

APPLICATION PROCESS

(ONLY FOR INTERNAL USE)

Bachelor's study course

- **B.Sc. International Management English Trail** (all campuses)
- **B.Sc. Finance & Management English Trail** (Frankfurt/Main, Cologne und Berlin)
- **B.Sc. Information Systems** (Dortmund, Munich and Hamburg)
- **B.Sc. Applied Data Science & Business Analytics** (Dortmund, Frankfurt, Munich Hamburg)
 - Semester start: Winter semester (September) & Summer semester (March)
 - Application deadline: **July 15th** (September) & **December 15th** (March)

Master's study course

- **M.Sc. International Management** (all campuses)
- **M.Sc. Finance** (Dortmund, Frankfurt/Main, Munich and Berlin)
- **M.Sc. International Logistics & Supply Chain Management** (Frankfurt/Main, Hamburg)
- **M.Sc. Business Intelligence & Data Science** (Dortmund, Munich, Stuttgart and Hamburg)
- **M.A. Luxury, Fashion & Sales Management** (Munich and Berlin)
- **M.A. Strategic Marketing Management** (Dortmund, Munich and Berlin)
- **M.A. Strategic Sports Management** (Berlin)
- **M.A. Entrepreneurship** (Berlin)
- **M.A. Digital Marketing** (Berlin)
- **MBA General Management** (Munich)
 - Semester start: Winter semester (September)
 - Application deadline: **July 15th**

- **M.Sc. International Business** (Dortmund, Frankfurt/Main, Munich and Berlin)
- **Pre-Master**: Possibility to transfer to other study course after the successful completion of the first semester.
 - Semester start: Summer semester (March/April)
 - Application deadline: **December 15th**

Nomination & Eligibility Check

- **Bachelor Applicants:**
 - Secondary School Certificate
 - CV
 - Transcript of Records, university qualification examination if available
 - Copy of passport
 - Letter of Motivation
 - Digital picture
 - External proof of knowledge of foreign languages (if available)
 - Application form

→ Master Applicants:

- Degree Certificate
- CV
- Transcript of Records
- Copy of passport
- Letter of Motivation
- Digital picture
- External proof of knowledge of foreign languages (if available)
- Application form



Please send all required documents via email to **Ms. Yue Liu** (yue.liu@ism.de), **Mr. Taygün Kaplan** (tayguen.kaplan@ism.de) or **Mr. Kolja Quakernack** (kolja.quakernack@ism.de). The eligibility check takes usually less than 3 working days.

Registration of Admission Test



Please note that applications/nominations must be submitted by your company and clearly marked as coming through your company



Students will be guided through the application process by the responsible study advisor on the respective campus.

→ Bachelor Applicants:

- Online Registration of the Admission
- Written test (math and English) and Interview (online possible)

→ Master Applicants:

- Online registration of the Admission Test
- Students receive three topics after the registration and they need to work out a small essay and a PowerPoint presentation. Please make sure that the students prepare and submit the **written elaboration within the deadline indicated in the instruction.**

Letter of Acceptance

- After the successful completion of the admission test, students will receive firstly a Letter of Acceptance with the information regarding the deposit (to 3,000 Euro for Bachelor's and Master's candidates). Students have 10 working days to accept the offer by signing the Letter of Acceptance and making the deposit.

Study Contract & Letter of Admission

→ Submission of signed Letter of Acceptance and Receipt of the Deposit



Please note that all required documents should be submitted in notarial certified copy at a later stage



The paid deposit will be credited to the tuition fees in the first semester. If the visa application is denied, the paid deposit will be refunded completely upon written notice from German authorities. If the study contract is not signed or withdrawn within 14 days, ISM will retain € 500 from the deposit for administrative charge, the rest of it will be refunded.

Study Fees

→ Bachelor's study course:

- Tuition fees per semester:
5,970 Euro
- Enrolment fee: 600 Euro (EU) or 1,500 Euro (Non-EU)

→ Master's study course:

- Tuition fees per semester:
6,480 Euro
- Enrolment fee: 600 Euro (EU) or 1,500 Euro (Non-EU)

→ MBA:

- 28,800 Euro (including enrolment fee and thesis fees)



Please note that the fees for the semester abroad semester can vary depending on the choice of the partner university of the student.
Other fees are fees for semester ticket, health insurance, living expenses etc.

Discounts:

→ Early Bird: Students receive **1,500 Euro** discount credited to the study fees of the second semester if they complete the application process successfully and send us the signed study contract back before:

- 15th March for the winter intake
- 15th September for summer intake

→ Last Call: Students receive **500 Euro** discount credited to the study fees of the second semester if they complete the application process successfully and send us the signed study contract back before:

- 15th June for the winter intake
- 15th December for summer intake



Please note that the commission will not be reduced if the students receive the discounts.

Commission:

→ Please send the invoice of commission semester-wise with indication of the name of the students, enrolled study course and campus. The commission will be released after the students pay the tuition to the university.

→ Please indicate clearly the name of your company, bank information and your tax number (VAT, GSTIN etc.)

→ The invoice should be addressed to:

ISM International School of Management GmbH
Otto-Hahn-Str. 19, 44227 Dortmund, Germany
VAT: DE 158635145

Please add in the invoice also the following sentence:

„Special Instructions: You may be required to account for VAT under the reverse charge procedure according to the local VAT rules in your country. “