Application Form for Business Administration/Digital Enterprise Management

Please refer to the “Important Information and FAQ” document BEFORE filling out this form!!

Application for the winter semester 20______
Deadline for applicants with non-EU qualifications: 31.05.
Deadline for applicants with EU (incl. German) qualifications: 15.07.

Family Name / surname:

Given Name / first name:

For office use only
Sprachnachweis vorhanden □ ja

HZB-Note ____________ □ Ablehnung nach Vorauswahl

□ Einladung zum Auswahlgespräch

Auswahlgespräch Note ____________

Auswahlgespräch bestanden □ ja (Note Auswahlgespräch ist mindestens 4,0)

Eignungsnote ____________

Bei Bewerbern der Ausländer-Rangliste: Zusätzliches Kriterium ____________
1. Sex

☐ female  ☐ male

2. Date of Birth (day / month / year)

_____________________

3. Place of Birth

City/Town: __________________________________________ Country:_________________________________________

4. Nationality

☐ German  ☐

5. Home Address

Street and house number: __________________________________

Additional information: __________________________________

Postal code and town: __________________________________

Country: __________________________________

6. Correspondence Address (only if different from home address)

Street and house number: __________________________________

Additional information: __________________________________

Postal code and town: __________________________________

Country: __________________________________

7. Communication

Phone: ___________________________  Mobile: ___________________________

Fax: ___________________________  E-Mail: ___________________________

8. Have you been enrolled at another university in Germany?

☐ Yes  ☐ No

Name and Location: __________________________________

From: ______________ until: ______________  Degree: ☐ Yes ☐ No

☐ I was enrolled at more than one university (please list details on separate sheet)

Total number of semesters studied in Germany so far: ___________

Loss of right to examination / official de-registration: ☐ Yes ☐ No

De-registered on: ___________________________  reason: ___________________________

9. Second Degree (only degrees obtained in Germany – please include documentation)

Is the program you are now applying for your second degree? This is the case if you have already completed a degree in Germany.

☐ Yes  ☐ No
Final grade of first degree: __________________________________________

10. University Entrance Qualification (HZB)
(e.g. high school diploma or similar; qualification enabling you to attend university)

☐ international qualification (country: ________________________________) 39/ 59/79
☐ Allgemeine Hochschulreife (e.g. Gymnasium, Gesamtschule, Freie Waldorfschule) 03/06/18
☐ Fachhochschulreife (e.g. Klasse 12 Gymnasium, Gesamtschule, Freie Waldorfschule ) 60/62/64
☐ Berufskolleg zum Erwerb der Fachhochschulreife 72/75
☐ Fachgebundene Hochschulreife (e.g. Fachgymnasium, Berufsoberschule) 43/44
☐ Fachoberschule 66
☐ Fachschule, Technikerschule mit Zusatzkurs
☐ other

FOR GERMAN APPLICANTS ONLY:
Average Grade HZB Date of HZB Place HZB was acquired (district) __________

11. Vocational training / work experience
Have you completed any vocational training? ☐ Yes ☐ No
Qualification: __________________________________________
From: __________________until: ____________________
Do you have any work experience? ☐ Yes ☐ No _______ years + ____________ months

12. Checklist for the application form
The university has to be in possession of the application form as well as the certified copies of the university entrance qualification and all other documents for the selection process before the deadline. All copies and translations have to be certified by the German Embassy, consulate or other German government office in order to be valid for the application process.

Included (please note our application materials checklist)

☐ University Entrance Qualification (copy / translation certified by a German government office)
☐ English-language qualification (Germans: Abitur; all others qualified proofs, e.g. TOEFL)
☐ Curriculum Vitae
☐ Proof of professional qualification (if existing)

I herewith confirm that all information contained in this application is correct and complete. I understand that this information is the basis for the selection process and that wrong or incomplete information may result in the revocation of any offer made as well as to an exclusion from studying at the Hochschule Pforzheim. I agree that my data may be saved and used for university administrative purposes.

Place __________________________ Date __________________________ Signature __________________________