

International Business Management – Frequently Asked Questions

For applicants with a Non-German School-Leaving Certificate

Accommodation

Does the Berlin School of Economics and Law (BSEL)/HWR Berlin provide student dorms?

The BSEL does not provide student dorms, but here are a number of websites where you can find affordable apartments.

- [Studentenwerk Berlin](http://Studentenwerk.Berlin)
 - wg-gesucht.de
 - zwischenmiete.de
 - studenten-wg.de
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About the programme

Can I study the IBMAN program part-time?

The IBMAN program is a full-time program and cannot be studied part-time.

Does the BSEL offer scholarships?

No, the BSEL does not offer scholarships. It may be possible to apply for a DAAD scholarship.

- www.daad.de
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Admission

Which documents do I have to submit?

1. School-leaving certificate:

German school-leaving certificate or foreign university entrance qualification equivalent to the German school-leaving certificate. If you don't know if your school leaving certificate is valid for studies in Germany, please inform yourself on the [DAAD website](http://www.daad.de).

2. Proof of Foreign languages:

- An excellent command of English is expected of all students (B2 according to the [Common European Framework of Reference for Languages](#))
- Furthermore you have to provide proof of one of the following languages:
 - If you are a German applicant: French (B1) or Spanish (B1)
 - If you are an international applicant: German (A2).

3. Motivation letter in English (not more than 300 words)

4. Curriculum Vitae / Resume (in German or English)

5. Bonus Points

Bonus points can be obtained for time abroad, voluntary activities and/or work experience. Written proof must be submitted. Non-European applicants can also achieve bonus points by taking the TestAS.

Is there an application deadline?

For the summer semester: 15th January

For the winter semester: 15th July

Is it possible to hand in documents after the deadline?

No, only complete applications will be processed.

Would I need to pass a test in order to be accepted?

A personal interview is not part of the selection process for the IBMAN program at HWR Berlin.

Do I need to translate my documents?

Your documents have to be translated into German or English and certified by one of the following institutes:

EU documents (including German documents):

- Official certificates issued by public authorities
- Notarial certifications

- Original issuing company/authority/institute

Non-EU documents:

- German foreign consular offices
 - Original issuing company/authority/institute
 - Professionally certified by the Academic Evaluation Centre (APS, China)
 - Translation certified with apostille from countries from the Hague Convention
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How does the BSEL select the students?

We look at a combination of all the factors in your application (grades, motivation letter, bonus points). Based on this, every applicant reaches a certain amount of points. The applicants with the highest amount of points will be selected. The grades play the most important role in the selection process.

Once I have applied, how long does it take to find out if I have been admitted to the program?

Generally, after the application deadline it will take about 4 weeks before the letters of admission are send out.

I am not yet admitted into the BSEL, should I already apply for my VISA and financial aid?

As soon as you have received your admission letter to the BSEL you can apply for your VISA.

What are the tuition fees/semester fees?

There are no tuition fees at the HWR Berlin. You only have to pay the semester enrolment fees and an administration fee that also gives you free travel on Berlin's public transport system for the duration of the semester.

- [Semester Fee](#)
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Is there any age limit for University admission?

No, there is not.

Is my school leaving certificate equivalent to the one in Germany?

This can be very individual, from country to country or even between different schools within a country. If you are not sure if you can directly start your studies in Germany, please visit the German Academic Exchange Service (DAAD) website:

- www.daad.de/deutschland
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My school certificate will be issued after the application deadline. Can I still apply?

No, you will have to wait until the following semester.

How can I apply to the IBMAN Programme?

International applicants have to send their application to [uni-assist](#) if one of the following criteria applies to them:

- Prospective Students with a foreign nationality or who are stateless persons and they have acquired a university entrance qualification abroad, like High School Diploma, A-Levels, Baccalaureate, Gaokao or similar
- Applicants from EU countries and the European Economic Area, i.e. from Iceland, Liechtenstein and Norway;
- Prospective Students, who obtained the International Baccalaureate (IB);
- Germans who have acquired a university entrance qualification abroad and do not have an official approval by a German public authority that their degree is equivalent to a German one. This is also valid if you are already a student in Germany (if you e.g. changed subject/discipline or university).

If one of these criteria applies to you, please send your completed application (see link on the application form for international student applicants) to uni-assist at the following address:

Hochschule für Wirtschaft und Recht (HWR) Berlin
Berlin School of Economics and Law
c/o uni-assist e.V.
11507 Berlin
Germany

Uni-assist will check for the Berlin School of Economics and Law whether the following basic requirements are fulfilled. In case of a positive processing uni-assist will transfer your application to the HWR Berlin for further processing. The HWR Berlin will finally decide upon your admission.

What is uni-assist?

[Uni-assist](#) is a certification office founded to make the application procedure for international student applicants easier and at the same time to support German universities in the selection of their international students. All applicants wishing to study at one of the member universities of uni-assist must send their applications to uni-assist rather than to their chosen university.

Uni-assist will check for the Berlin School of Economics and Law whether the following basic requirements have been fulfilled.

All applications that meet the general admission requirements will be forwarded electronically to the BSEL and are then processed in the universities' individual admissions procedures.

Please notice that uni-assist charges a [processing fee](#) according to the number of universities you want to apply to.

Language certificates

Which English test would I need to pass? Are there any equivalents?

English test:

Any test with a score equivalent to the level B2 of the Common European Framework of Reference for Languages (CEFR) can be accepted, such as those:

- TOEFL (Test of English as a Foreign Language), 550 points (Paper Based Test), 213 points (Computer Based Test), 79 points (Internet Based Test)
- IELTS (International English Language Testing System), minimum 5.0 points
- TOEIC (Test of English for International Communication), minimum 800 points
- ELSA (English Language Skills Assessment), minimum 383 points (Advanced/Advanced High)
- CPE (Certificate of Proficiency in English), all levels
- BEC Higher (Business English Certificate), BEC 2
- CAE (Certificate in Advanced English), all levels
- FCE (First Certificate of English), min. level C

The following is accepted as equivalent:

- A minimum of one year spent at a school, university or other institution where the language of tuition was English (Please provide proof)

Please be aware that we can only accept language proficiency proofs that are not more than 5 years old!

Which level of German is required for international applicants, whose native language is not German?

All tests with a score equivalent to **level A2** of the [Common European Framework of Reference](#).

The following is accepted as equivalent:

- A minimum of 200 German language lessons at the time of application (Please note: Confirmation of enrolment in a language course or a confirmation of participation without a grade or evaluation will not be accepted as equivalent)

Please be aware that we can only accept language proficiency proofs that are not more than 5 years old!

Would an evaluation of my high school language teacher qualify as a language proof?

Yes. The formal requirements for German (200 hours) can also be achieved during school time. (Please provide proof)

Working in Germany

Are full time international students allowed to work?

For international students from non EU countries, this depends on your Visa conditions. Please refer to the immigration authority:

- [Berlin Foreigners Registration Office](#)
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