

EXECUTIVE MBA APPLICATION FORM



Please return your application documents to:

HFU Business School
Furtwangen University
Executive MBA Admissions
Jakob-Kienzle-Straße 17
D-78054 Villingen-Schwenningen / Germany

For further information, please contact:

Executive MBA Office
Phone: +49 (0) 7720 - 307 4315
Email: ExecMBA@hs-furtwangen.de

Admission Requirements

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

1. First professionally-qualifying, state-recognized degree (Bachelor, 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 (95 ibt) or IELTS 7,0 (B2) or equivalent.

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.
8. Digital portrait picture

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 €70, 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.

Please note: Information given in the EMBA brochure and documents regarding study conditions and study content is subject to change according to current requirements and is therefore not legally binding.

ADMISSION APPLICATION



Personal Details

Program begin m m / j j j j

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

ADMISSION APPLICATION



Language Skills

Native language

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

Date of test

No. of points achieved

References

Persons requested to provide references.

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

NOTES ON WRITING LETTER OF MOTIVATION

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)?

NOTES ON LETTER OF REFERENCE

To the author

Furtwangen University offers a four-semester part-time Executive MBA program. The internationally-recognized academic title of Master of Business Administration (MBA) is awarded upon successful completion of the program. The letter of reference for the person named below will be used solely for the purposes of assessing the application for admission to Furtwangen University Executive MBA Program and will be subject to the utmost confidentiality. Please return this form completed and signed to the address below:

HFU Business School
Furtwangen University
Executive MBA Admissions
Jakob-Kienzle-Straße 17
D-78054 Villingen-Schwenningen / Germany

Mr./Mrs.

We would value your opinion on the following issues:

How long have you known the applicant/in what connection do you know the applicant?

In your opinion, will the applicant successfully meet the highly-demanding standards of an MBA program?

No

Yes

Do you feel that the applicant will be able to cope with the demands of juggling their professional, academic and personal commitments?

No

Yes

If relevant, how are you planning to support the applicant for the duration of their studies on the MBA program?

How strongly would you recommend the applicant for the program?

Not suitable

Suitable

very suitable

If you have any further questions, please feel free to contact us.

Name

Position

Name of company/organisation

Signature

Date