

The Dual Degree Programme INTERNATIONAL BUSINESS (IB)
Information for applicants, Winter Semester 2010/2011

For programme information and details please see
our brochure "**BSc International Business – Dual Degree with MBA / Master**"
as well as our current "**Programme, Course and Syllabus Guide**" provided on
our web site www.esb-reutlingen.de

Application deadlines

- For international applicants : May 15, 2010
- For German applicants : June 15, 2010

Prerequisites and requirements for admission

The admission of students to the International Business (IB) programme is subject to a competitive and comprehensive selection procedure. Written application and interview / test in English are part of the admission procedure.

Only applicants with the following prerequisites will be considered for the selection procedure:

- Formal qualification for university entrance:
 - German school-leaving certificate (Fachhochschulreife, fachgebundene Hochschulreife, Allgemeine Hochschulreife Zeugnis)or
- A foreign university entrance qualification **equivalent** to the German school-leaving certificate "Allgemeine Hochschulreife" Zeugnis
- Excellent command of English

Additional expectations / criteria for admission are

- Practical work experience, e.g. prior apprenticeship, internship or other kind of work experience
- International experience, e.g. long-term living and / or educational experience outside of Germany

About 50% of the places available will be allocated to applicants with a German school-leaving certificate, the other 50% to international applicants possessing comparable foreign university entrance qualifications.

Application for Admission – Instructions

Your application package envelope must contain the following contents **in duplicate**:

1. **Online-Application** (www.reutlingen-university.de – change to English website → Applicants → Online applications, available as of February 15, 2010), **Printed out and signed by the applicant**

Or instead:

Form A (<http://www.esb-reutlingen.de/en/programme/bachelor/bsc-international-business-dual-degree-with-mba/application.html>)

Form A is in English and can be used as a substitute for the Online-Application from applicants with little German or no German language knowledge

Or instead:

“Antrag auf Zulassung zum Studium” (paper based) can be used as a substitute for the Online-Application (available to download on website or upon request at student services)

2. **University entrance qualification** (e.g. Hochschulreifezeugnis)

If you have not yet been awarded your university entrance qualification, please send your up to date grade transcript or grade report, covering at least the last two years. All university transcripts must include all semesters/years attended.

3. **Required copies** of all educational and work **certificates as specified on the application form**

Copies of all transcripts, certificates, diplomas and other papers that document the applicant's previous school and university education as well as training and professional experience (apprenticeship, internships, part-time, temporary and/or full-time work). If such documents/certificates are not in English or German, they must be accompanied by a certified translation into English or German duly authenticated by the signature and seal/stamp of a certified translator.

4. **Curriculum Vitae**

See page 5 and 6 for examples of the EXACT format that must be followed. The personal résumé (curriculum vitae) must be one typed page only (e.g. computer or typewriter) in English. Additional examples can be found at www.ib-students.net → students → applicants

5. **"Application Essay"** – one typed page only in English language explaining clearly: "Why I have chosen to study the area of international business for my future career"
6. **Proof of English language skills** (e.g. TOEFL, Cambridge Certificate or proof of **extended stay** (5 month **or more**) in an English-speaking country or "Abitur" with grade in English)

Please do not use any binders or folders – put only paper documents in the envelope!

Mail or deliver the application package to the following address:

Reutlingen University
Admissions Office / Zulassungsamt
Alteburgstr. 150
72762 Reutlingen
Germany

The complete application package must be submitted by:

International applicants:	May 15, 2010
German applicants:	June 15, 2010

Selection procedure

1. Pre-selection from **correctly completed** and **timely submitted** applications.
2. Examination of documents **from international** applicants for prerequisite qualification:

We will send copies of foreign school and university certificates to "Ausländer Studienkolleg" (ASK) in Konstanz. The ASK examines the foreign certificates to determine if they are equivalent to an entrance qualification for German universities (Hochschulzugangsberechtigung). ASK will then inform us if you are eligible to admission to the IB program.

To find out yourself whether you fulfill the prerequisites, you may **send your documents before applying to the IB program first directly to the ASK** and then submit the Certificate of Qualification for Admission (Zugangsberechtigung) in your application package to ESB. Please follow the instructions on the ASK web site at www.ask.fh-konstanz.de. The ASK validates your records and issues the certification needed for an application without charging any fee.

3. Semi-finalist selection for interview:

At least sixty German candidates will be invited to the ESB Business School for an hour-long interview held in English to be conducted on July 15, July 16 and July 20, 2010.

For international applicants from abroad, interviews may be held on behalf of Reutlingen University in the country of residence at one of our partner universities or another selected institution. In special cases, candidates may be exempt from a **personal** interview.

4. Finalist selection and notification of admission:

The allocation of places to the program is made, a waiting list is established, and the letter of admission or refusal is sent to the applicants. **If you** are on the waiting list, you will be notified about this.

Registration and start of the studies

After letters of admission have been issued, the admitted students are required to register. The dates of registration and of the start of lectures will be sent to successful applicants with the letters of admission. The IB program commences each year in the winter semester only (September/October, 2010).

Information about the preparatory German language course

Students who are not proficient in German **may** attend an intensive language course (cost approximately 250,- Euro), which will take place in September, 2010 at Reutlingen University. These students are expected to be in Reutlingen by the beginning of September, 2010.

Costs

A tuition of € 500 per semester and a social contribution to the Studentenwerk Tübingen of € 101,50 per semester will be charged in Reutlingen. All fees are payable at registration each semester. Fees are subject to change by state regulation. Keep in mind that students also have to cover their own travel and living expenses as well as all expenses related to the internships.

Please note that neither Reutlingen University nor the ESB Business School offers any direct financial assistance or scholarships for applicants.

The tuition and fees for the **required fourth year** of studies at one of our partner universities currently ranges from approximately € 10,000 to as high as € 30,000, depending on the institution chosen. This amount tends to increase by the time the students attend the fourth year of study overseas. The tuition and all other fees and dues levied by the partner university must be paid in full to the relevant institution at the ap

propriate time. Many of our students are able to receive private or partner university scholarships and assistantships for this fourth year of the programme.

Information and contact person

Contact address for general information:

ESB Business School
International Business Programme
Reutlingen University
Alteburgstrasse 150
72762 Reutlingen
Germany

Phone: +49-7121-271-6001
Fax: +49-7121-271-6022
Email: bsc.ib@reutlingen-university.de

Opening hours: Mo – Fr 8 am to 12 am

The Academic Coordinator of the IB Programme, Ms. Cornelia Kuester, is also available to answer more detailed and specific questions:

Telephone +49 (0)7121-271-6007
E-mail cornelia.kuester@university.de

Personal Résumé (CV) for the Selection Procedure for International Business (IB)

Personal details

Last name / family name: Hofmeister
First name(s): Kai Heinrich
Contact address: Alte Hauptstraße 2B
38165 Lehre
Germany
Phone/Fax: 0049-1234-567890
E-Mail: example@aol.com



Sex: male
Date of birth: 25.04.1990
Citizenship: German

International experience (one month or longer)

01/2001 – 04/2001 Internship at SEAT, S.A. Barcelona, Spain
09/2000 – 12/2000 Language course Centro de Lenguas Modernas de la
Univ. Granada, Spain
08/1996 – 07/1997 High school exchange student in Mechanicsburg, Pa, USA

High school education

One year attending 11th grade at Cumberland Valley High School, Mechanicsburg, Pennsylvania, USA (certificate of attendance) Average: B+
(A = excellent; B = good; C = average; D = below average; F = failure)

Six years Theodor-Heuss Gymnasium Wolfsburg, Germany
German „Allgemeine Hochschulreife“ awarded on May 27th 1999, with an average of 1,9
(1 = excellent; 2 = good; 3 = satisfactory; 4 = sufficient; 5/6 = failed)

University / college education

Not applicable.

Apprenticeship

Not applicable.

Internships / Practical training / Work experience

09/1999 – 12/1999 Training as an Emergency Medical Technician by Deutsche Rote Kreuz
09/1999 – 06/2000 Civil service work experience as an Emergency Medical Technician
01/2001 – 04/2001 Marketing internship at SEAT, S.A., Spain
04/2001 – 07/2001 Information Technology internship at Volkswagen AG, Wolfsburg

Language skills

German: mother tongue English: Advanced (TOEFL 230 points)
Spanish: Intermediate Latin: Intermediate Latin Certificate

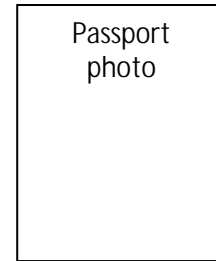
Extracurricular activities /Interests

Football

Personal Résumé (CV) for the Selection Procedure for International Business (IB)

Personal details

Last name / family name: Chow
First name(s): Lucy
Contact address: No. 15 Huijin Dongjie
Beijing 100029
China
Phone/Fax: 0049-1234-567890
E-Mail: example@iname.com



Sex: female
Date of birth: 30.10.1983
Citizenship: Chinese

International experience (one month or longer)

Not applicable.

High school education

No.1 High School in Yinchuan, China
graduated 1993, average: 92
(100-90 = excellent; 90-80 = good; 80-70 = satisfactory; 70-60 = passed; under 60 = failed)

University / college education

09.1993-07.1995 Tianjin University of Business, China
Major: Finance & Accounting (international), average 86
(100-90 = excellent; 90-80 = good; 80-70 = satisfactory; 70-60 = passed; under 60 = failed)

Apprenticeship

Not applicable.

Internships / Practical training / Work experience

12.1998-08.1999 Representative office of Aventis, Beijing ,Senior Accountant
06.1997-07.1998 Joint Venture of DaimlerChrysler, Beijing General Accountant
07.1995-06.1997 Beijing Medicine Company, China, Accountant

Language skills

Chinese: mother tongue German: good
English: fluent

Extracurricular activities / Interests

Teaching evening courses for high school students
Hobbies: Travelling, Reading, Sports