

For office use only

H		Start date	Ent. Pt.
1. H		Course type E E/G G	En
2. H		In	Ge
BW			

Registration No.

Application for Admission

- this form comprises 8 pages -



Hochschule Furtwangen University
Department Product Engineering/
Wirtschaftsingenieurwesen
- Master Program Sales & Service Engineering (MBA) -

Please type or hand-write clearly .

When do you wish to begin your studies? <input type="checkbox"/> WS 20 <input type="checkbox"/> SS 20			Please affix a recent photograph of yourself here and enclose another one! Write your name and address on the back of the photographs!
FAMILY NAME			
GIVEN NAMES (in full, underline main first name)			
<input type="checkbox"/> Male <input type="checkbox"/> Female			
DATE OF BIRTH (dd/mm/yy)	PLACE OF BIRTH	COUNTRY OF BIRTH	NATIONALITY
ADDRESS FOR CORRESPONDENCE: FULL NAME, STREET, HOUSE/APT. NUMBER			
CITY	ZIP CODE	COUNTRY/STATE	
TELEPHONE (include country/city code)	FAX (include country/city code)	E-MAIL	
HOME ADDRESS (if different from above): FULL NAME, STREET, HOUSE/APT. NUMBER			
CITY	ZIP CODE	COUNTRY/STATE	
TELEPHONE (include country/city code)	FAX (include country/city code)	E-MAIL	

NATIVE LANGUAGE

Please indicate your native language(s):

.....

ENGLISH LANGUAGE PROFICIENCY

If English is not your native language, please indicate institution, country and duration of your English learning.

WHERE DID YOU LEARN ENGLISH ? Name of institution, Country	HOW LONG ? From - to	HOURS OF ENGLISH INSTRUCTION PER WEEK	GRADE / LEVEL / SCORE REACHED

If you have taken an English language test, please give details.

DOCUMENT(S) STATING ENGLISH PROFICIENCY: e. g. TOEFL, IELTS, etc.	DATE OF TEST	LEVEL STATED / SCORE REACHED

GERMAN LANGUAGE PROFICIENCY

If German is not your native language, please indicate institution, country and duration of your German learning.

WHERE DID YOU LEARN GERMAN ? Name of institution, Country	HOW LONG ? From - to	HOURS OF GERMAN INSTRUCTION PER WEEK/ TOTAL HOURS	GRADE / LEVEL / SCORE REACHED

If you have taken a German language test, please give details.

DOCUMENT(S) STATING GERMAN PROFICIENCY: e. g. DSH, (PNDS), Tests conducted by the Goethe-Institut, etc.	DATE OF TEST	LEVEL STATED / SCORE REACHED

OTHER LANGUAGE SKILLS

Please tick relevant boxes.

	Elementary	Intermediate	Advanced	Near native speaker
.....	?	?	?	?
.....	?	?	?	?

LETTER OF MOTIVATION

For admission you need to submit a letter of motivation stating your study motives and objectives. Please write a minimum of 1 and maximum of 2 pages describing your reasons for wanting to study for an MBA in 'Sales & Service Engineering' at the University of Furtwangen.

Please print or use a typewriter or PC.

Put your full name and address on top of your letter of motivation, indicate place and date and sign it at the end.

Make sure that you enclose your letter of motivation as an attachment to this application!

REFERENCE(S)

You may submit references (in English or German) from persons knowing you and your qualifications. For this purpose you may use the attached reference form (see appendix) and hand it over to your reference person(s). Please give his/her/their name(s), address(es) and position(s) below and enclose the letter(s) of reference:

REFERENCE

NAME
POSITION
ADDRESS
TEL
FAX
E-MAIL

SOURCE OF INFORMATION

Where did you find out about the opportunity for postgraduate studies at Furtwangen University?

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Declaration:

I confirm that, to the best of my knowledge, the information given in this form is correct and complete. If admitted, I agree to conform to the Statutes, Ordinances and Regulations of the Hochschule Furtwangen University as they apply to my course of study.

Signature of applicant	Place and Date
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CHECKLIST

Before returning this application form, please check that you have:

- enclosed two recent photos with your name/address on the back
(one stapled onto application form)
- enclosed your curriculum vitae / résumé
- enclosed your letter of motivation
- enclosed certified copies and certified translations of your
 - university-entrance qualification,
 - academic transcripts,
 - academic and professional qualification certificates
- enclosed copies of documents stating your proficiency in English and / or German
- references
- signed and dated the form.

Deadlines for application:

	April 26th	For applications from overseas and Europe (apart from Germany).
1st Semester	July 15th	For applications from Germany (all applicants). Submission of applications is possible until this date.
2nd Semester	January 15th	For applications from Germany (all applicants). Submission of applications is possible until this date.

Any urgent questions? **Contact us by** **e-mail:** sem@hs-furtwangen.de
fax: **++49 / 7723 920 1869**
phone: **++49 / 7723 920 2194**
