INFORMATION ON APPLICATION PROCEDURE

The quality of the program depends to a great extent on the type of participants it attracts. For this reason, Furtwangen University (HFU) sets high standards for the participants.

1. First professionally-qualifying, state-recognized degree (Bachelor, Master, Magister, Diplom or equivalent).
2. A minimum of 5 years of professional experience.
3. As the program is taught in English, high proficiency in this language is required (native speakers are not required to provide proof of ability). English: TOEFL - 570 points or equivalent
4. Participation in introductory interview.

Application Documents

1. Admission application
2. Copy of original University entrance qualification. If original is in a language other than English or German, a certified translation into English or German must be submitted.
3. Certified copy of first university degree. If original is in a language other than English or German, a certified translation into English or German must be submitted
4. CV in English (A4, typed)
5. Proof of English language proficiency
6. Letter of Motivation in English of between 1 and 2 pages in length (A4, typed)
7. Copies of professional letters of reference and other documents (in German or English or translations into those languages) which indicate strong suitability for and interest in studying on the Executive MBA program: occupation, management experience, international orientation. A letter of reference from the direct line manager or another person in a position of high responsibility in the organization is requested but not mandatory.

Application deadline is 15 January of the year of entry into the program. The application will be reviewed by a selection committee and suitable candidates will be invited to an interview. The final decision regarding acceptance will be made following the interview.

Tuition Fees

Tuition fees for the 4-semester Executive MBA program are €18,000. Included in the fees is use of the modern learning platform FELIX and the online library as well as set texts and learning materials. Living, accommodation and travel expenses are not included in the price. Payment is made in four instalments of €4,500 each. Additionally all HFU students have to pay the following fees and student contributions per semester: Administration fee €60, student services fee (includes accident, liability and theft insurance on university grounds) €47 and Student Union contribution €13. The first instalment is made immediately following acceptance on the program. Each of the remaining three instalments should be made before enrolment in each new semester. Tuition fees are generally tax-deductable.
**Personal Details**

- Program begin: 
- Surname, Title: First name
- Date of birth: Place of birth
- Nationality
- Street
- Postal code/Zip code, City
- Phone no. (private): Email (private)

**Training**

- Date and place where university entrance qualifications received
- Dates of study (Begin/End)
- University
- Degree program
- Degree awarded

**Present Employer**

- Name of company: Branch of industry
- Street
- Postal code/Zip code, City
- Phone no. (Business): Email (business)
- Size of organization (no. of employees, turnover)
- Position: Since

**Professional Experience**

- Time period (from - to)
- Position/Organization
- Time period (from - to)
- Position/Organization
- Time period (from - to)
- Position/Organization
Native language

Language test taken (TOEFL, etc.) by non-native speakers

Date of test

No. of points achieved

Name/Phone no.

Position/Organization

Name/Phone no.

Position/Organization

Signature of applicant

I hereby confirm that the information provided is true and accurate to the best of my knowledge. I agree to abide by the statutes and regulations of Furtwangen University should my application for the Executive MBA program be accepted.

Signature  Date
This letter should outline your personal motivation for wanting to participate in this program.

Please try to answer the following questions briefly.

1. Why would you like to take part in the Executive MBA Degree Program at Furtwangen University?

2. What are your expectations of the Executive MBA Program?

3. How did you find out about the Executive MBA Program?

4. How do you see your career progressing in the next 5 years? In what way do you expect your participation in the Executive MBA Program to contribute to these goals?

5. What knowledge and experience can you bring to the program from which other participants can profit (e.g. leadership or management experience, international experience, personal, project or budgeting responsibilities)?