

Applying for admission to the NGO Master's Program (Business Administration)

To apply for this program, you should submit a complete application. This includes the completed application form and several certified items that are mentioned below. These items should be sent by post to this address:

**Hochschule Bonn-Rhein-Sieg,
Registrar's Office,
53754 Sankt Augustin,
Germany**

Deadlines for application

The program can be started in winter semester only.

Applicants must submit their applications for the **WS 2010/2011 by May 31st 2010**.

Please do not use any folders when you submit documents.

Application documents checklist

- Application form (completed and signed) including the passport photo
- Certified copy of university transcripts (including translation into English OR German)
- Certified copy of university degree(s) (including translation into English or German)
- Original Certificate of the APS (concerns applicants from China, Mongolia and Vietnam)
- Certified Copy of Proof of one year work experience
- Proof of English language proficiency (TOEFL – Institute Number 7977 - or IELTS) or a confirmation letter from your university that your program was taught in English.
- Copy of valid passport
- A current CV
- In the case of previous studies in Germany, the matriculation and exmatriculation certificates

Important Information

Certification

The documents attached to the application must be translated into either English or German. Please send certified photocopies of these translations and of the originals. Any public office that has an official seal may certify the copies. This includes government offices (*Einwohnermeldeamt* in cities), parish offices, and notaries. Certification **cannot** be performed by banks, lawyers, auditors, bookkeepers, or clubs. Notarised certification may also be used.

The minimum requirements for official certification are:

1. A seal that certifies that the copy corresponds to the original (certification),
2. The signature of the certifier and
3. The imprint of the official seal. A seal usually contains an emblem. A simple printed stamp is not adequate.

If the copy consists of several separate sheets, then it must be demonstrated that each page comes from the same document. Should the certification seal and the signature appear on only one page, then the pages must be placed together, stapled, and then stamped so that each page receives part of the impression from the seal.

Each page can also be certified separately. In this case please make sure that each page of the original contains your name. If it is not given on each page, then it must be included in the certification along with an indication of the document type.

If there is a copy on the front and back of each sheet of paper, then the certification seal must also include the front and backsides of the paper (e.g. "I hereby certify that the front and back pages of this copy correspond to the original"). If this is not the case, then the front and back pages must be certified separately. If the certification does not fulfil the above standards, then your documents cannot be recognised.

Tuition fees and semester contribution

The tuition fees are 3300 euro per semester and the semester contribution (includes the semester ticket for public transport) are currently 173.60 euro. It is possible to apply for a scholarship. In this case the tuition fees can be reduced to 1950 euro.

Guidelines for filling out the application form

In the application for admission and enrolment, the fields on the right –hand side of the page "For office use only" should n o t be filled out! Please use BLOCK CAPITALS when completing the application.

Section A. Personal Information

11. BRSU e-mail account

BRSU offers each student the option to use the computers of the university. In addition to standard applications, you can use the Internet and send and receive e-mails with your own e-mail address. In addition, you will have the opportunity to dial into the Hochschule computer network. This makes it possible to use the Internet from your own computer.

In order for you to be able to use these opportunities, your personal information must be recorded and administered. We need your agreement to do this and therefore request that you enter your first and last names (legibly). If you have several first names, then we would request that you choose only one first name for your e-mail address.

When you enter information in this field you declare that this data for automatic account generation for an e-mail address can be administered electronically: first name, last name, department, and location of studies.

Section B. Educational Background

Your degree and transcripts should be enclosed with your application as follows:

- a) If an original transcript is not in English or German, both the official transcript and the translation should be submitted together and the two documents should be jointly certified to demonstrate that the translated document corresponds to the original.
- b) If a diploma/degree conferral is not in English or German, submit a photocopy of the original and its translation, following the guidelines above for transcripts not in English or German.

2. Studies in Germany

In accordance with regulations, please include the certificates that are listed below with your application. This information provides us with the information on the total number of semesters you were registered and the time period in which you were registered as a student.

- a) Matriculation certificate
- b) Certificate of removal from the register of students.

Section D. Language Skills

Applicants for this English language degree program must possess the necessary knowledge of English. Proof of the necessary knowledge can be provided by, for example, TOEFL scores. The necessary knowledge of English can be demonstrated by a TOEFL score of at least 557 points for the paper test or at least 220 points for the computer test or at least 83 points for the Internet test. Alternatively, an overall score of at least 6.5 in the academic stand of the IELTS or an equivalent performance in another language test may be accepted. For applicants who have acquired their university admission qualification in English outside of Germany, presentation of suitable certificates is adequate to demonstrate knowledge of English. All information you provide here must be demonstrated by suitable proof in the form of the original.

Matrikelnummer

APPLICATION FORM

NGO Master's Program (Business Administration) - Winter Semester 2010

A. Personal Information

1. Name: as it appears on your passport	<table border="1"> <tr> <td colspan="2">Last</td> </tr> <tr> <td>First</td> <td>Middle</td> </tr> </table>	Last		First	Middle	FOR OFFICE USE ONLY Hochschule Bonn-Rhein-Sieg				
Last										
First	Middle									
2. Date of birth:	<table border="1"> <tr> <td>Day</td> <td>Month</td> <td>Year</td> </tr> </table>	Day	Month	Year	3. Gender: <table border="1"> <tr> <td>Male</td> <td>Female</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	Male	Female	<input type="checkbox"/>	<input type="checkbox"/>	Bewerbernummer
Day	Month	Year								
Male	Female									
<input type="checkbox"/>	<input type="checkbox"/>									
4. Place of birth:	City, Country		<input type="radio"/> Unterlagen vollständig							
5. Nationality:	Country		Fehlende Unterlagen							
6. Country of residence:	Country		Rückmeldesperre							
7. Correspondence address:	<table border="1"> <tr> <td colspan="2">Street address & Apt. No.</td> </tr> <tr> <td>City, State, Zip</td> <td>Country</td> </tr> </table>		Street address & Apt. No.		City, State, Zip	Country	Grund Semester			
Street address & Apt. No.										
City, State, Zip	Country									
8. Permanent address:	<table border="1"> <tr> <td colspan="2">Street address & Apt. No.</td> </tr> <tr> <td>City, State, Zip</td> <td>Country</td> </tr> </table>		Street address & Apt. No.		City, State, Zip	Country	Krankenversicherung			
Street address & Apt. No.										
City, State, Zip	Country									
9. Phone:	<table border="1"> <tr> <td>Country code</td> <td>Area code</td> <td>Number, ext.</td> </tr> </table>		Country code	Area code	Number, ext.	<input type="radio"/> pflichtversichert				
Country code	Area code	Number, ext.								
10. E-Mail:	name@domain		<input type="radio"/> versicherungsfrei, befreit							
11. BRSU E-mail Account:	First name Last name		Semesterbeitrag (173,60 €)							
			Eingang am							
			Studiengebühr (3.300 € oder 1950 €)							
			Eingang am							
			Stipendium							
			<input type="radio"/> ja <input type="radio"/> nein							

B. Educational Background

Please list all institutions of university/college level attended since high school, regardless of the length of attendance. Begin with the most recent one. Please do not interpret grading scales by attempting to convert your country's system into the German or the US scale. In addition, do not translate your official academic degree. *If you have studied in Germany, please jump to the section "2. Studies in Germany" below.*

1. Studies outside of Germany

University name		From (mm.yyyy)	Until (mm.yyyy)
Location of the university (city and country)		Length of studies	
Major field of study	Degree conferred	GPA or %	
Thesis topic (if applicable)			

University name		From (mm.yyyy)	Until (mm.yyyy)
Location of the university (city and country)		Length of studies	
Major field of study	Degree conferred	GPA or %	
Thesis topic (if applicable)			

2. Studies in Germany

Name & location of the university (city)		Type of university (Universities, Fachhochschule,...)		
Major field of study		Degree conferred		
Enrolled on (mm.yyyy)	Exmatriculated (mm.yyyy)	Semesters on leave	Semesters in internship	Total number of semesters enrolled
SS (yy) / WS (yy)	SS (yy) / WS (yy)	Examination (dd.mm.yyyy)		Examination results Not Passed Passed <input type="checkbox"/> <input type="checkbox"/> Grade

The completeness and the correctness of the information on your current and previous registration at a university in the Federal Republic of Germany is ensured by oath when you sign your name (§ 4 Vergabeverordnung NRW). Admission that is granted based on incorrect or incomplete information will be withdrawn.

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HZB für Master

Ja

Notendurchschnitt

.....

Nein, weil

Exmatrikulation zum

.....

Hochschulsemester einschl. des beginnenden Semesters

.....

Urlaubssemester

.....

C. Employment History

Please list all full-time work experience since undergraduate graduation that you will have as of August 2008..

from (mm.yyyy)	until (mm.yyyy)	Employer	Location
		Job title, Department	
from (mm.yyyy)	until (mm.yyyy)	Employer	Location
		Job title, Department	
from (mm.yyyy)	until (mm.yyyy)	Employer	Location
		Job title, Department	

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Einjährige Berufstätigkeit nach Studienabschluss nachgewiesen:

- Ja
 Nein

D. Language Skills

If your native language is not English, or you cannot present proof of English as the language of study at the university, you are required to take a test of English. The program is entirely in English and no knowledge of German language is required.

Englischkenntnisse ausreichend:

Please enter the code **7977** on your answer sheets when you sit for the TOEFL examination. You should also enter the code on Score Report Request Forms (for tests previously taken). These scores will then be sent to us from Educational Testing Service.

- Ja
 Nein

1. Score	Test type (TOEFL Internet or paper or computer; IELTS)	Test date (mm.yyyy)	Total

2. What is your native language?

3. What other languages do you speak? Please indicate your level of proficiency.		Level
		Level
		Level
		Level

E. Graduate Record Examinations (GRE) (Optional)

A GRE test (see <http://www.gre.org>) is not required for admission. In case you have already passed the test, you may present your results here. Please enclose a photocopy of your official test results.

GRE score	Test date (mm.yyyy)	Verbal	Quantitative	Analytical	Total

F. Additional Information

1. To which other universities/program have you applied? (*Optional*)

University name and location and the program to which you have applied

University name and location and the program to which you have applied

University name and location and the program to which you have applied

2. How did you learn about the NGO program?

Information source about NGO

3. How do you plan on financing your studies?

Financing

Family/Personal

Bank loan

Scholarship

Sponsor

Other

4. Do you apply for a scholarship at BRSU to reduce the tuition fees?

yes

no

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G. Letter of Intent

The following essay gives you the opportunity to provide more information about yourself.

What is your motivation to join the NGO program at BRSU? What are your plans after completing this program? Tell us, for example, about extracurricular activities at universities or in your community, your awards, publications, experience abroad, or hobbies.

Declaration by the applicant:

1. I hereby declare **under oath that** the information I have provided on my former or present registration at a university in the Federal Republic of Germany is correct. Furthermore, my signature confirms the correctness of the information provided.
2. I affirm that I have not passed the examination foreseen in the *Prüfungsordnung (examination regulation)* for the degree program applied for at another university in the Federal Republic of Germany.
3. I affirm that the information I have provided is correct and complete and that I have received and read the application guidelines. I will immediately inform the *Studierendensekretariat (Registrar's office)* of any change in my address or my personal status.

Notes:

1. All certificates and transcripts are to be submitted as certified copies.

Incorrect or incomplete information in this application may lead to exclusion from the application process. Admission to study, if granted on the basis of false or incorrect information, will be withdrawn; this may lead to a cancellation of enrolment.

2. The legal Basis for this application is the law on universities of the state of North-Rhine-Westphalia (Hochschulgesetz - HG) of 31 October 2006 (GV. NRW. S. 474), the registration regulations of the Hochschule Bonn-Rhein-Sieg in their current valid version, and the law on statistics for universities (Hochschulstatistikgesetz HStatG) of 02.11.1990 (BGBl.I S.2414) along with the law on personal data protection (Datenschutzgesetz Nordrhein-Westfalen DGS NW) in the version of 09.06.2000 (GV NRW S. 542/SGV NRW 20061). In accordance with this law, your personal and factual information is to be kept confidential by those entitled to access to this information. University offices which receive this data directly from students are permitted to pass on details (with the exception of names and addresses) to those responsible at federal and state offices and to persons and places determined by said offices, provided that confidentiality is not endangered – and to the statistical offices for scientific purposes. Your personal details, including name and address, may also be used by the university in automated processes for the proper fulfilment of the tasks of the university and by the new university for their internal purposes should you transfer to another university. The obligation of confidentiality shall also apply to those places and persons who receive the details.

Place, date: _____

Signature: _____

Your application for admission shall be excluded from the assignment process for a place of study if the signature is missing.