

# Your study contract

## This is how you register for your online studies:


Fill in, sign, attach documents and send them to us:

IU Internationale Hochschule GmbH, Albert-Proeller-Str. 15-19, 86675 Buchdorf, Germany

In case you have further questions, please contact us via email: [info-international@iu.org](mailto:info-international@iu.org)

## Personal data

Salutation Mr.	First name ALEMNEW	Last name SHIBABAW	
Street WINDHOEK WEST,FLORENCE NIGHTIG		House number FLORENCE	Country Namibia
ZIP code Private bag 5552	City WINDHOEK		Nationality Ethiopian
Date of birth 20.04.1987		City of birth	Country of birth
Phone number +264816981641		E-mail alemnew97dessie@yahoo.com	

 Please enter a valid e-mail address so that we can send you your login data for myCampus, your digital learning platform.

## I was recommended by / redeem the following discount code

First name	Last name
E-mail	Discount ROW75

**Course of studies:** (Desired study programme and desired duration of studies)

Study programme M.Sc. Data Management - 120 ECTS - en	Time model 24 months (Full-Time)	Desired start date 01.03.2023
<b>Tuition fees</b>		
Tuition fees of the study programme (24 months)		18.000,00 €
Graduation fee		0,00 €
<b>Your discount</b>		
Discount code		13.500,00 €
<b>Fees total</b>		<b>4.500,00 €</b>
<b>Your tuition fees</b>		
Payment method		Monthly payment
Rate <sup>1</sup>		187,50 €
Graduation fee <sup>2</sup>		0,00 €

<sup>1</sup>Prices are subject to change, see costs on [www.iu.org](http://www.iu.org)

<sup>2</sup>The graduation fee is due upon registration for the final examination (colloquium). However, this can be omitted within the scope of discount campaigns (see Terms and Conditions).

**Payment is made by:**☒ Zoho

Zoho is a payment subscription solution with over 30 million users worldwide. They are highly trusted and are used by IU to organise monthly payments for students. Zoho gives you a number of ways to pay which include credit card payments.

**Pre-studies at a university**☒ I have studied at a university before☐ I have never studied at university before

## General terms and conditions

### 1. Conduct of the study programme

#### 1.1 Programme designation and degree

IU International University of Applied Sciences (hereafter: IU) is committed to implementing the distance learning programme, as stated on page 1, in line with the valid study and examination regulations. The respective valid study and examination regulations of the underlying source study program also apply to participants and thus also to the periods in which the participant does not yet hold the official student status. The contract is legally binding once the electronic confirmation of acceptance of the IU has been sent. Upon completing the study programme successfully, the student will acquire the academic title dependent on the chosen study programme in line with the valid study and examination regulations. The content of the offered courses and the respective time period correspond to the module handbook and curriculum, which is made available to the student in a suitable form. This contract applies for Bachelor and Master programmes. Where necessary, differences in terms of use between Master and Bachelor programmes are mentioned.

The IU points out that in the case of newly introduced study programmes, there may be a restriction regarding the availability of study content in higher semesters, also in the case of newly introduced study programmes, the free choice of the sequence of study contents cannot always be guaranteed. Notwithstanding this, the IU guarantees that the contents of the respective degree programme can be completed within the underlying standard period of study.

#### 1.2 Changes to the course plan

The IU reserves the right to modify study plans, if it is in the interest of the students and if said modifications are in correspondence with the educational objectives of the study programme.

#### 1.3. Admission to studies

For study programmes where English is the language of instruction: the student must provide proof of English proficiency. The required proof of English proficiency is not a condition precedent and shall not affect the validity of this agreement. Failure to demonstrate proficiency in English may result in forced de-registration from the study programme. For study programmes where Spanish is the language of instruction: the student must provide proof of Spanish proficiency. The required proof of Spanish proficiency is not a condition precedent and shall not affect the validity of this agreement. Failure to demonstrate proficiency in English may result in forced de-registration from the study programme. This does not affect the fact that a certain understanding of English is a prerequisite for certain examination performances, as described under 4.3 of these conditions.

For Bachelor programmes:

(1) Enrolment and admission to studies shall be in accordance with the provisions of the Admission Examination Regulations (AZE) and other applicable regulations of the IU that are in force at the time.

(2) Applicants begin their study programme with the status of participant. Applicants shall only become registered students once they have successfully completed the required courses of the Online Degree Saver Programme to an extent of 50 percent of the credit points specified for completion of their chosen Bachelor study programme, as well as have fulfilled all admission requirements and submitted all necessary documentation in accordance with "Regulations for examinations for access to bachelor's and master's degree programs" (Ordnung für Prüfungen zum Zugang zu Bachelor- und Masterstudiengängen (OZBM)). Examination achievements taken as a participant are fully recognized as part of the study programme.

(3) The provisions of this distance learning contract also apply to participants even if the term "student" is used.

For Master programmes:

(1) Enrolment and admission to studies shall be in accordance with the provisions of the Admission Examination Regulations (AZE) and other applicable regulations of the IU, that are in force at the time.

(2) Applicants begin their study programme with the status of participant. Applicants shall only become registered students once they have successfully completed the required courses of the Online Degree Saver Programme to an extent of 50 percent of the credit points specified for completion of their chosen Masters study programme, as well as admission courses if applicable in accordance with the General Examination Regulations (APO), as well as have fulfilled all admission requirements and submitted all necessary documentation in accordance with "Regulations for examinations for access to bachelor's and master's degree programs" (Ordnung für Prüfungen zum Zugang zu Bachelor- und Masterstudiengängen (OZBM)). Examination achievements taken as a participant are fully recognized as part of the study programme.

(3) The provisions of this distance learning contract also apply to participants even if the term "student" is used.

#### 1.4 Minimum Number of Students

The IU reserves the right to withdraw from the distance learning contract by declaration in text form no later than four weeks before the start of the study programme, or to postpone the start of the study programme, if the minimum number of 12 students for the study programme selected on the cover sheet has

not been reached by this time. Any advance payments already made will be refunded in full.

In the event of a postponement of the start of studies, the student has a right of withdrawal, which (s)he can exercise within four weeks after a declaration by IU to this effect, also using the text form. The declaration must be addressed to service-online@iu.org.

#### 1.5. Status of the Student

Participants will receive the official registered student status after the official start of the selected study program. This is once they have successfully completed the required courses of the Online Degree Saver Programme to an extent of 50 percent of the credit points specified for completion of their chosen Bachelor study programme, as well as have fulfilled all admission requirements and submitted all necessary documentation in accordance with "Regulations for examinations for access to bachelor's and master's degree programs" (Ordnung für Prüfungen zum Zugang zu Bachelor- und Masterstudiengängen (OZBM)) including the correct documents.

If required, Master applicants must complete the admission courses successfully, as is stated in section 1.3 according to the Regulations for examinations for access to bachelor's and master's degree programs (Ordnung für Prüfungen zum Zugang zu Bachelor- und Masterstudiengängen (OZBM)) before starting the Online Degree Saver Programme. Until these requirements are completely fulfilled the student will only be registered as a participant and not as an official student.

### 2. Contract duration

#### 2.1 Contract duration

The contract has a defined duration, as stated on page 1. The contract starts on the date stated on page 1 and ends after the duration stated on page 1, without any notice of termination.

A student, who is unable to provide the documents required to prove his or her university entrance qualification or the documents required for admission to the selected degree programme in accordance with the Admission Examination Regulations (AZE) in force at the time in question in the required form prior to the commencement of the contract, the participant is provisionally granted access to the contents of the programme at a charge. The contract period specified on page 1 will not be changed by the subsequent submission of the documents.

The participant is obliged to submit the documents to the IU by postal mail until the successfully completion of the required courses of the Online Degree Saver Programme to an extent of 50 percent of the credit points specified for completion of their chosen study programme or until the end of the extension/pause if the participant has requested an extension/pause of his/her study programme according to section 2.5.

If this is not done in due time or if the participant does not meet the required admission requirements for studies in accordance with the provisions of the Admission Examination Regulations (AZE) and other applicable regulations of the IU that are in force at the time by then, the participant cannot be enrolled in the chosen study programme, he/she will not receive student status and the study contract ends at the end of the Online Degree Saver Programme or if applicable at the end of the extension/pause according to section 2.5. without any notice of termination being required.

#### 2.2 Contract extension for students lacking performance records

If the student does not acquire all necessary performance records within the contract duration agreed upon on page 1, the contract will automatically extend by a maximum of 12 months free of charge. If the duration of the contract is reduced due to the recognition of prior achievements and qualifications within the framework of the study and examination regulations, the contract is automatically extended free of charge by a maximum of 12 months from the premature termination date of the teaching contract specified in the notification of recognition. All services can continue to be used for this period and exams can still be taken without any additional costs, if at this point of time the payable monthly fees agreed upon on page 1 were paid in full already.

After these months, the student may request in text form that the contract be extended, subject to a charge. For the period of the fee-based extension of the contract, course fees must be paid in return for the continuation of use of the equipment and offers from the IU. Details are regulated by a separate agreement to be finalized for the contract extension. IU reserves the right to adjust the tuition fees to the current level (to increase or to decrease) in case of an extension following the standard period of study as well as the free extension period. In the event of a fee-based extension of the duration, the tuition fees that were valid at the time of commencement of studies are not automatically applied.

The discount related to the tuition fees due to participation in the Online Degree Saver Programme does not apply to any contract extensions beyond the standard period of study and the 12 months free extension regardless of the reason for which the contract extension occurs.

If the student does not submit an application in time, the study contract will end without any notice of termination and the student will be exmatriculated if the official student status has been acquired by that time.

The IU may reject the application for a contract extension in justified cases.

### 2.3 Regular termination of contract

The contract may be terminated with six weeks' notice for the first time at the end of the first six months. After the end of the first six months, the contract can be terminated at any time with three months' notice to the end of a full month in relation to the start of the contract. Notice of termination must be given in text form (e.g. by request for termination in the learning platform or by e-mail).

### 2.4 Immediate termination of contract

The right to an immediate termination of the contract for a reasonable cause remains unaffected. Important, justified causes for the student to qualify for immediate termination particularly include proven, unexpected unemployment, life-threatening illnesses as well as the death of a student. A change in the study programme, relocation, failed exams, financial or family reasons are not justified causes for immediate termination.

If admission to the study programme expires, is revoked, or cancelled after the conclusion of the contract, the student can terminate without observing the two weeks' notice period.

Justified causes for the IU to qualify for immediate termination particularly include outstanding tuition fees, breaches against the IU's examination rules, a student's criminal actions at the expense of the IU, or if it is foreseeable, that a necessary (re)accreditation or admission of the study programme is not granted.

The IU is allowed to terminate the contract without any time of notice if the student is not able to provide the university all needed documents that are necessary for the final inscription by the end of six months after the start of the contract.

### 2.5 Leave of absence

In the case of illness or for other proven personal reasons, students with an official student status may apply for a leave of absence for a period of six months. In principle, the leave of absence can take place at the beginning of the second semester at the earliest, meaning six months after the programme has commenced.

During the Online Degree Saver Programme, the participant may apply for and take a maximum of two six-months leaves of absence, leading to a maximum total period of one year, whether or not the leave of absence is taken consecutively. A leave of absence beyond this period during the Online Degree Saver Programme is not possible. In principle, the leave of absence can take place at the earliest six months after the Online Degree Saver Programme has commenced.

The bilateral rights and obligations of this contract lapse in this case for the duration of the leave of absence. The obligation to pay the total tuition fees in accordance to section 3.1 - 3.3. remains after leave of absence to the student has been granted. If a leave of absence is granted to the student/participant, the monthly rates stated on page 1 of this contract must be paid beyond the agreed duration of the contract until the total amount of the monthly fees stated on page 1 are paid in full.

The application for a leave of absence can be carried out with two weeks' notice before the intended start of the leave of absence based on the month with regard to the start of the study and must be in text form. The study contract cannot be terminated during a granted leave of absence. When applying for a leave of absence, the "Information for a leave of absence" and/or the "Information for a leave of absence due to maternity leave or parental leave" becomes an integral part of the distance learning contract.

### 2.6 Failing essential examinations

In the event that a student/participant definitely fails an exam, which is necessary to pass in order to successfully complete the study programme, the teaching contract ends without having to be terminated upon final failure.

In this case the student will be exmatriculated if he/she has acquired the official student status.

### 2.7 Failing to complete 50 percent of credit points as a participant with Online Degree Saver programme

If a participant fails to complete the required courses of the Online Degree Saver Programme to an extent of 50 percent of credit points specified for completion of the chosen study programme she/he will receive a certificate including subjects and grades. The same holds true if a participant decides not to continue in his/her chosen programme after successfully completion of the Online Degree Saver Programme, that means after successfully completing 50 percent of credit points specified for completion of their chosen programme. ECTS cannot be granted during the Online Degree Saver Programme. Moreover, ECTS cannot be granted if enrollment to the chosen programme was not possible due to lacking of fulfillment of requirements necessary for admission in accordance with the Admission Examination Regulations (AZE) and other applicable regulations of the IU in force at that time or if the student has not provided the documents required to prove his/her university entrance qualification or the documents required for admission to the selected degree programme in accordance with the Admission Examination Regulations (AZE) and other applicable regulations of the IU in force at the time in the required form. ECTS can only be granted after completion of the Online Degree Saver Programme and if the admission requirements are met and proven in accordance with the valid Admission Examination Regulations (AZE) and other applicable regulations of the IU.

### 3. Tuition fees

#### 3.1 Cost models per model of study

The total cost of the chosen programme depends on the chosen time model. The total costs of the chosen programme are dependent on the chosen model of

study. In the case of a time model change during the study programme, the tuition fees valid for the time model change at the time of application are taken as the basis.

#### 3.2 Tuition fees

The total costs for the chosen study programme are stated on page 1 of the study contract.

#### 3.3 Payment method and deadline

The tuition fees are payable monthly and are due in arrears at the end of each month. If a SEPA direct debit mandate is in place, the tuition fees will be debited retrospectively at the end of each month. Otherwise, students are obliged to transfer the tuition fees to IU retrospectively at the end of each month. Payment of tuition fees shall be made for the first time after expiry of the revocation period. The fee shall be payable exclusively in Euro currency, regardless of whether or not the student's place of residence is located within the Euro currency area. All and any charges due to fee payments abroad shall be exclusively paid by the student.

The graduation fee must be transferred by the student until the date of the final exam. The graduation fee must be paid within fourteen (14) days after registering for the final examination (colloquium). If the student wants to take the final examination (colloquium) before the end of the contract duration decided upon in Section 2.1., the outstanding tuition fees for the remainder of the course, until the end, must be paid in full before the date of the colloquium. Changes in the amount of tuition fees may result in case of discount campaigns in effect at the time of registration.

#### 3.4 Recognition of prior learning and qualifications

Upon receiving student status, prior learning and qualifications can be recognized within the framework of the study and examination regulations.

The sole consequence of a recognition of prior learning and qualifications is that recognized modules do not need to be taken again by the student. All other parameters of the contract remain unchanged.

The student will be informed about recognition of prior knowledge and qualifications within the framework of the study and examination regulations by means of a notice of recognition.

### 4. Duties of the student

#### 4.1 Paying the course fees

If the tuition fees cannot be paid fully and on time by the student, the IU is entitled to charge any applicable fees to the student's invoice and claim them. Regardless of this, the IU is entitled to terminate the contract due to extraordinary reasons, if the student is in default with fee payment. If the student decides to make an advance payment before the start of the studies, he/she is only entitled to the granting of an advance payment discount if the full payment amount has been received on the IU account by the expiry of the right of withdrawal.

#### 4.2 Examinations

If the student must repeat an examination due to attempted cheating or the submission of something which has been plagiarized, an additional payment of 300.00 Euro incurs for every examination that must be reset.

Within 24 months of allocating the corresponding course, the student must take all the relevant examinations listed in the module handbook, even if just as a first attempt. If the student does not take the examinations or does not even attempt to take them for the first time within the 24 months after the allocation of the course, all assessments taken up until then will be deemed void and must be taken again within 12 months. Furthermore, the course will have to be repeated, which is subject to charges.

#### 4.3 Consent to submit academic achievements via online-tools

The student is aware that in order to ensure the smooth running of online examinations, a knowledge of English is necessary to a small extent, as communication with the proctors (examination invigilators) is only possible in English.

In some cases, the submission of academic achievements within certain modules or courses must be undertaken via the usage of online tools, which need to process data also outside of the EU. The details of the data processing are explained in separate information sheets.

#### 4.4 Verification by plagiarism software

In order to enable IU to verify his/her examination by plagiarism software, the student is obliged to provide an electronic copy of his/her examination. The actual document must be submitted as an electronic copy and in a readable format (e.g. DOC, DOCX, PDF, RTF) and must not contain any personal details (without a cover page, personal statements, dedications, signature, etc.).

The student acknowledges that the IU and third parties, which are specially commissioned by IU, have the right to use his/her work for this purpose.

#### 4.5 Copyright protection

All study content and media are protected by copyright. Any use for purposes other than contractually permitted is prohibited and requires the prior written consent of the copyright owner. This applies in particular to making these available via the internet, duplication and disclosure to third parties. Saving and printing the study content and media for personal purposes is permitted.

#### 4.6 Other duties

The student agrees to be bound by the valid General Examination Regulations as well as the IU's study and examination regulations of the named study programme (page 1), the IU library user code (LIS Rules and Regulations) and the guidelines for online-examinations and online-presentations.

#### 4.7 Additional costs for selected bachelor programmes

The completion of some courses of study requires the student to purchase certain technical equipment. The purchase of this equipment is not included in the tuition fees. These additional costs are incurred for the following degree program: B. Eng. Electrical Engineering. The costs and necessary technical equipment are in detail: approx. EUR 200.00 for the purchase of an electrical engineering kit.

#### 5. Virtual campus and digital learning materials

The central learning processes and the organization of the study programme will be handled internet-based via the IU's virtual campus. The student is obliged to inform himself/herself independently whether the online-tools and other technology used by IU, which are necessary for the implementation of the study contract, are available to him/her in their prospective country. An overview of the necessary online-tools and the required technical study equipment (software and hardware) can be found here (<https://www.iu.org/what-do-i-need>). Providing necessary technical equipment is not included in the course fees. The student is solely responsible for providing technical study equipment (hard- and software) of his choice which needs to be compatible with IU's requirements.

IU's virtual campus is password protected. The campus' entry details will be provided to the student at the beginning of his/her study programme and he/she must assure that he/she does not give these details to others. The student must make sure, that unauthorized third parties cannot access the virtual campus or the programme's learning materials.

#### 6. Right of revocation

The student has the right to revoke this contract within one month of the start of this contract, and the date the student gains access to the learning platform, without giving reasons. The revocation period is one month from the date on which the student receives access to the distance learning materials. To exercise the right of revocation, the student must inform IU in a clear declaration (e.g. a letter sent by post, fax or email) of his/her decision to revoke this contract. The [sample revocation form](#), which is provided digitalized within the campus management system, can be used for this, but is not mandatory. The student can ensure the revocation period by sending the notification of his/her choice to exercise his/her right of revocation before the revocation period expires.

IU grants the student a free trial month within the distance learning if the student decides not to continue his/her studies within the revocation period. If the student continues his/her studies and does not use his/her right of revocation, this month is taken into account for the regular study duration and charges apply.

#### 7. Data privacy

The details for the processing of personal data and the rights of the student related to this are explained in the information notice for data privacy, which can be obtained by the student via the website of IU distance learning. In order to carry out the distance learning contract, IU uses the software of different providers, which causes the processing of personal data also outside the European Union. The student declares consent that the IU may store, collect and

use the student's data which becomes known during the application process and during the contract period. The student also agrees that his/her data may be forwarded to the authorities in cases regulated by law.

#### 8. Liability of the IU

The IU is liable for damages resulting from a breach of obligations due to intentional or gross negligence on the part of its legal representatives or auxiliary persons. The IU is also liable for damages resulting from harm to life, body or health arising out of a breach of obligations due to the intentional or negligent breach of obligations on the part of the university's legal representatives or auxiliary persons.

Beyond this, the liability for damages arising out of a breach of obligations due to negligence or slight negligence or due to an act committed with negligence or slight negligence on the part of its legal representatives or auxiliary persons is excluded, except for damages arising out of a breach of fundamental obligations whose compliance is necessary to achieve the goals of the contract or which arise out of the justified reliance upon the relationship set forth herein. With respect to these exceptions, the liability is limited to the compensation for predictable damages.

#### 9. Jurisdiction and final provision

For all claims referring to or in connection to this contract German Law is applicable. The mandatory statutory provisions of the country in which the student is domiciled or habitually resident shall remain unaffected.

If the student changes his/her legal domicile or habitual residence to a location outside of Germany after the conclusion of the contract or his domicile or habitual residence is unknown at the time of a filing of a lawsuit, in accordance with § 38 (3) ZPO, it is agreed that any dispute arising out of this contract or in connection with this contract, the court presiding over the headquarters of IU (Erfurt District Court, Regional Court Erfurt) will have jurisdiction.

For persons who do not have a place of jurisdiction in the Federal Republic of Germany at the time of the conclusion of the contract, or during the contract period, the jurisdiction of the court presiding over the headquarters of IU (Erfurt District Court, Erfurt Regional Court) is also agreed to by both parties, in accordance with § 38 (2) ZPO. For periods in which the person concerned has a place of residence or a habitual residence within the Federal Republic of Germany, for example during an in-person semester in Germany, this jurisdiction agreement has no effect.

IU will not participate in a dispute settlement procedure within the frame of the Consumer Dispute Settlement Act (VSBG).

In accordance with legal demands, IU has provided a private-sector guarantee, which guarantees all students will be able to complete of their studies regardless of the economic situation of the executing institution. For legal reasons, we would like to point out that the Free State of Thuringia does not provide any additional security.

There are no subsidiary agreements to this contract. Modifications or amendments to this contract must be made in written form. Modifications or amendments to this provision must also be made in writing. Should one or more provisions of this contract be or become invalid, the remaining provisions remain unaffected. In the case of a regulatory gap within this contract, the contracting parties shall find a resolution that corresponds to the purpose and economic intent of the remaining contract.

## Cancellation policy

### Right of revocation

You have the right to revoke this contract within one month without reason. The withdrawal period is one month from the date on which you or a third party appointed by you who is not a carrier took or has received access to the learning material. To exercise your right of revocation, you must inform us, IU Internationale Hochschule GmbH, of your decision to revoke this contract by means of a clear declaration (e.g. a letter sent by post or an email). You can use the model withdrawal form for this purpose, which is not mandatory (Link: [https://res.cloudinary.com/iubh/image/upload/v1629367747/International/pdfs-docs/IU\\_Sample\\_Contract\\_Revocation\\_Form\\_EM\\_wgrfok.pdf](https://res.cloudinary.com/iubh/image/upload/v1629367747/International/pdfs-docs/IU_Sample_Contract_Revocation_Form_EM_wgrfok.pdf)). In order to comply with the revocation period, it is sufficient that you send the notice of the exercise of the revocation right before the expiry of the revocation period.

### The revocation is to be addressed to:

IU Internationale Hochschule GmbH  
Albert-Proeller-Str. 15-19  
86675 Buchdorf  
Germany  
[service-online@iu.org](mailto:service-online@iu.org)

### Non-payment and Revocation consequences

If you cancel this agreement, we will refund all payments we have received from you, including delivery costs (except for the additional costs resulting from your choosing a delivery method other than the cheapest standard delivery offered by us), immediately and at the latest within fourteen (14) days from the day we receive notice of your cancellation of this agreement. We will use the same means of payment for this refund as you used for the original transaction, unless otherwise expressly agreed with you; in no event will you be charged any fees for this refund. IU Internationale Hochschule GmbH grants the student a free trial month within the distance learning, if the student decides not to continue his/her studies within the revocation period. If the student continues his/her studies and does not use his/her right of revocation, this month is taken into account for the regular study duration and charges apply.

## Declaration

I hereby register for the distance learning programme marked overleaf, taking into consideration the contractual terms and conditions, and assure the completeness and correctness of my stated data.

With the acceptance of my offer by the IU Internationale Hochschule GmbH, the contract between me and the IU Internationale Hochschule GmbH comes into effect.

With my signature, I confirm that I have read and understood the General Terms and Conditions and the information letter on data protection „[General information on the processing of personal data in connection with your studies at the IU](#)“ and that I have been informed about the right of revocation.

Date, place

Applicant's signature

## Checklist

Have you thought of everything? With this check list you can check and tick whether you have compiled all relevant documents for your registration for online learning at IU. Please note that the submitted documents will not be returned.



### **Study Contract**

Your signed study contract **by upload or email**



### **Your Bachelor's degree certificate**

Your Bachelor's certificate incl. overall grade and credits achieved **by upload or email**



### **Transcript of Records**

Showing credits achieved and subjects taken **by upload or email**



### **Translation of Bachelor's degree/Transcript of records**

If your certificate is in any other language than English or German, we need an official translation done by a sworn translator



### **Proof of professional work experience**

If specified in the admission requirements of your chosen Master or MBA programme.  
E.g. job references/interim references, pay slips **by upload or email**



### **CV**

With details of education, studies and work experience **by upload or email**



### **Proof of English**

Not older than two years

E.g. TOEFL (min. 80 points), IELTS (min. Level 6), Duolingo test (min. 95 points) **by upload or email** or register for our internal Speexx English course (level B2.2 needed)



### **Identification**

Copy of your valid passport or ID card **by upload or email**

For data protection reasons, please black out all data fields, except the first name, surname, date of birth, nationality and date of expiration