

Please carefully read the “Application Guidelines for International Students” attached to this form in order to fill in this application form and to start your application in the right manner.

1. I wish to apply for:

Pathway Programme (foundation year) >> optional or if required

And subsequently:

Double Bachelor Programmes (double degree)

International Tourism Management International Hospitality Management

Bachelor Programmes

Aviation Management International Management Event Management
 Tourism and Travel Management Hospitality Management Audit and Taxation (7 semesters)

Master Programmes (4 semesters)

International Management Transport and Logistics Management

Campus location

Bad Honnef Bad Reichenhall

Starting in:

Summer semester Winter semester

Year: _____

Please note:

Bachelor in Audit and Taxation, Master in Transport & Logistics Management, and all study programmes offered in Bad Reichenhall start in winter, only!

2. Personal details and contact information

2.1 Your personal details

Male

Female

First name:

Surname:

Place of birth:

Date of birth:

Nationality:

2.2 Your address and contact details

Street and house no.:

City:

ZIP/Postal Code:

Country:

E-mail:

Phone:

Mobile:

2.3 Family address and contact details (only if different from 2.2)

Street and house no.:	
City:	
ZIP/Postal Code:	
Country:	
E-mail:	
Phone:	Mobile:

3. Education**3.1 Secondary education (school)**

Name of school, city and country:	
Name of school leaving certificate:	
Type of final examination (original name):	
Starting date (month/year):	Finish date (month/year):

3.2 Tertiary education (university)

Name of university/institution, city and country:	
Name of degree/qualification:	
How many years of study?	
Starting date (month/year):	Finish date (month/year):

3.3 Vocational training (apprenticeship, internship, etc.)

Name of institution, city and country:	
Name of degree/qualification:	
How many years of study?	
Starting date (month/year):	Finish date (month/year):



4. Check list of documents

Please forward your full application file including the following documents to International Admission Office by email:

- Filled-in application form
- Certified*** copies of Higher Secondary School Examination Certificate and transcripts
- Certified*** copies of existing university degrees and official transcripts of records
(only if you attended a university already and if you are applying for a master programme)
- For Bachelor/Master applicants: **Original** TOEFL or IELTS score report
For Pathway applicants: TOEFL or IELTS score report **or** official proof of school about attendance of at least 5 to 7 years English classes
- Curriculum Vitae/Resume
(containing details on your education, language skills, work experience, computer skills, experiences abroad, other qualifications etc.)
- Letter of motivation
- Copy of your passport
(the page containing the photograph, name and date of birth)
- 1 passport size photograph

* Copies of diplomas and degrees must be **officially certified**. They may be certified as true copies of the originals with a stamp and signature by one of the following authorities: German Embassy or Consulate; German school; public authorities; notaries; the Ministry; the university which issued the degree. Your certificates and supporting documents have to be translated into English or German, if they are written in any other language. The **accuracy of the translation must be certified**, as well. In order to get an offer letter by IUBH it is mandatory that you have submitted these certified documents.

5. Financing your studies

5.1 Financial Declaration

In addition to the regular tuition fees of International University of Applied Sciences Bad Honnef · Bonn (IUBH) you will need approx. **€ 700 per month** for covering your living expenses in Germany during your studies.

We herewith confirm that Mr./Ms. _____ *(full name of applicant)* has at least € 700 per month at his/her disposal for all of his/her living expenses in Germany during the first year of studies at IUBH.

place, date

parents' signature/ signature by official guardian or bank

5.2. How are you going to finance your studies at IUBH?

Please give a short description of your fund raising plans.



6. Declaration

This section has to be completed by the applicant.

I _____ (full name of applicant) wish to apply for admission and subsequent enrolment following a successful application process at the International University of Applied Sciences Bad Honnef · Bonn. I understand that a place cannot be guaranteed when these requirements are not met. Upon successful application I will receive a tuition contract that has to be signed in order for me to be enrolled in the study programme.

I confirm that the information given in this form is accurate and that no information has been knowingly withheld or omitted. I understand that to make false or fraudulent statements within this application form and within the whole application process may result in denial of admission. I understand that the final decision about admission and enrolment lies with the International University of Applied Sciences Bad Honnef · Bonn.

I am aware of the fact that I will need a valid **student's visa** for studying at the International University of Applied Sciences Bad Honnef · Bonn. The visa has to be entitled before my arrival in Germany and it has to be valid at least for the first study year. I am familiar with the legal formalities for foreign students in Germany. I know that I am fully responsible to keep track on these formalities and to get the all necessary documents by myself.

If I shall have no valid visa I am responsible to inform IUBH immediately and IUBH has the right to withdraw from the tuition contract immediately. I know that I will not get enrolled without a valid visa and therefore I will not start or continue my studies. I am aware that I am fully responsible to extend and to keep track on my student's visa during my studies.

I hereby testify that I have read the additional regulations above and that I agree with them completely.

place, date

applicant's signature

7. Submission of documents

Send your **complete application for admission** by e-mail (electronically) as scanned PDF-files to:

International University of Applied Sciences Bad Honnef · Bonn
International Admission Office
admission@iubh.de

Guidelines for International Applicants

To help you out with the application process, please follow this guideline. The timeline should help you visualize the most important steps in your application process.

1. Gather information

1.1 Information about the university and study programmes

Gather information about our university, our study programmes, tuition fees and anything else that refers to your study programme of interest. Please make intensive use of the information on our website www.iubh.de/en and our Study Advisory Services.

1.2 Financial information

Next to the tuition fees (see our website) you will need to calculate approx. € 700 per month for your monthly living expenses. This estimated sum includes costs arising for housing, eating, public transportation etc.

Furthermore, you will need to pay a deposit which is EUR 1,500 in order to receive the university's offer letter and your final tuition contract. This deposit payment will be offset with the remaining part of the first year's tuition fees once you are enrolled as IUBH-student. The deposit will be refunded if the student visa is not issued by the embassy, less administrative charges of EUR 150.

1.3 Information about your visa application (only, if visa is required)

You will need a valid student visa in order to study in Germany. Please **contact the German embassy in your country** at a very early stage of your application process. Sometimes, you will also need to open a **blocked account**. Please contact us if you need further information. Once we have received your deposit, you will receive an offer letter which you will need to show at your visa-appointment with the German embassy in your country. Please note that, the visa application process might take 2-3 months. So make sure, you arrange everything on time.

2. Application process

1. Fill in the **application form**;
2. Collect all necessary **documents** as stated under section 4 in the application form;
3. Send your **complete application for admission** by e-mail (electronically) as scanned pdf-files to the International Admission Office:

E-mail: admission@iubh.de

4. If your documents have been checked we will schedule a personal **entrance interview** by phone with you and one of our professors.

5. If you have successfully passed the entrance interview, you will receive an acceptance form. You will need to **sign the acceptance form** and **transfer a deposit** to the university's bank account. This is € 1,500.
6. After having paid the deposit, you will receive the university's offer letter and your **tuition contract** documents.
7. After signing the tuition contract and returning it to IUBH you have to transfer the enrolment fee of € 450.

We are looking forward to welcoming you on our campus! Our International Office will then take over and give you arrival assistance.

Do you still have remaining questions or any particular concerns? Contact our International Admission Office – we are happy to help you out!

International Admission Office

+49-2224-9605-101

admission@iubh.de

www.iubh.de/en