

## **Application for Admission**

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**for applicants with a degree from a foreign university**

for Master's studies at Karlshochschule International University

## I am hereby applying

for enrolment on the Master's degree programme in Leadership in the

spring semester \_\_\_\_\_ (year)       autumn semester \_\_\_\_\_ (year)

## Personal data

Surname (maiden name) \_\_\_\_\_

First name \_\_\_\_\_

Gender  Female     Male

Date of birth (D/M/Y) \_\_\_\_\_

Place of birth/country \_\_\_\_\_

Nationality \_\_\_\_\_

*Please stick a  
recent photograph  
of yourself here*

*Correspondance Address*

Street/No. \_\_\_\_\_ Phone \_\_\_\_\_

Postal code/city \_\_\_\_\_ Mobile \_\_\_\_\_

Country \_\_\_\_\_ Email \_\_\_\_\_

*Home Address (if different)*

Street/No. \_\_\_\_\_ Country \_\_\_\_\_

Postal code/city \_\_\_\_\_ Phone \_\_\_\_\_

## Bachelor's studies

I will have finished by the beginning of the first semester

- a 3-year (or more) degree programme in business administration or economics at a university or a university of applied sciences or a university of cooperative education (accredited undergraduate studies).
- a 3-year (or more) degree programme in an area closely linked to business administration or economics at a university or a university of applied sciences or a university of cooperative education (accredited undergraduate studies). **Furthermore** I have studied relevant leadership essentials (management, quantitative methods, strategy, resource management, and finance) worth at least 27 ECTS or I would like to prove the relevant competences in the framework of an equivalency assessment.

From/until \_\_\_\_\_ Subject \_\_\_\_\_

Institution \_\_\_\_\_ City/country \_\_\_\_\_

Degree \_\_\_\_\_ Credits \_\_\_\_\_

From/until \_\_\_\_\_ Subject \_\_\_\_\_

Institution \_\_\_\_\_ City/country \_\_\_\_\_

Degree \_\_\_\_\_ Credits \_\_\_\_\_

## Language Skills

German	English	French	Spanish	Russian	Chinese	_____	_____	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<i>Native</i>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<i>Fluent</i>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<i>Good</i>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<i>Basic</i>

To enrol on our Master's degree programme, we require proof that you have the necessary English proficiency:

- level of C1 or above according to the Common European Framework of Reference for Languages or
- IELTS of 6.5 or above or
- Internet-based TOEFL score of at least 100 points

Date/Place	Name of the test	Level attained
_____	_____	_____
_____	_____	_____

## Curriculum Vitae

Have you completed any vocational training?  Yes  No

*If yes, what type?*

\_\_\_\_\_  
\_\_\_\_\_

Do you have any work experience?  Yes  No

*If yes, what type  
and how long?*

\_\_\_\_\_  
\_\_\_\_\_

Have you completed any internships?  Yes  No

*If yes, what type  
and how long?*

\_\_\_\_\_  
\_\_\_\_\_

Do you have experience abroad?  Yes  No

*If yes, what type  
and how long?*

\_\_\_\_\_  
\_\_\_\_\_

Did you carry out any extra-curricular activities outside of the compulsory school or university curriculum (e.g. sports, arts and culture, clubs, politics, class representative)?  Yes  No

*If yes, briefly describe  
your activity.*

\_\_\_\_\_  
\_\_\_\_\_

## How did you find out about Karlshochschule?

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- |   |  |
|---|--|
| <input type="radio"/> Karlshochschule Website | <input type="radio"/> Internet (URL) _____             |
| <input type="radio"/> Friends/Acquaintances   | <input type="radio"/> Education fair (Name, Ort) _____ |
| <input type="radio"/> Lecturers/Students      | <input type="radio"/> Other _____                      |

## Documents needed

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Your personal checklist: For your application to be successful, you will need to submit the following documents together with this application form:

- University Diploma and Final Transcript
- Summary of Bachelor Thesis
- Proof of language proficiency
- Letter of motivation
- Curriculum Vitae
- Passport sized photograph
- Copy of passport (*only for international applicants*)
- Additional certificates (*e.g. job references, internships*)
- If applicable, an APS certificate (*only for applicants from China, Vietnam and Mongolia*)

*All documents have to be translated into English or German. Please submit an officially certified copy of document No. 1 with a German or English notarised translation.*

## Admission

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Your application for admission will only be processed if all necessary information and documents have been provided and the processing fee has been paid to UNI-ASSIST. For more information on the payment please visit <http://languages.uni-assist.de/payment.html>

I authorise Karlshochschule International University to process personal data contained in this form and the accompanying documents.

I agree that my contact details may be provided to the students advisers to help establish contact with me before my arrival in Karlsruhe.

Place \_\_\_\_\_ Date \_\_\_\_\_

Applicant's signature \_\_\_\_\_

## Please send to:

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Karlshochschule International University  
c/o UNI-ASSIST e.V.  
Helmholtzstraße 2-9  
10587 Berlin  
Germany

## Contact

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Karlshochschule International University  
Student Admissions Service  
Phone +49 721 1303-500  
Fax +49 721 1303-300  
[admissions@karlshochschule.de](mailto:admissions@karlshochschule.de)  
[www.karlshochschule.de](http://www.karlshochschule.de)