

International Business Management - IBM

Information for International Applicants from EU countries

Studentische Abteilung
Zulassungsamt
Robert-Gerwig-Platz 1
78120 Furtwangen
Tel : 07723.920-1232
Fax: 07723.920-1239
zulassungsamt@hs-furtwangen.de

Please read the following information for international applicants carefully and ensure that you complete and compile your application accordingly.

In order to apply for a study place, you have to observe the following steps:

1st step: Conversion of Grades at Studienkolleg Konstanz (centre for international students)

In order to study at any university within the German federal state of Baden-Württemberg, all international applicants with international qualifications are required to submit their qualifications at the Studienkolleg Konstanz for evaluation and certification. The Studienkolleg Konstanz assesses whether or not a qualification fulfils the German requirements for university entry and determines the equivalent average grade under the German system.

Please ensure that you send your documents first to:

Hochschule Konstanz Technik Wirtschaft und Gestaltung
Studienkolleg
Alfred-Wachtel-Straße 8
78462 Konstanz GERMANY

You can find detailed information on the requirements at <https://www.htwg-konstanz.de/en/studying/center-for-international-students/start-page/>. Please ensure that you submit the following documents:

- school-leaving certificates from your home country – an officially certified copy of the original as well as a German translation; if the document is originally in English or French, no translation is required
- list of subjects and grades (certified copy of the original and German / English translation)
- CV / resume including complete educational history

where applicable, also include:

- evidence of modules completed at university (certified copy of the original and German / English translation)
- certificates from Studienkolleg, if you have previously attended at a German Studienkolleg (certified copy of the original)
- proof of university entrance exam (SAT, ACT, AP)

Please note: All photocopies have to be officially certified. Outside of Germany, only the German consulates and embassy are able to certify documents to the required standard). Documents submitted will not be returned!

English language qualification

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)

2nd step: register at hochschulstart.

Please register at <https://dosv.hochschulstart.de>. There you will receive your applicant identification number (BID) and the corresponding applicant authentication number (BAN) which you will need in step 3.

3rd step: online application on mio.hs-furtwangen.de

Please save the following documents, which you will need for your online application, as PDF files on your PC:
(You can upload one PDF for one category. If you have more than one proof for one category, please save the pages in one PDF)

- university entrance qualification: certificate from "Center for International Students", Konstanz in one PDF with your school certificate and academic transcripts in original language and German or English translation.
 - Curriculum Vitae
 - Proof of English language proficiency
 - Orientation test results (www.was-studiere-ich.de). Please contact the admissions' office for an English version of the test.
 - if you have previously studied at a university in Germany: confirmation of deregistration
 - If available: proof of any completed vocational training, practical work experience, extracurricular achievements, or activities undertaken for a minimum of three months abroad
-
- Register on the Furtwangen University application portal at <https://mio.hs-furtwangen.de> and enter your BID and BAN there. Part of your personal and contact data will then be automatically transferred from your registration at hochschulstart.de.
 - As confirmation you will receive a welcome email with an activation code.
 - Apply to our university. Please select: "International Business Management EU Version". You will be guided through the application process by an assistant.
 - You can interrupt the application process at any time and resume it later, e.g. if you need to research information. Your previous information will be retained.
 - You can only edit the application and the relevant information until the point where you finally submit it by clicking on "Submit application". After that, changes can only be made after the application has been withdrawn and the application will not be processed by the university until it is resubmitted. You can use the "Print Control Sheet" function to check and print all of your entered data.

What happens next?

At the end of the application deadline the selection process will take place. Grades as well as work experience, experience abroad and extracurricular activities are taken into consideration to rank applicants.

When the Coordination Phase at www.hochschulstart.de starts, you may receive offer letters for your applications at any time due to the release of ranking lists and the withdrawal of other applicants. If there is more than one offer, the coordination regulations come into force.

Application deadline for the winter semester:

Studienkolleg Konstanz: You can apply for certificate recognition at any time. Processing time: several weeks.

Furtwangen University: July 15th.

Hochschule Furtwangen
Admissions Office