



Application for Admission

Furtwangen University of Applied Sciences.

Programme applied for:

BCM - Master of Science in Business Consulting

(Summer entry only)

Please type only (**handwritten applications are not accepted**)

When do you wish to begin your studies?			Please stick a recent photo of yourself here! Write your name and address on the back of the photo!
<input type="checkbox"/> 20__			
FAMILY NAME			
First Names (in full, <u>underline main first name</u>)			
<input type="checkbox"/> Male <input type="checkbox"/> Female			
Date of Birth (dd/mm/yyyy)	Place of Birth	Country of Birth	Nationality
Address for Correspondence: Full name, Street, House/Apt. Number/ P.O. Box			
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/ P.O. Box			
City	Zip Code	Country/State	
Telephone (include country/city code)	Fax (include country/city code)	e-mail	

Please enclose officially certified copies of original documents / highest degree first and certified translation into English or German*)

*) Translation is not necessary for certificates originally worded in German or English

Academic Records

Please list all colleges and universities you have attended up till now:

Name of Institution	City / Country	Attended (mm/yyyy) From to	Major / Programme studied	Degree obtained	Grades Percentage

Native Language

Please indicate your native language(s):

Please specify the details of your English Language Proficiency Test.

Document(s) stating English proficiency: (TOEFL, IELTS)	Date of Test (mm/yyyy)	Level stated / Score reached

German Language Proficiency

German language is NOT mandatory for our programme nor for a successful application (only recommended)

What is your German level?(A1 - C1)

Other Language Skills

Please tick relevant boxes

Elementary / intermediate / advanced / fluent

_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Business Courses

Please list all business or management courses you have attended during your studies:

(Please use additional sheet if insufficient space. Enclose copies of transcripts)

Title of course	Level Use number 1 to 4 to indicate level. 1 = introductory - 4=advanced	Total attendance (hours)	Grades achieved

Title of course (additional commercial courses which part of the academic curriculum are not)	Level Use number 1 to 4 to indicate level. 1 = introductory - 4=advanced	Total attendance (hours)	Grades achieved

Employment / Work Experience / Professional Training / Internship(s)

Please list in chronological order and enclose evidence of employment.

Employer	City / Country	Dates (dd/mm/yyyy)	Position	Main responsibilities and duties

CV & Letter of Motivation

For admission you need to submit a CV & a letter of motivation stating your study motives and objectives. Please write a minimum of 1 and maximum of 2 pages describing your reasons to study 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.

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 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:

Officially (German embassy/~ consulate) certified copies of original documents and certified translation into English or German*)

*) Translation in not necessary for certificates originally in German or English

1. Completed, signed and dated the application form.
2. A recent photo with your name/address on the back (sticked onto application form).
3. Copy of passport (name page).
4. Your CV / curriculum vitae / résumé (signed and dated).
5. Letter of motivation (signed and dated).
6. University-entrance qualification. **
(German Embassy/Consulate certified copies)
7. Academic and professional qualification certificates.
(German Embassy/Consulate certified copies)
8. Academic transcripts.
(German Embassy/Consulate certified copies)
9. Job reference(s) for one or more years after 1st Degree.
10. Document stating English proficiency
TOEFL IBT >=76 (ETS Company code 7301)
IELTS Academic >= 6.0 in English
(German Embassy/Consulate certified copies)
11. Not compulsory, but if available: Document stating German proficiency. (German language is NOT mandatory for our programme nor for a successful application (only recommended))

**) The degree that entitles the recipient to study at a university (e.g. High School Certificate).

Deadline for BCM application: October 15th (summer entry only)

Any urgent questions?

Contact us by e-mail: study-bcm@hs-furtwangen.de

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Please send your complete application to:

Hochschule Furtwangen University
Ms. Sabina Tomas - BCM
Robert-Gerwig-Platz 1
78120 Furtwangen im Schwarzwald
Germany