


## Application for Admission

Furtwangen University of Applied Sciences-  
Computer Science, Engineering, Business, Media

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 affix a <b>recent photo</b> of yourself here!  Write your name und address on the back of the photo!
<input type="checkbox"/> 2013 <input type="checkbox"/> 2014 <input type="checkbox"/> 2015 <input type="checkbox"/> 2016 <input type="checkbox"/> 2017			
FAMILY NAME			
Given Names (in full, underline main first name)			
<input type="checkbox"/> Male <input type="checkbox"/> Female			
Date of Birth (yyyy/mm/dd)	Place of Birth	Country of Birth	Nationality
<b>Address for Correspondence:</b> Full name, Street, House/Apt. Number/ P.O. Box			
City	Zip Code	Country/State	
Telephone (include country/city code)	Fax (include country/city code)	<b>email</b>	
<b>Home Address</b> (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 (German embassy/~ consulate) certified copies of original documents / highest degree first and certified translation into English or German\*)

\*) Translation is not necessary for certificates originally in German or English

### University entrance qualification

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

### Academic Record

Please list all colleges and universities you have attended so far:

Name of Institution	City / Country	Attended (month/year) from to	Major / Program 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 German 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"/>

### **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)

<b>Title of course</b>	<b>Level</b> Use number 1 to 4 to indicate level. 1 = introductory - 4=advanced	<b>Total attendance (hours)</b>	<b>Grades achieved</b>

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

Please list in chronological order and enclose evidence of employment.

<b>Employer</b>	<b>City / Country</b>	<b>Dates</b>	<b>Position</b>	<b>Main responsibilities and duties</b>

### **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 for wishing to study at the Furtwangen University.

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 chosen study programme.**

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 / highest degree first 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 (stapled to application form)
- 3  Copy of passport (name page)
- 4  Your CV / curriculum vitae / resumé (signed and dated)
- 5  Letter of motivation (signed and dated)
- 6  Academic and professional qualification certificates (certified copies)
- 7  Academic transcripts (certified copies)
- 8  University-entrance qualification (certified copies)
- 9  Job reference(s) for one or more years after 1<sup>st</sup> Degree (certified copies)
- 10  Document stating English proficiency (certified copies)
- 11  Not compulsory, but if available:  
Document(s) stating German proficiency (certified copies)

## Deadlines for application:

**BCM: October 15<sup>th</sup>** (summer entry only)

## Any urgent questions?

Contact our BCM application team at

email: [Study-BCM@hs-furtwangen.de](mailto:Study-BCM@hs-furtwangen.de)

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## Please send your complete application to:

Hochschule Furtwangen  
Informatik, Technik, Wirtschaft, Medien  
Furtwangen University of Applied Sciences  
- Zulassungsamt - BCM  
Robert-Gerwig-Platz 1  
78120 Furtwangen im Schwarzwald  
Germany