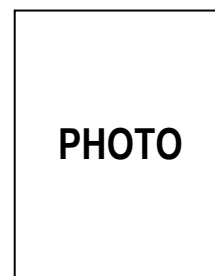




FHW Berlin/Berlin School of Economics
Studienbüro IBMAN · Badensche Str. 50-51 · 10825 Berlin - Germany
Tel.: +49 (0)30 / 857 89 – 247



Application form

International Business Management (IBMAN)

Winter/Summer Term 2 0 _____

Subsidiary Motion (Hilfsantrag): Please indicate here, if you intend to apply for a second study programme.
Only in case of admission you will be informed about the decision upon the subsidiary motion.

**BWL -
Business Administration (B.A.)**

**Unternehmensgründung &
Unternehmensnachfolge (B.A.) Abendform**

Wirtschaftsinformatik (B.Sc.)

VWL - Economics (B.A.)

Wirtschaftsrecht (LL.B.)

1. Personal Details

Surname/Family name _____

Any previous family name _____

First/Given name(s) _____

Title _____ Gender Male Female
Mr / Mrs / Miss / Ms / other (please specify)

Date of birth (D M Y) _____ Place of birth _____

Nationality _____

Address for correspondence

Name of street and no. _____

Addition (if necessary) _____
(e.g. c/o D. Smith, App.-No. 0815)

City _____

State and postcode _____

Country _____

☎ Telephone number _____ E-mail _____

Fax number _____

2. High School / Secondary School Education



Type of qualification

(please tick the applicable box and specify)

German qualification _____

Non-German qualification _____

Grade

Date of issue (day/ month/ year)

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3. Degree Programmes already successfully completed (only if applicable)

First Degree

Degree

(please tick appropriate box and specify)

Bachelor of Arts (B.A.) _____

Diplom _____

Other _____

Title of programme _____

Main focus of programme _____

Date from/to (month/year)

from

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to

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Name of institution attended _____

Place of institution attended (city/country) _____

in _____

Overall average grade

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Date of issue (day/month/year)

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4. Internships/Practical Training/Professional or other Experience abroad (only EU-applicants)

Documentary evidence (e.g. references) must be provided for each period of activity mentioned in the application.

1. Job Title/Activity

Principle responsibilities

Name and location of employer/institution

Dates of employment/activity (month / year)

from

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to

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2. Job title/Activity

Principle responsibilities

Name and location of employer/institution

Dates of employment/activity (month / year)

from

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to

--	--	--

 /

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3. Job title/Activity

Principle responsibilities



Name and location of employer/institution

Dates of employment/activity (month / year)

from / to /

5. Social, cultural or other voluntary Engagement (if applicable)

Documentary evidence (e.g. references) must be provided for each period of activity mentioned in the application.

1. Activity

Principle responsibilities

Name and location of institution

Dates of activity (month / year)

from / to /

2. Activity

Principle responsibilities

Name and location of institution

Dates of activity (month / year)

from / to /

3. Activity

Principle responsibilities

Name and location of institution

Dates of activity (month / year)

from / to /

6. Test Results (TestAS) - only for Non-EU-Applicants (if applicable)

TestAS is a voluntary Test but – if chosen - has to be completed in English.

TestAS	Score	Percentage
Language Screening		
Core Test		
Economics Modules		

Date of issue (day/ month /year)

/ /

7. Language Proficiencies

Mother tongue/first language:

a) German Language Skills (only for International applicants)

Please tell us about any German language qualifications you hold

No German knowledge

German language qualification	Score	Date obtained



b) ENGLISH LANGUAGE SKILLS

If English is not your first language, please tell us about any English language qualifications you hold and enclose a copy of your result slip with your application.

The level of English proficiency should correspond to a TOEFL certificate with a minimum score of 550 points (paper-based) or 213 points (computer-based) or 79 points (internet-based), IELTS overall band score minimum 5, TOEIC minimum of 600 points or other equivalent certificates.

	Score	Date obtained
IELTS		
TOEFL		
TOEIC		
Any other English language qualification, <i>please indicate</i>		

If no test result can be proved, Berlin School of Economics accepts the following verifications as **equivalent**:

Equivalent	(please indicate)
English-“Leistungskurs” (minimum average of 2,0 (German-grade) or	
Bilingual school education in English language (minimum 2 years before graduation) or	
Stay at English school, university or other institution (minimum 1 year before or after graduation)	
other:	

c) Second Language (French, Spanish, Russian, Chinese)

Please choose a language and indicate the qualifications (level and duration of language) you hold and enclose a copy of your result slip with your application.

Language	Degree of fluency/Score	Date obtained	Duration (hours at School)-only for Russian or Chinese
French			
Spanish			
Russian			
Chinese			

If no test result can be proved, Berlin School of Economics accepts the following verifications as **equivalent**:

Equivalent French/Spanish	(please indicate)
School Subject French (minimum of 4 years before graduation) / School Subject Spanish (minimum of 3 years before graduation) or French- or Spanish-“Leistungskurs” or	
Stay at French or Spanish school, university or other institution (minimum 1 year before or after graduation)	
Equivalent Russian/Chinese	(please indicate)
School Subject Chinese/Russian (minimum 200 lessons or 2 years) or	
Stay at Russian or Chinese school, university or other institution (minimum 1 year) (before or after graduation)	



d) Language Preference

Only if indicated more than one language in c) (e.g. French and Spanish) please state your preference.

Language	First Choice (Please tick appropriate box)	Second choice
Language 1: (please indicate)	<input type="checkbox"/>	<input type="checkbox"/>
Language 2: (please indicate)	<input type="checkbox"/>	<input type="checkbox"/>

IMPORTANT INFORMATION REGARDING YOUR APPLICATION

Application deadline

<p><u>German Applicants:</u></p> <p>July 15 (winter Term)</p> <p>January 15 (summer Term)</p>	<p>Applications can be submitted from now on until the deadlines [Please, reserve time for VISA application after admission!]</p>
<p><u>International Applicants from EU-countries:</u></p> <p>June 15 (winter Term)</p> <p>December 15 (summer Term)</p>	
<p><u>International applicants from Non-EU-countries:</u></p> <p>May 30 (winter term)</p> <p>November 15 (summer term)</p>	

Please send the application package (certified photocopies of all official transcripts; copy of your English language proficiency – see list below) to the following addresses:

Please do not send any original documents!

Applicants with a German School leaving certificate apply at:	All other Applicants will apply only at:
<p>FHW Berlin – Berlin School of Economics Studienbüro International Business Management</p> <p>Badensche Straße 50 - 51 10825 Berlin Germany</p>	<p>FHW Berlin – Berlin School of Economics c/o Arbeitsstelle für internationale Studienbewerber (uni-assist) Helmholtzstraße 2 - 9 10587 Berlin Germany</p> <p>In case of doubt where to send the application please check our information for foreign applicants (uni-assist) http://www.fhw-berlin.de/index.php?id=2095?&L=1</p>



- **Translation of documents**

Certificates not printed in English or German must be translated into English or German. Translations must be officially certified (by notaries, universities, embassies) and submitted in the original.

- **Address**

The home address you have provided us with is the address we use in order to contact you. Please make sure you notify us of a change of address as soon as possible. A missed deadline that might emanate from a failure to do so is your responsibility.

- **Processing of applications**

- The FHW Berlin only processes applications that have been completed accurately and signed. All questions must be answered. The application can only be considered if it is sent in before the closing date and certified copies of all those certificates that are required are attached. The Academic Board will jointly select a list of the prospect students. The decision upon admission will be jointly made by the Academic Board of the Study Programme International Business Management. When a decision is made, the FHW Berlin will write to let you know in due time.
- Applications that are sent by e-mail or fax will **not** be processed.

- **Chinese applicants**

need to submit an original certificate from the *Akademische Prüfstelle* (APS) in Beijing (please enquire at the German Embassy in Beijing) for the following certificates:

- College/university entrance qualification together with the required Chinese proofs of education (*Mittelabschluss, Gakao*)
- Graduation certificate from college or university

Chinese Applicants that are already staying in Germany, need a certificate from the APS and the herein mentioned Chinese proofs of education, and in addition to this the recognition certificate of the Berlin Department of Education (see above)

or

an already existent recognition certificate by the Berlin Department of Education together with the Chinese proofs of education mentioned on the certificate

or

Studienkolleg/Feststellungsprüfung together with the Chinese proofs of education (if this certificate was awarded to you outside Berlin please have it recognised at the Berlin Department of Education)

- **Indonesian applicants**

need to submit a certificate of genuineness for each Indonesian document.

DECLARATION – please sign the declaration

- I confirm that the information given on this form is true, complete and accurate.
- If the FHW Berlin has reason to believe that I or any other person have given false information or have omitted any information requested in the instruction or application form or made any misrepresentation, the FHW Berlin will take whatever steps considered necessary to establish the authenticity of my application. I accept that if I do not fully comply with these requirements, the FHW Berlin reserve the right to cancel my application and I shall have no claim against the FHW Berlin.

Signature: _____

Name of applicant: _____

Date and place: _____



CHECK LIST FOR APPLICANTS

Please submit along with your application form:

- Curriculum Vitae
- School-leaving certificate or equivalent
- Motivation letter (300 words)
- University degree (if applicable)
- Transcript / Academic Record of Bachelor curriculum (if applicable)
- Certificate / letter stating your overall average grade if not included in your graduation certificate (if applicable)
- Test Results (TestAS) (if applicable)
- Proof of English proficiency (TOEFL, IELTS or equivalent)
- Proof of Second language (French, Spanish, Russian, Chinese)
- Proof of German language
- References from your employer(s) or other institutions (if mentioned in no. 3 and 4 of this form)
- Copy of Passport
- Certificate of change of name or marriage certificate (if applicable)
- Residence permit is to be submitted at enrolment (if applicable)