HOCHSCHULE FURTWANGEN UNIVERSITY | HFU

# 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?<br><br>☐ 2013 ☐ 2014 ☐ 2015 ☐ 2016 ☐ 2017 | Please affix a **recent photo** of yourself here!<br><br>Write your name und address on the back of the photo! |
|---|---|
| FAMILY NAME | |
| Given Names (in full, underline main first name) | |

| ☐ Male | ☐ Female | | |
|---|---|---|---|
| Date of Birth (yyyy/mm/dd) | 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) | **email** |

**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 (German embassy/~ consulate) certified copies of original documents / highest degree first and certified translation into English or German\*)**

\*) Translation in 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

_____ ☐       ☐       ☐       ☐

_____ ☐       ☐       ☐       ☐

## 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<br>Use number 1 to 4 to indicate level.<br>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 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 |
|---|---|
|  |  |

## 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 in 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$^{st}$ 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$^{th}$** (summer entry only)

## Any urgent questions?

**Contact our BCM application team at**

email: 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