



1. I wish to apply for

Please use the “Application Guidelines for International Students” to fill in this application form and to start your application in the right manner. The guideline is attached to this form.

Double Bachelor Programmes (7 semesters)

- International Tourism Management International Hospitality Management

Bachelor Programmes (6 semesters)

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

Master Programme (4 semesters)

- International Management Transport and Logistics Management

Campus

- Bad Honnef Bad Reichenhall

Commencing in:

- March September Year: _____

Please note the following information:

Audit and Taxation (start only in Sept.)

Master Transport & Logistics Management (start only in Sept.)

Bad Reichenhall (study programmes only start in Sept.)

2. Personal Details and Contact information

2.1 Your personal details

- Male Female

First name and surname:
Place of birth:
Date of birth:
Nationality:



2.2 Your address and contact details

Street:
City:
ZIP Code:
Country:
E-mail:
Phone:

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

Street:
City:
ZIP Code:
Country:
E-mail:
Phone:

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 to Study Advisory Services your application including the following documents:

Bachelor programmes:

- Filled application form
- Certified*** copies of secondary education
- Certified*** copies of existing university degree (Bachelor, Diploma, etc.) and official transcript of records (only if you visited university already)
- Curriculum Vitae (containing details on your education, language skills, work experience, computer skills, experiences abroad, other qualifications etc.)
- Cover letter (letter of motivation)
- Copy of your passport (the page containing the photograph, name and date of birth)
- 1 passport size photograph (please write your name on the back)
- Original TOEFL or IELTS score report



Master programmes:

- Filled application form
- Certified*** copies of your university degree (Bachelor, Diploma, etc.)
- Certified*** transcript of records (university course list and grades)
- Curriculum Vitae (containing details on your education, language skills, work experience, computer skills, experiences abroad, other qualifications etc.)
- Cover letter (letter of motivation)
- Copy of your passport (the page containing the photograph, name and date of birth)
- 1 passport size photograph (please write your name on the back)
- Original TOEFL or IELTS score report

* **Copies of certificates** must be **officially certified** and submitted preferably on DIN A4 paper. Document copies may be certified as true copies of the originals with a stamp and signature by one of the following authorities: The German Embassy or Consulate, a German school, public authorities, notaries, the Ministry, or the university which conferred the degree. Your certificates and supporting documents must be translated into English or German, if they are written in any other language. **The accuracy of the translation must be certified.**

In order to get a letter of acceptance by IUBH it is mandatory that we have these certified documents. **Please make sure you arrange everything in time.**

For a first check of your application, please hand in plain copies or send them as .pdf or .jpg files **by e-mail.**

5. Financing your studies

How are you going to finance your studies at the International University of Applied Sciences Bad Honnef · Bonn?



6. Declaration

This section has to be completed by the applicant.

I _____ (please print full name and surname) 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 where 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 I have 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.

Date: _____

Applicant's signature: _____

After collecting all required documents send our **complete application** package to:

International University of Applied Sciences Bad Honnef · Bonn
Study Advisory Services
Muelheimer Strasse 38
53604 Bad Honnef
Germany



Application Guidelines for Internationals

You would like to study at our university?
We are looking forward to welcoming you!

To help you with the application process, please follow the detailed guidelines below:

1. Gather information
2. Application process
3. Checking your documents
4. Admission process
5. Enrolment

1. Gather information

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 Service. There is a study advisor for each study programme.

If you would like to get in touch with us, please contact:

Study Advisory Services

+49-2224-9605-102

info@iubh.de

2. Application process

Once you have decided to apply at our university, you have to take the following three steps:

1. Fill in our **application form** completely
2. Collect all application **documents**
→ see the checklist on page 3 / 4 of the application form for international applicants!
3. Send your complete application to our university

International University of Applied Sciences Bad Honnef · Bonn

Study Advisory Services

Muelheimer Strasse 38

53604 Bad Honnef

Germany

3. Checking your documents

As soon as your application documents have arrived we will contact you. If your application is **complete** and if you **meet the formal entry requirements for our study programme**, we will schedule an **individual interview** with you. Interviews take place on campus **or by phone** and last approx. 30 minutes. Please consider that the handling of applications takes time. Therefore you will be informed about your admission on short notice. Study Advisory Services will personally **guide you through the application process**.

4. Admission process

Once the decision about your admission is positive, the process of admission starts:

1. Offer letter

Our university will issue an **offer letter** to you, which is necessary for your visa application. You will also receive an acceptance form and the inquiry to transfer a deposit that amounts to one third of your first year's tuition fee to our university bank account.

2. Accepting the offer

You have to complete and sign the **acceptance form** and you have to transfer the **deposit**.

Afterwards you have to

- fax the acceptance form and a copy of telegraphic transfer to our university **or**
- send the acceptance form and a bank cheque/bankdraft for the deposit (personal/company cheques are not acceptable)

3. Signing the tuition contract

Once you have accepted the offer, we have received the acceptance form and the deposit has been transferred to our bank account, you will receive your **tuition contract**. You have to sign **both copies** of the tuition contract as well as the Guarantor's agreement of debt and send them back to our university.

4. Visa application for Non-EU applicants

If you are a **Non-EU applicant** you will need a **valid student visa** to be allowed to enter Germany for study purposes. As soon as you have accepted the offer **you have to apply for the student visa at the German embassy in the country of your origin**. Please consider that your visa application might take up to 3 months.

5. Orientation information and confirmation of enrolment

Once we have received both copies of your signed tuition contract, we will send you the **orientation information** and the **confirmation of your enrolment**.

5. Enrolment Process

If you have passed stages 1-4 successfully and completely, you will be enrolled as a student at our university. There will be an **enrolment fee of € 350,-** for bachelor programmes.

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 **Study Advisory Services** – we are happy to help you out!

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