

## **Application for Admission**

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**for applicants with a degree from a German 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 \_\_\_\_\_

Correspondance Address

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

Postal code/city/state \_\_\_\_\_

Country \_\_\_\_\_

Phone \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

Please stick a recent photograph of yourself here

Home Address (if different)

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

Postal code/city/state \_\_\_\_\_

Country \_\_\_\_\_

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 \_\_\_\_\_

Institution \_\_\_\_\_

Degree \_\_\_\_\_

Subject \_\_\_\_\_

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

Credits \_\_\_\_\_

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

Institution \_\_\_\_\_

Degree \_\_\_\_\_

Subject \_\_\_\_\_

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

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*)

*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.*

## Assessment Center

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If you are invited for the Assessment Center, a processing fee of 100,- € has to be paid. In case of successful admission this amount will be deducted from the first monthly tuition fee. Please transfer the processing fee after receiving the invitation for the Assessment Center to the following account:

Sparkasse Karlsruhe  
Account: 108 079 617 BLZ: 660 501 01  
IBAN: DE91 6605 0101 0108 0796 17 BIC: KARSDE66

## Admission

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Your application for admission will only be processed if all necessary information and documents have been provided.

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

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

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

## Please send to:

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Karlshochschule International University  
Students Admissions Service  
Karlstraße 36 - 38  
76133 Karlsruhe  
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  
www.karlshochschule.de