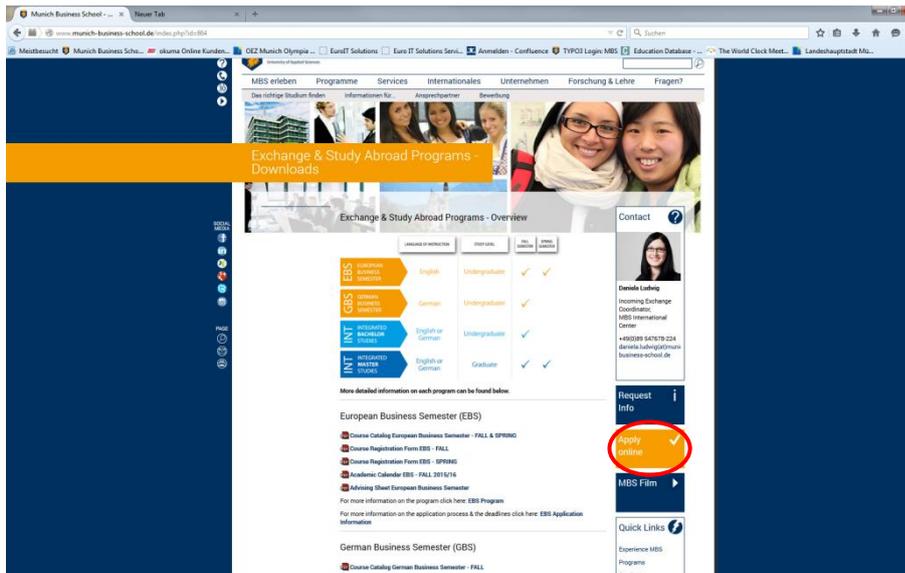




How to apply online?

You can access the online application tool via our website: www.munich-business-school.de/internationals or our download page: www.munich-business-school.de/exp-downloads

We will use the second link in this example. Just click on the “Apply online” button.



You then will be forwarded to our online application tool. In the specific example we used a private e-mail. This is why we removed it. All other data are fictional or MBS addresses.

On the first page you have to type in your personal data, e.g. Name, Address, E-Mail etc.

Application
International Programs Fall 2015

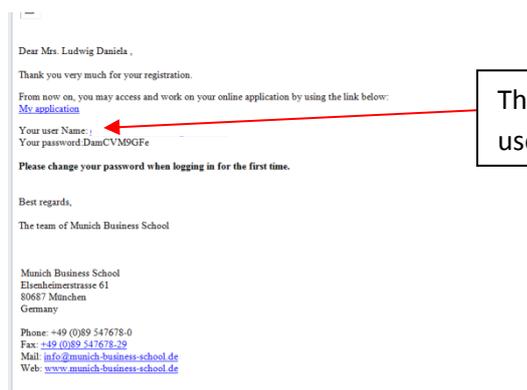
Last Name* Daniela
Vorname* Lutzig
Citizenship* Deutschland
Date of Birth* 23.04.1991
Place of Birth* München
Country of Birth* Deutschland
E-Mail*
Street and Street Number* Eisenheimerstr. 61
Zip-Code* 80681

Application
If you have already registered, please login here.
E-Mail* Password*
Login
If you have forgotten your password, please put in



At the end of the page you have to click on “Apply Now”.

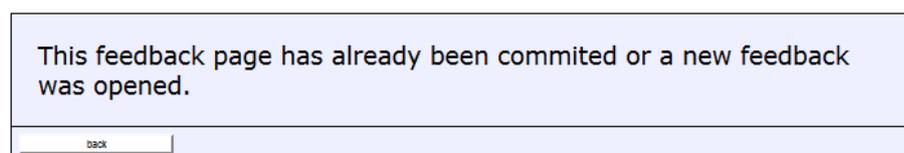
As soon as you filled in this page and clicked on “Apply Now” you should receive an e-mail as shown below with your login data:



This is the e-mail you used for applying

Advise: It only takes about 15 Minutes (uploads included) to go through the application. We therefore advise you not to use the “save and resume later” function and go through with it.

If you don't work on your application for longer than 10 Minutes and then start writing again you will be able to fill in the page but as soon as you click on “next page” this error message appears:





The next 7 pages require information on your education, e.g. the program you would like to apply for at MBS, your school background (high school diploma), your university background, your academic advisor.

The screenshot shows the 'Application Form for Exchange and Study Abroad Applicants' page. The page is titled 'Application Form for Exchange and Study Abroad Applicants' and includes a 'Dear Applicant,' greeting. It provides instructions on how to save and resume the application. A list of required documents is provided, including transcripts, proof of English and German proficiency, a resume, a passport copy, a recent passport photograph, a course registration form, and an advising sheet. A 'Next' button is visible at the bottom of the form area.

The screenshot shows the 'European Business Semester (EBS)' selection page. The user is prompted to 'Please select a program *' and has selected 'European Business Semester (EBS) - English Track (***)'. Below this, there are radio buttons for 'One Semester (fall or spring)' and 'Two Semesters (fall and spring, only possible when starting fall)'. A 'Language Proficiency *' section asks for proficiency in German and English, with radio buttons for 'Native Language', 'Advanced Level', 'Intermediate Level', 'Elementary Level', and 'None'. A 'Next' button is visible at the bottom of the form area.

The screenshot shows the 'School Background' page. The user is prompted to 'Please provide details about your university entrance qualification below.' The form includes fields for 'Type of qualification*', 'University entrance qualification in another country (hochschulzugangsberechtigung Ausland)', 'Name of school*', 'Street address, zip code, city, country*', 'Date of graduation* (format: YYYY/MM)', and 'Ebeneheimerstr. 61'. A 'Next' button is visible at the bottom of the form area.



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Munich Business School Ludwig Daniela Last Login: ...

1 2 3 4 5 6 7 Save and resume later

University Background

Please indicate the university you are/ were enrolled in so far.

1. Bachelor Degree

Name of institution*
Munich Business School

City, Country*
München

Degree Program*
International Business |

Academic Degree*
Bachelor or Arts

From* (month/year)

To* (month/year)

English Undgraduate ✓ ✓

Companies Research/Teaching Questions?

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Munich Business School

1 2 3 4 5 6 7 Save and resume later

Advisor at Current University

Name of institution*
Munich Business School

Country*
Germany

Road, City*
80687, München

Street Name, Number*
Eisenheimstr. 61

Name of Advisor*
Daniela Ludwig

Department/Faculty*
International Center

Phone (Please indicate the country code, e.g. +49)
+49 (0) 89 5476 78 224

E-Mail*
daniela.ludwig@munich-business-school.de

Previous 1 2 3 4 5 6 7 Next Save and resume later

English Undgraduate ✓ ✓

Companies Research/Teaching Questions?

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Munich Business School

1 2 3 4 5 6 7 Save and resume later

Attachments

Please upload the following supporting documents:
Maximum file size per file: 2 MB
Accepted file formats: doc, pdf, jpg

Please note that 'missing' in this context means required.

The following documents have to be uploaded before submitting your application:

Copy of Your University Transcripts*	missing
All transcripts must be in English. Non-English transcripts must be submitted in the original language PLUS an official translation in English.	
<input type="text" value="Durchsuchen..."/> Keine Daten ausgewählt	<input type="button" value="Upload"/>
Additional University Transcripts	optional
<input type="text" value="Durchsuchen..."/> Keine Daten ausgewählt	<input type="button" value="Upload"/>
Additional University Transcripts	optional
<input type="text" value="Durchsuchen..."/> Keine Daten ausgewählt	<input type="button" value="Upload"/>
Recent Passport Photograph* (professional, in color with light background, jpg, 100px width x 130px height/missing)	missing
<input type="text" value="Durchsuchen..."/> Keine Daten ausgewählt	<input type="button" value="Upload"/>
Copy of Passport*	missing
<input type="text" value="Durchsuchen..."/> Keine Daten ausgewählt	<input type="button" value="Upload"/>
Proof of Language Proficiency*	

English Undgraduate ✓ ✓

Companies Research/Teaching Questions?



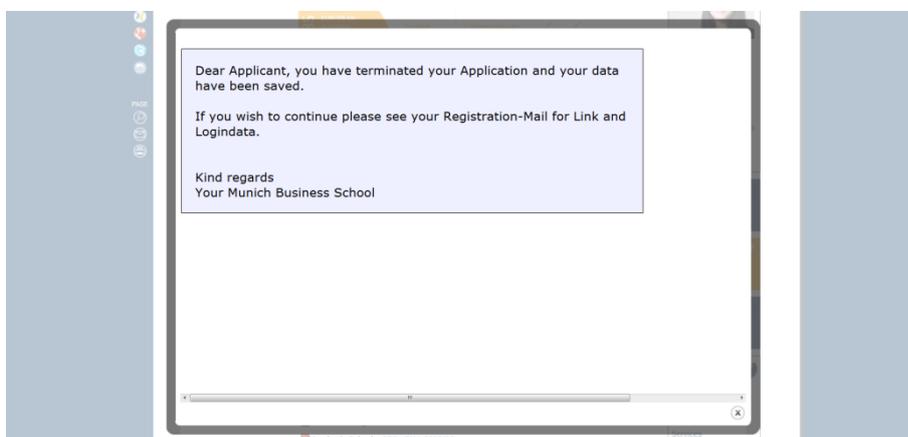
If you worked with the “save and resume later button” this is how the page looks like:

Click „next“ as soon as you uploaded all the necessary documents.

Please don't forget to click the check box as shown below and click on the “send” button.

As soon as you send all your documents you will receive an e-mail with the confirmation that MBS received your application.

If you click on “save & resume later” the following message will pop up:



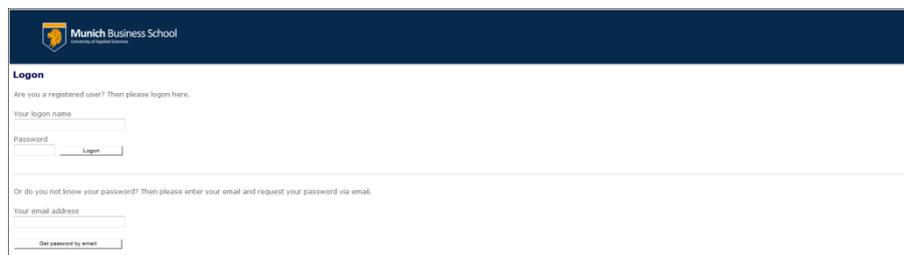


To log in again you have 2 possibilities:

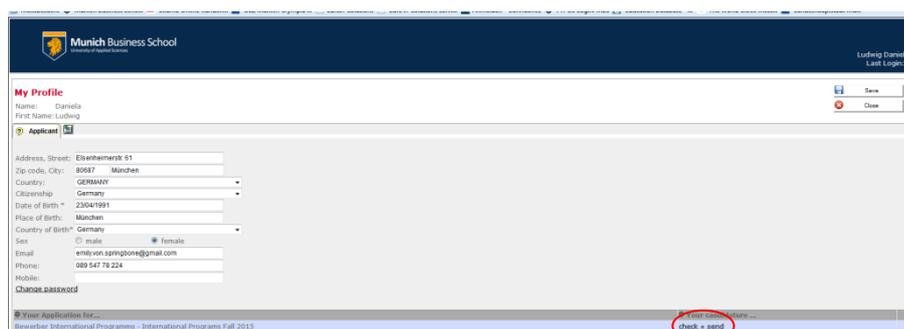
1. Use the link in the e-mail you received with your login details



You then will be forwarded to this page and will be able to login with your login details:



By clicking on “check + send” you will then be forwarded to your application



You have to click through the application again (this gives you the opportunity to check the data you already typed in)

In case we experiencing technical problems it happened in the past that students had to fill in the information again. I really apologize if this is the case!



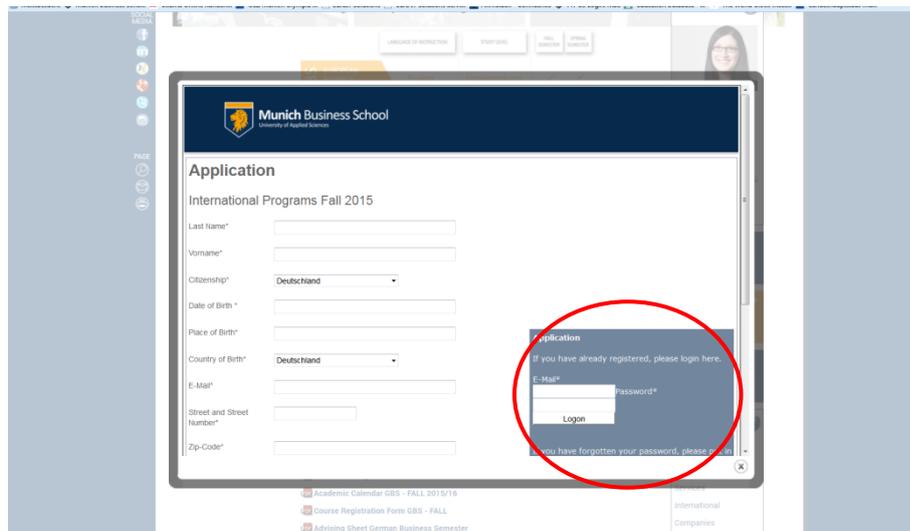
On the last page you are then able to upload all the required documents.

2. How to access your application via our website or the download page

Just click on online application button

Program	Language	Level	Apply
EBS (European Business Semester)	English	Undergraduate	✓
GBS (German Business Semester)	German	Undergraduate	✓
INT (International Business Semester)	English or German	Undergraduate	✓
INT (International Business Semester)	English or German	Graduate	✓

You then will be forwarded to the starting page of the application process. You have the possibility to login there (see below). The process remains basically the same.



If you experience any technical problems please contact Daniela.Ludwig@munich-business-school.de

Please also attach a screenshot and explain your problem in detail otherwise we are not able to help you.

We are looking forward to receiving your application!