**FAQ for the study program BSBA/Digital Enterprise Management**

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<tr>
<th><strong>Which language skills are required?</strong></th>
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<tr>
<td>German language skills are not a prerequisite for this mostly English-speaking study program.</td>
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<td>Suitable knowledge of the English language are essential and must be proven in the application process. The language proficiency in English must be equivalent to at least B2+ of the Common European Framework of Reference for Languages. Detailed information can be found here. <a href="http://www.hs-pforzheim.de/De-de/Wirtschaft-und-Recht/Bachelor/dem/downloads/Seiten/Inhaltseite.aspx">http://www.hs-pforzheim.de/De-de/Wirtschaft-und-Recht/Bachelor/dem/downloads/Seiten/Inhaltseite.aspx</a></td>
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<td>Please note: Applicants with a German university entrance qualification may just proof that they were examined in English in their final exams.</td>
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<th><strong>How do I apply?</strong></th>
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<tr>
<td>The documents you have to enclose can be found in our checklist for application documents. <a href="http://www.hs-pforzheim.de/De-de/Wirtschaft-und-Recht/Bachelor/dem/downloads/Seiten/Inhaltseite.aspx">http://www.hs-pforzheim.de/De-de/Wirtschaft-und-Recht/Bachelor/dem/downloads/Seiten/Inhaltseite.aspx</a></td>
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<tr>
<td>If you wish to apply for another Bachelor’s degree at our university, please submit a separate application for admission with all required documents and use the function online application <a href="http://www.hs-pforzheim.de/De-de/Wirtschaft-und-Recht/Bachelor/dem/downloads/Seiten/Inhaltseite.aspx">http://www.hs-pforzheim.de/De-de/Wirtschaft-und-Recht/Bachelor/dem/downloads/Seiten/Inhaltseite.aspx</a> But please pay attention that all other undergraduate programs require German language skills and entail different selection criteria.</td>
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<th><strong>For which semester is an application possible?</strong></th>
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<td>The study program BSBA/Digital Enterprise Management only accepts students for the 1st semester during the winter semester. Therefore an application for the summer semester is not possible.</td>
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| **Which application deadlines are applicable?** |
|-----------------|------------------------------------------------------------------|
| May 31th        | Deadline for foreign applications from non-EU countries with foreign school transcripts. |
| July 15th       | Deadline for all other applicants. |
### How are the study places assigned?


### When will I receive a notification?

**Foreign applicants from non-EU-countries with foreign school transcripts:**
The letters of admission are expected to be sent out by the end of June.

**All others:**
The letters of admission are expected to be sent out by the end of August.

If it is advantageous if you provide a German correspondence address where we can send our notification. If admission is granted, the registration must be carried out within a few days. The postal service abroad could potentially exceed this time frame.

Should you not be able to provide a German mailing address, we would be glad to e-mail the notification.

### Which documents do I need for the enrollment?

- Enrollment application (this is made available for download on our website)
- Passport photo for student ID
- Payment proof of enrollment fees
- Proof of health insurance (the statutory German health insurance companies provide the necessary certificates)
- Any missing application documents

The required documents will be mentioned in the letter of admission.

### How can I register if I am not in Germany?

You can provide another person with the power of attorney to complete the registration on your behalf. Your enrollment documents can be submitted along with this power of attorney.

The registration is also possible by mail; Provided however that all requested documents in the letter of admission are enclosed.

### What do I have to do if I have an admission, but still have to complete voluntary service?

Please keep your letter of admission and re-submit it when you apply again. You will be entitled to a very good selection criterion and preferential choice after the end of service. To be included in the selection choice, the service end must be confirmed by 01.10. The preferential choice is possible until the second award procedure after the end of service.
### When do I receive my study certificate and student ID?
You will receive the student ID at the start of your studies. The student ID also serves as a library card, StudiTicket for train and bus, electronic wallet for the cafeteria, the university (e.g. copier) and also for university establishments (access to university buildings, library, computer labs, etc.). You can print your study certification after the enrollment process. You will receive information about this by e-mail after the registration.

### How are my chances for the waiting list?
A waiting list will come about after the end of the enrollment deadline if there are still available study places. Your rank position is noted on your rejection letter. In addition, the rank order of the most recently approved candidate is indicated in each case. Thus you can see how many candidates would have to be taken into account on the waiting list ahead of you in the corresponding ranking.