

Application for Admission to a Bachelor's Course

Please send your application to the following address:

**BSP Business School Potsdam GmbH -
Hochschule für Management (FH)**
Große Weinmeisterstraße 43 a
14469 Potsdam

Date of receipt:

- Summer Term 20__ Winter Term 20__/20__

Bachelor Courses

Faculty of Business & Management

- Business Administration
 - Optional Focus Set-up and SME Management
 - Optional Focus Health Management
 - Optional Focus Hotel Management
- Business Psychology
- International Business Administration
- Communications Management
 - Optional Focus: Business Communications
 - Optional Focus: Cultural Communication/Event Management

Faculty of Health & Management

- Applied Psychology
- Medical Education
- Medical Controlling

Study Model:

- Full-time Part-time

Surname:		Surname at birth:	
First name(s):	_____	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Street/Building No.:	_____	Date of birth:	_____
Addition (c/o):	_____	Place of birth:	_____
Post Code/Town:	_____	Nationality:	_____
Email:	_____	Phone:	_____

University Entrance Certificate

School Form/Type: _____

Qualification Achieved: _____

Month/Year of Graduation: _____

Average Mark: _____

Federal State _____

Town: _____

Have you completed vocational training?

No Yes

If yes, which: _____ Date: from _____ to _____

Have you completed vocational training?

No Yes

If yes, which: _____ Date: from _____ to _____

Are you or were you already enrolled at a German college?

No Yes _____ Number of terms _____ of which, given leave _____

Name and Location of the College	From-to	Course	Successful Graduation		Mark of Final Examination
			<input type="checkbox"/> No	<input type="checkbox"/> Yes	
			<input type="checkbox"/> No	<input type="checkbox"/> Yes	
			<input type="checkbox"/> No	<input type="checkbox"/> Yes	
			<input type="checkbox"/> No	<input type="checkbox"/> Yes	

Have you been excluded from a course of studies in the same course for which you are applying to BSP for admission because of a final failure to pass a college examination?

No Yes

If yes, which: _____

Course: _____

Have you applied to our partner college, MSH Medical School Hamburg, for the selected course?

No Yes

Please submit the following documents as certified duplicates or copies together with your application for admission to our BSP Business School Potsdam. German translations from a certified translator are to be enclosed for foreign language documents.

	Please Cross
Fully completed and signed application for admission	<input type="checkbox"/>
CV in tabular form	<input type="checkbox"/>
Two passport photographs with your name on the reverse	<input type="checkbox"/>
Certificates of the educational requirements ¹ with average mark (higher education entrance qualification or subject-related higher education entrance qualification or equivalent or equivalent)	<input type="checkbox"/>
Documentation of successfully completed vocational training in the form of a professional permit and certificate (full-time and part-time) or, for the Medical Education bachelor's course, a successfully completed higher education course in a natural sciences subject	<input type="checkbox"/>
Confirmation of internships or documentation of an internship place of at least one month in length (Applied Psychology)	<input type="checkbox"/>
If applicable, documentation of previous employment/professional training/professional experience	<input type="checkbox"/>
If applicable, course record book and/or certificate of completion of a course of studies	<input type="checkbox"/>
Identity Card (front and back)	<input type="checkbox"/>
Identity Card (foreign students)	<input type="checkbox"/>

Please submit the following documentation only after you have been granted a college place. Please ensure that all documentation is no older than three months at the commencement of the course.

Police clearance certificate	<input type="checkbox"/>
Doctor's medical report (Applied Psychology, Medical Education)	<input type="checkbox"/>
Medical specialist's examination of speech and hearing audiogram (Medical Education)	<input type="checkbox"/>
Documentation of a first aid course (Applied Psychology, Medical Controlling, Medical Education)	<input type="checkbox"/>

¹The final examination certificate required for admission can be submitted later after receipt.

How did you learn about the BSP Business School Potsdam?

- | | |
|--|---|
| <input type="checkbox"/> Internet | <input type="checkbox"/> The college's information events |
| <input type="checkbox"/> Advertisement | <input type="checkbox"/> Friends/acquaintances/ relatives |
| <input type="checkbox"/> Trade Fair | <input type="checkbox"/> (ex) students |
| <input type="checkbox"/> Careers Officer | <input type="checkbox"/> Other (please give details.....) |

Please describe your motivation for applying to our BSP Business School Potsdam.

I declare that all details are complete and true.

Location and date

Applicant's signature

Please note:

Your name and course are to be given in all subsequent correspondence.