

Information for applying to an undergraduate programme in **International Business Management (B.A.)**

Prerequisites for admission

The admission for students to the programme “International Business Management (IBMAN)” is subject to a selection procedure. Only applicants who fulfill the following requirements will be considered for the selection procedure:

- **School-leaving certificate**

A foreign university entrance qualification equivalent to the German school-leaving certificate „Allgemeine Hochschulreife“. All applicants with a foreign university entrance certificate have to apply and obtain recognition through Uni Assist (www.uniassist.de)

- **Foreign languages**

The programme International Business Management has a broad international focus and is taught 100% in English. Therefore an excellent command of English is expected of all students. International applicants whose native language is not German will have to take German as a second language and accordingly will have to prove a basic proficiency in German.

- **Motivation letter**

The application must contain a motivation letter in English (not more than 300 words) explaining clearly why the applicant has chosen to study International Business Management.

- **Curriculum Vitae / Resume**

The application must contain a CV / resumé of about the length of one page.

- **Bonus points**

Applicants from Germany or another EU country may obtain bonus points for working experience abroad (e.g. internships, practical training) or a stay at a school or university abroad *and/or* social, cultural or other voluntary commitment (please provide proof).

Applicants from outside the EU may obtain bonus points for taking the aptitude test *Test AS* (www.testas.de) *and/or* social, cultural or other voluntary commitment (please provide proof).

Foreign language requirements

English:

- TOEFL (Test of English as a Foreign Language), 550 points (Paper Based Test), 213 points (Computer Based Test), 79 points (Internet Based Test)
- IELTS (International English Language Testing System), minimum 5.0 points
- TOEIC (Test of English for International Communication), minimum 800 points
- ELSA (English Language Skills Assessment), minimum 383 points (Advanced/Advanced High)
- CPE (Certificate of Proficiency in English), all levels
- BEC Higher (Business English Certificate), BEC 2
- CAE (Certificate in Advanced English), all levels

or all tests with a score equivalent to level **B2** of the Common European Framework of Reference *).

The following is accepted as an equivalent:

A minimum of one year spent at a school, university or other institution where the language of tuition was English

German as a foreign language:

All tests with a score equivalent to level **A2** of the Common European Framework of Reference *). (please provide proof).

*) http://www.coe.int/T/DG4/Portfolio/?L=E&M=/main_pages/levels.html