



Admission Guide for the International Graduate Center

Admission and Application Guide

for MES, MGM, MTM, IMBA, MEAM

The following information is to provide you with necessary information for a smooth admission and enrolment process dealing with the most important issues. That may be a lot of information, but it is certainly worth reading. If you access this document online, you may press the keys “Ctrl”+ “F” and search the document for any keyword.

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1 Application and Admission Procedure

General procedure ↑

Please submit your application within the application period during the semester preceding the start of your course of choice. Please refer to the table below titled "Deadlines". Once your application has been received we would acknowledge this by e-mail. The Admission Board would evaluate your application within a maximum of four weeks during the application period and its decision will then be forwarded to the Registrar's and Examinations Office (Admission and Registration). The latter issues either a notification of admission or a refusal (not before beginning of application period).

Deadlines ↑

Application period

winter semester	non-EU applicants	EU-applicants
IMBA	January to May	January to July
MES	January to May	January to July
MGM	January to May	January to July
MTM	January to May	January to July
MEAM	January to May	January to July

Please note that deadlines might be extended and applications may be accepted even past the preclusive deadline. Your application would then be placed on a waiting list or processed immediately in case of refused study places. Do not hesitate to inquire, please.

Contact information ↑

Please let us have your e-mail address to inform you about the receipt of your application and the result of the allocation process. If no e-mail address is available, please state a fax number. Information on the result of the allocation process will not be given by phone. The information on your official place of residence – as an applicant and as a student - is essential. Please always update this information with the Academic Manager of your degree course, and with the Registrar's and Examinations Office (admission & registration), fax No. +49-(0)-421-5905-4765, e-mail: bjoern.anders@hs-bremen.de.

Acknowledgement of receipt ↑

Will be given by e-mail. If necessary, a written confirmation may be issued (for visa purposes etc.).

Incomplete applications ↑

Applicants not submitting necessary documents for admission until the preclusive have to be excluded from the allocation process in principle. However, if you have not received your first degree yet, please let us have a provisional certificate or at least official transcripts covering the whole study period indicating you passed your exams. Other missing documents can be presented on enrolment. Please see the requirements for admission and enrolment.

Postponed applications ↑

If you are not in a position – for any reason - to accept the place we may have offered you for the semester specified on your application form, please make sure to inform us as soon as possible and let us have a written statement that you refuse to accept the place of study. Please also point out – in written – if you intend to join the course at a later point of time. If you fail to do so, you would have to send a new application with the full set of application documents again for the next intake you intend to apply for.

Online Forms ↑

In order to facilitate the application and admission process, we ask you to fill in the online application forms provided on our website. A genuine signature on the application form is obligatory, though, to meet legal requirements. If you send us your application and the attached documents in digital form only (e. g. scans), the signature is to be performed on enrolment at the latest.

2 Requirements for Admission

General requirements for admission ↑

Please note that the following material has to be submitted for every application: *One passport photograph*. Please write your name and subject on the back of the photo and glue it to the first page of the application form. As proof of your identification, please submit copies of either your *passport (preferred)* or your *birth certificate*. A *signed Curriculum Vitae* in tabular form (not an essay) stating your previous studies and the corresponding periods and dates as well as work experience. Your former employer should write a letter listing your duties and the work period. The same person or a university teacher may also issue a *letter of recommendation*. An *essay or letter of motivation* is also required. You should be able to outline, why you applied for a particular programme, what kind of career you intend to pursue after graduating and why you decided to apply at this University. Furthermore, please assess your previous knowledge and your qualification and please also state, if you made use of any support or information scheme the University provides. The most important document, of course, is your *previous or the relevant University degree* you submit as entrance qualification. In principle, only original documents have to be presented, but we advise you to send certified copies of original documents. You may post regular copies with your application, but you have to produce the original documents - especially your degree - on enrolment at the latest. Original documents other than in English or German have to be translated into English or German by a recognised translator for the application process. According to the common ECTS (European Credit Transfer System) you have to achieve a total of 300 ECTS Credits - adding the Master and your previous education - to be awarded a recognised Master degree in Germany. Therefore, applicants holding a degree that corresponds to ECTS, have to have sufficient ECTS Credits prior to admission, dependent on the particular degree course. Please see "Individual requirements for degree courses" for the ECTS Credits *awarded* by our courses. Degrees not corresponding to ECTS have to be checked by the Registrar for their equivalence. In order to be conferred a German doctorate and / or gaining access to higher service levels of German public employers, a total of 300 Credits according to ECTS (European Credit Transfer System) might be required by the relevant admitting body (e.g. university or public employer). Applicants from China, Vietnam and Mongolia are required to have their previous degrees checked by APS (Akademische Prüfstelle der Deutschen Botschaft) and submit the concurring original *APS-Certificate* along with their application until the closing date. A good command of the English language is required for every course. Please check the table below. Knowledge of the German language is not required for the international degree courses, but it is generally recommended. Hochschule Bremen offers summer school courses to learn German.

Specific requirements for individual degree courses ↑

	previous / relevant degree must be	ECTS awarded	work experience	command of the English language	other languages
MES	in public policy or management, political science, business administration, jurisprudence (law)	60/90	recommended	TOEFL or IELTS or entrance examination	
MGM	business-related	90/120	two years subsequent to first degree	TOEFL (ibt 88 or cb 220) or IELTS 6.0	
MTM	business or tourism-related	90/120	two years as a rule	TOEFL (ibt 88 or cb 220) or IELTS 6.0	
IMBA	business-related	90	one year	TOEFL (ibt 88 or cb 220) or IELTS 6.5	<i>recommended:</i> Spanish or Russian, depending on specialisation
MEAM	pilots/engineers with an academic degree in aviation systems engineering and management, or with an acceptable degree in related areas like aircraft engineering, maintenance, or air traffic administration plus a practical experience.	60	one year	TOEFL (ibt 88 or cb 220) or IELTS 6.0	

3 Requirements for Enrolment

Original documents ↑

As mentioned before, please present the original documents, such as your degree, passport, TOEFL test (TOEFL Code 8650) or equivalent and APS-Certificate (Chinese applicants) on enrolment. For enrolment, please enter the International Graduate Center at Süderstr. 2, 28199 Bremen, and ask for Mr. Anders of the Registrar's and Examinations Office (Admission and Registration), room No. 003 on the ground floor.

Payment ↑

According to the fee regulations, tuition fees have to be paid until enrolment. Students who wish to have a deviating agreement with us, should contact Mr. Spiecker (Süderstr. 2, room 010) first for more information. Should the financing of your studies be subject to conditions placed by a third party, we ask you to discuss this matter with us early on in the process of admission and enrolment. This information will of course be treated confidentially and does not affect your admission in any way. On enrolment, please bring proof of payment of the total of the tuition fee (or the first instalment respectively). Please also check the paragraph titled "Fees and scholarships"

Health insurance ↑

For your health and safety, it is not only required and recommended to have health insurance, it is prescribed by law for students to either conclude a contract with a European health insurance fund (public) or to be exempted by a German health insurance company from the compulsory health insurance for students (because of valid private health insurance). Exemptions have to be issued by German insurance companies as well. Please understand that confirmation of the contract to be concluded or of the exemption has to be issued explicitly for the purpose of enrolment – and *before* enrolment. The ISA will guide you through this process (see below “Services of ISA”).

Residence permit ↑

At first, it is very important for you to apply for proper visa at home or the country you currently reside in (if a visa is required). Please check the visa section below. Applicants from outside the EU have to apply as soon as possible for a proper residence permit once they arrived here. The residence permit has to be issued “for study purposes” and usually states the degree course you were admitted to. As a student from outside the EU or from one of the recent member states of the EU, there may be restrictions concerning the work permit. You are not allowed to work at all without a proper residence permit!

Forms and Regulations ↑

Mr. Anders will take care of your enrolment, hand out information and the so-called “Leporello” (detachable folded document, containing enrolment certificates, student ID, user-ID for the computer systems, compulsory university e-mail account and the “Semesterticket”). The “Semesterticket” enables you to use public transport systems. Detailed information on this will be given to you on enrolment. For enrolment, it is also required that you take note of specific regulations and that you acknowledge these regulations by your signature. These regulations will be handed out on enrolment.

Final enrolment, i.e. student status, cannot not be granted until the aforementioned requirements have been met completely.

4 Other Requirements and Conditions

Visa ↑

If your country of origin is a member of the European Union or if you are from country having a corresponding agreement with the European Union (e.g. States of the European Economic Area [“EWR” = Europäischer Wirtschaftsraum]), you may enter Germany without a visa, but you have to register for your residence, and in some cases have a supplement to your visa. If your country of origin is a new member of the EU (since 2004), you may enter Germany without visa, but there may be restrictions concerning the work permit. All other applicants should apply as soon as possible for a visa for study purposes (“für Studienzwecke”). Entering Germany with a tourist visa would result in your having to leave Germany after three months. A conversion of a tourist visa into a visa for study purposes within Germany is not possible. Please enquire at the nearest German authority (embassy or consulate) about the regulations and requirements that apply to you.

Please check the following link to find the nearest German authority:

http://www.auswaertiges-amt.de/www/en/aamt/zentrale/index_html. If you are from outside the EU, you may still be required to have a visa when travelling from one of the member states prior to the enlargement of the EU in 2004 to one of the recent member states, as the latter do not fully participate in the so-called “Schengen Agreement” yet. This means your ID and/or your visa will be checked at the border between those states and upon entering Ireland and the United Kingdom.

Make sure that any children travelling with you either have their own passport or ID card or that they are registered on yours.

Concerning the application for visa, the International Student Association offers some help (Please see "Services of ISA").

Key card ↑

In order to enter the IGC building outside office opening hours, you can obtain a key card. The time of access is restricted, though. Information and conditions of use will be handed out on enrolment. A deposit is necessary, please check "Fees and Scholarships".

5 Services of ISA

The ISA (International Student Assistance) is a service offered through the University for some of our degree courses and provides several services included in the tuition fee. Mr. Christian Frank and staff members of the ISA will be happy to provide the services stated below. General inquiries can be handled prior to your arrival, but please understand that inquiries involving active service of the ISA, especially the below stated package, will be taken care of subsequent to the reception of the first rate of the tuition fee.

Pickup-service ↑

Mr. Christian Frank or staff members of the ISA may pick you up and welcome you upon your arrival in Bremen. If you would like to be picked up from the airport, train or bus station, please contact the ISA soon enough, i.e. not a day in advance, but several days at least. So please announce your time and place of arrival as soon as possible.

Accommodation ↑

Mostly in cooperation with "HomeBremen" (not affiliated to the university), the ISA arranges for rooms and flats to rent for our students. Mr. Frank may also help you to check private offers or to find accommodation elsewhere.

Applying for residence registration ↑

The official registration of your place of residence (town, street and house no.) is a prerequisite for other requirements, such as opening a bank account or the extension of a visa. Mr. Frank or staff members of ISA help you to fill in the forms and take you to the offices.

Opening a Bank account ↑

As you are generally required to open a bank account in Germany (e.g. to pay the rent, fees for health insurance ect.), ISA will accompany you to the bank of your choice and offers help to deal with the formalities. A bank account is not necessary for everyone, but you may be required to open an account in connection with your visa, for instance.

Applying for health insurance ↑

As stated above, proof of either student health insurance or exemption from the compulsory health insurance (because of a private insurance *valid in Germany, not a travel insurance*) is required for enrolment. The ISA helps you to fill in the necessary forms to apply for health insurance or take care of the exemption.

Applying for residence permit and / or visa extension ↑

The immigration (or aliens' registration office) is not always a nice place to go to, but it is necessary for most foreigners. If you need a visa extension and/or a residence permit, Mr. Frank collects the necessary documents and fees from you and deals with the officials. Residents of the recent member states might also be required to go to the office for a work permit for instance.

Leisure activities ↑

Activities such as sightseeing, visits to museums and occasional parties to make you feel comfortable in Bremen and to get in touch with your fellow students, are organised by ISA.

Additional services ↑

We may be able to get additional information you require (where to buy mobile phones or the like) in many instances.

6 Fees and Scholarships

Tuition fees ↑

The following table shows the current total tuition fees for the international degree courses:

Degree course	Fee in Euros
Master in European Studies M.A.	7,900
Master in Global Management MBA	12,500
Master in International Tourism Management MBA	12,500
International Master of Business Administration MBA	13,000
Master of Engineering in Aeronautical Management	8,500

Scholarships ↑

Please try the following list of student financial supporting institutions, institutions aligned with political parties, national and union foundations as well as denominationally linked foundations which award endowments to exchange students.

German Academic Exchange Service (DAAD)
www.daad.de
eMail: postmaster@daad.de

Otto Benecke Stiftung e.V.
www-ea.hochschule-reutlingen.de/obs/obsindex.html
eMail: katrin.glaser@fh-reutlingen.de

Konrad Adenauer Stiftung
www.kas.de
eMail: zentrale@kas.de

www.stiftungsindex.de
Friedrich Ebert Stiftung
www.fes.de
eMail: wwwadm@fes.de

www.stiftungsindex.de

Friedrich Naumann Stiftung
www.fnst.de
eMail: fnst@fnst.de

Hanns Seidel Stiftung
www.hss.de
eMail: info@hss.de

Heinrich Böll Stiftung
www.boell.de
eMail: info@boell.de

Deutsche Bundesstiftung Umwelt
www.dbu.de
eMail: j.heidbrink@dbu.de

Hans-Böckler-Stiftung
www.boeckler.de
eMail: www-oe@boeckler.de

Cusanuswerk, Bischöfliche Studienförderung
www.cusanuswerk.de
eMail: Cusanuswerk@t-online.de

Evangelisches Studienwerk e.V. Haus Villigst
www.evstudienwerk.de
eMail: stipabt@studienwerk.de

Deposits ↑

If you rent a flat, it is generally required of you to place a two month's deposit, which will be reimbursed after removal. The use of the *key card*, by which you may enter the IGC, depends on the payment of 10 Euros as a deposit for the possible loss of the card itself (please submit the exact amount).

Authority services ↑

Public services - such as the extension of a visa - are liable to costs. Any fees such as these are not included in the tuition fee.

7 Support ↑

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