

## Information on the Admission Process of the Study Programme

### International Business Management (B.A.)

Admission to the study programme International Business Management (IBMAN) is based on a selection procedure. Within this procedure, only applicants complying with the following requirements will be considered:

#### 1. **University entry qualifications**

- Academic qualifications meeting the general requirements for admission to a University or University of Applied Sciences

- professional qualifications allowing University admission as specified in §11 of the Law on Institutions of Higher Education in the State of Berlin (Berliner Hochschulgesetz - BerlHG)

**All applicants with a non-German university entrance certificate have to apply and obtain recognition through uni-assist (<https://www.uni-assist.de/en/>).**

#### 2. **Foreign Language Proficiency**

The International Business Management programme has a strong international focus with regards to both content and language. The language of instruction of the entire programme is English. Hence, the admission to the programme is amongst others bound to the fulfilment of certain minimum foreign language proficiencies. Apart from excellent English skills, applicants whose native language is not German need to bring proof of basic German skills. Applicants with German as their native language need to prove proficiency in either French or Spanish next to English.

#### 3. **Motivation Letter**

The application must contain a motivation letter in English explaining clearly why the applicant has chosen to study International Business Management. The letter should not exceed 300 words/ one A4 page.

#### 4. **Curriculum Vitae / Resume**

The application must contain a CV / resume in English or German language of about the length of one page.

## **Application notices**

### **1. Foreign language requirements**

#### **English:**

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): min. 5.0 points

TOEIC (Test of English for International Communication): min. 800 points

ELSA (English Language Skills Assessment): min. 383 points (Advanced/Advanced High)

CPE (Certificate of Proficiency in English), all levels

CAE (Certificate of Advanced English), all levels

FCE (First Certificate of English), min. level C

BEC Higher (Business English Certificate), min. BEC 2

or all tests with a score equivalent to at least level **B2** of the Common European Framework of Reference for Languages (CEFR).

#### ***The following can be accepted as an equivalent (please provide proof):***

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

#### **German:**

International applicants whose native language is not German have to study German as their second foreign language as part of the programme and hence need to show basic German skills. All tests with a score equivalent to at least the level **A2** (i.e. test "Start Deutsch 2" at the Goethe Institut) of the Common European Framework of Reference for Languages will be accepted.

#### ***The following can be accepted as an 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)

## French or Spanish

All tests with a score equivalent to at least the level **B1** of the Common European Framework of Reference for Languages will be accepted.

### *The following can be accepted as an equivalent:*

- A minimum of one year spent at a school, university or other institution where the language of instruction was French or Spanish
- French-/Spanish-advanced class or equivalent
- 4 years of French respectively 3 years of Spanish classes in school until the upper-level of secondary school (regardless of the mark)
- Evidence that French or Spanish is the native language

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

## 2. Bonus Points

In order to enhance their chances of admission, applicants can obtain bonus points under certain conditions.

Applicants from **Germany** or another **EU country** might receive bonus points for

- a stay at a school or university abroad or work experience (e.g. internships, practical training) abroad (please provide proof)
- social, cultural or other voluntary commitment (please provide proof)
- an apprenticeship or work experience (please provide proof)

Applicants from **outside the EU** might obtain bonus points for

- taking the aptitude test Test AS ([http://www.testas.de/en/index\\_en.htm](http://www.testas.de/en/index_en.htm)) and/or
- social, cultural or other voluntary commitment (please provide proof)
- an apprenticeship or work experience (please provide proof)

## 3. Checklist of Application Documents

- uni-assist application form (for applicants without German qualifications) or online application form (for applicants with German qualifications)
- copy of ID
- proof of school-leaving certificate in certified copies (applicants with a non-German school leaving certificate need to send a certified copy of the certificate in the original language as well as a certified translation into German or English to uni-assist)
- proof of English language and French / Spanish or German language skills in certified copies
- letter of motivation in English
- Curriculum Vitae in English or German
- if applicable: proofs related to bonus criteria

Please submit certified copies. We accept authentications from the following institutions:

- Outside Germany: German embassies or consulates and those authorities or notaries in the home country which can hand out official certification
- In Germany: the national embassy or consulate of the country where the certificate was originally issued, or Bürgerämter

#### 4. Online Application

Applicants without a German qualification need to apply via uni-assist by registering their application with uni-assist online as well as sending all relevant documents **directly** to uni-assist. Uni-assist will check the educational qualifications as equivalent or equal to the appropriate German qualification and forward the application to us.

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<http://www.uni-assist.de>

E-Mail: [service@uni-assist.de](mailto:service@uni-assist.de)

Contact: <https://www.uni-assist.de/online/Frontend/Kontaktformular/index?lang=en>

Applicants with a **German Abitur** apply directly via the website of the HWR <https://www.hwr-berlin.de/studium/bewerbung/bewerbungsverfahren/> and send their documents to the Study Office „International Business Management“ at the Faculty of Economics and Law.

HWR Berlin  
Studienbüro IBMAN  
Badensche Straße 50-51  
10825 Berlin

#### Status of your application:

Please note that due to the large number of applications we cannot give individual information about the status of your application. If you send a stamped postcard with your application, we can confirm the reception of your documents (only applicable to applicants with a German school leaving certificate who apply directly to the HWR Berlin).

Admission letters will presumably be sent out in mid to late February (summer semester) and mid to late August (winter semester).

Rejection letters will presumably be sent out in mid to late March (summer semester) and mid to late September (winter semester).