recognition of your university entrance qualification you can apply at Furtwangen University until July 15<sup>th</sup>.

Contact: HTWG Konstanz, Studienkolleg, Alfred-Wachtel-Straße 8, 78462 Konstanz

The application deadline at the Studienkolleg Konstanz is on May 1<sup>st</sup>. If you send your documents later there is the possibility that the evaluation cannot be done on time to match our application deadline.

**Chinese, Vietnamese and Mongolian applicants** must apply first to the APS in the German Consulates in their home countries. Please ensure that the process with the Akademische Prüfstelle (APS) is completed before applying to the HFU and that the APS document is submitted with your application, otherwise the application will not be valid.

**Submission of the application**

**Non-EU-nationals:** please send your application documents by post to the Hochschule Furtwangen. You do not have to register at hochschulstart.de and we will forward all applicants' certificates to the Studienkolleg (see page 4) for evaluation.

**EU-nationals:** after the recognition of your certificates at the Studienkolleg Konstanz, please register at hochschulstart.de, print the online-application form and send your complete application documents to the Hochschule Furtwangen by post.

**German nationals:** please register at hochschulstart.de, print the online-application form and send your complete application documents to the Hochschule Furtwangen by post.

Hochschule Furtwangen  
Zulassungsamt  
Robert-Gerwig-Platz 1  
78120 Furtwangen  
Germany

**Application deadline:**

**Non-EU nationals**

**15<sup>th</sup> April** for semester start in September

(If you got your university entrance qualification in Germany you are treated like a German applicant.)

**EU and German nationals**

**15<sup>th</sup> July** for semester start in September

(If you got your university entrance qualification in a country other than your home country or Germany, please contact us.)

## After submission of application

### Information can only be given to applicants

Please note that we cannot give information about the status of your application to any of your family members or friends. This is for data protection reasons and we cannot make exceptions to this rule. If you have any questions, please contact us personally by email or phone.

### What happens to my application?

- The documents of non-EU applicants are first sent to the "Center for International Students" (Studienkolleg Konstanz). This governmental organization is responsible for reviewing academic qualifications of international applicants for all Universities of Applied Sciences in the state of Baden-Württemberg. They will review your qualifications and determine whether or not the necessary criteria to study in Germany are met. They have a detailed system of assessing grades obtained by international applicants in secondary schools and universities outside Germany and of converting them to a German equivalent. They have the final say in your eligibility to study in Baden-Württemberg. Furtwangen University is bound by their decision.
- 50 % of the study places will be filled with non-EU applicants, 50 % with EU applicants. Once the non-EU applications are returned from the "Studienkolleg", grades as well as work experience, experience abroad and extra-curricular activities are taken into consideration to rank applicants. The successful applicants will receive their letter of admission in the first half of June to allow sufficient time for the visa application. Non-EU applicants will additionally be informed by email as international postal service is often unpredictable. The ranking system applies for German / EU applicants as well.
- **Non-EU-nationals**
- Once you receive the letter of admission, you must reply to us within 10 days after the date of issue stated on the letter to secure your place. For non-EU applicants this means that you would best accept your place via email when you get the scanned copy of the admission letter, and not wait for the original to be delivered by post. If we do not hear from you within the 10-day-period, we will assume that you do not want to take up your place, the offer will lapse and the place may be offered to another applicant. An email to us will be sufficient to secure the place.
- Unsuccessful non-EU applicants will be informed by mid-October, EU applicants at the end of August.

We are looking forward to receive your application.