



Application for Admission

Furtwangen University of Applied Sciences.

Programme applied for:

BCM - Master of Science in Business Consulting (summer entry only)

Please type or hand-write clearly (in block letters)

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"/> 2015 <input type="checkbox"/> 2016 <input type="checkbox"/> 2017 <input type="checkbox"/> 2018			
FAMILY NAME			
First Names (in full, underline main first name)			
<input type="checkbox"/> Male <input type="checkbox"/> Female			
Date of Birth (dd/mm/yy)	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 in not necessary for certificates originally worded in German or English

University Entrance Qualification

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

Type of certificate (GCE-A-level, Baccalaureat, Matura, etc.)	Name of Institution / City / Country	Grade Point Average	Date

Academic Records

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

Name of Institution	City / Country	Attended (month/year) from to	Major / Programme studied	Degree obtained

Native Language

Please indicate your native language(s):

English Language Proficiency

If English is not your native language, please indicate institution, country and duration of your English learning.

Where did you learn English? Name of Institution Country	How long? from to	Hours of English Instruction per week	Grade / Level / Score reached

If you have taken an English Language Test, please give details.

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

German Language Proficiency

If German is not your native language, please indicate institution, country and duration of your German learning.

Where did you learn German? Name of Institution Country	How long? From / to	Hours of English Instruction per week	Grade / Level / Score reached

If you have taken a German Language Test, please give details.

Document(s) stating German proficiency: (e.g. Goethe Institut)	Date of Test	Level stated / Score reached

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

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

Please list in chronological order and enclose evidence of employment.

Employer	City / Country	Dates	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 is 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** (certified copies).
7. Academic and professional qualification certificates (certified copies).
8. Academic transcripts (certified copies).
9. Job reference(s) for one or more years after 1st Degree (certified copies).
10. Document stating English proficiency (certified copies).
11. Not compulsory, but if available: Document stating German proficiency (certified copies).

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

Deadline for BCM application: October 15 (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