

How to apply online?

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

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.



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

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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:



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:

This feedback page has already been commited or a new feedback was opened.
back



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.

3 4 5 6 7 Save and resume later 2 Application Form for Exchange and Study Abroad Applicants o Munich Business Sc on, you may work on your application at your own pace. Yo t(s) from your university roficiency proficiency, if you are planning on studying in German hould be valid for at least 10 months at the time of application) raph (professional, in color with light background in jog format (100px width x 130 port picture will be used for your future student ID. (ne course classing) elds: Please note these fields must be completed erning your application please of 2 3 4 5 6 7 Next Save and resume later European Business Semester (EBS) University of Applied Sciences 2 3 4 5 6 7 Save and resume later e select a program * like to apply for the following program: an Business Semester (EBS) - English Track (***) ld like to apply for Semester (fall or spring) ers (fall and spring, only possible when starting fall) inguage Proficiency * Interme. Level Native Advanced Language Level a Elementar, Level O English Previous 1 2 3 4 5 6 7 Next Save and resume later Munich Business School 3 4 5 6 7 Save and resume later School Background vide details about your university entrance qualificat ded school entitling you to higher education (e.g. High School, Lycée, son* ance qualification in another country (Hochschulzugangsb itreet address, zip code, city, country*______ Elsenheimerstr. 61 Date of graduation* (Formet: 31/12/2016) 21/05/2001 Previous 1 2 3 4 5 6 7 Next Save and resume later

Munich Business School

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

Attachments
Prave upload the following supporting documents: Advances file in a part file 2.104 Advances file in a start of the start
Prese note that "biolog" in this context mean required.
The following documents have to be updrafted before submitting your applications:
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Proof of Language Proficiency*
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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.

Munich Business School			
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Submit Your Application			
Neperturit: Prese note that we will only process applications with correct and complete Information!			
Mer submitting your application you will receive an automatic Femal confermation to the e-mail address you provided. At the same time, your application will be brownede to the International Center for assessment.			
Prese allow 10-12 working days for us to process and review your application and to provide feedback.			
herk you for your patience.			
tind regards,			
Your International Center Ram			
2 I deduce that the information provided in this application is complete and correct.*			
Tenina 1 2 3 4 5 6 Encodemantative and			

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:

Dear Applicant, you have terminated your Application and your data have been saved.	
If you wish to continue please see your Registration-Mail for Link and Logindata.	
 Kind regards Your Munich Business School	



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:

Munich Business School			
Logon			
Are you a registered user? Then please logon here.			
Your logon name			
Password Loger			
Or do you not know your password? Then please enter your email and request your password via email.			
Your enail address			
Get passority exal			

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!



Munich Business School	Ludwig Daniela Last Login: -
2 3 4 5 6 7 Seve secretary	
Application Form for Exchange and Study Abroad Applicants	
Dear Applicant,	
Thank you for applying to Murich Butterss School.	
From now on, your may work on your application it your own pace. You can save your data and access your online application any time until you finally salamit it to uit.	
Be prepared to have the following documents at hand to complete the application:	
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(*) mandatory fields. Resair note these fields must be completed	
If you have questions concerning your application please contact the International Center via E-mail: International@munich-business school.de	
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On the last page you are then able to upload all the required documents.



Just click on online application button

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

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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.

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	🔯 Advising Sheet German Business Semester		Companies

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

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!