



## APPLICATION FORM

I want to apply for	Winter Term 20.....	Summer Term 20.....
<b>MBA (business background) – Part-time (3 semesters incl. master thesis)</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>MBA (business background) – Full-time (2 semesters + master thesis)</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>MBA (non-business background) – Part-time (4 semesters incl. master thesis)</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>MBA (non-business background) – Full-time (3 semesters + master thesis)</b>	<input type="checkbox"/>	<input type="checkbox"/>

### 1. PERSONAL INFORMATION

MALE                       FEMALE

LAST NAME .....

FIRST NAMES .....

DATE OF BIRTH (day/month/year) ..... PLACE OF BIRTH.....

NATIONALITY.....

### PERMANENT MAILING ADDRESS (please inform us of any change)

STREET .....

POST CODE ..... CITY ..... COUNTRY .....

PHONE .....

E-MAIL.....

SKYPE ID (if available) .....



**2. ACADEMIC BACKGROUND (please attach copies of certificates and transcripts)**

Starting with the most recent, please list all colleges and universities you attended.

INSTITUTION, COUNTRY	DEGREE	DATES (attended from...to...)	FIELD OF STUDY

**3. WORK EXPERIENCE**

TOTAL PROFESSIONAL EXPERIENCE AFTER FIRST UNIVERSITY DEGREE (in years).....

**3.1 CURRENT POSITION (please attach proof of your professional experience)**

COMPANY NAME .....

CITY .....COUNTRY .....

PHONE .....

E-MAIL .....

COMPANY WEBSITE .....

COMPANY SECTOR .....

YOUR FIELD OF ACTIVITY .....

TITLE/POSITION .....EMPLOYED SINCE.....

**NUMBER OF PEOPLE MANAGED .....BUDGET YOU ARE RESPONSIBLE FOR .....**



### 3.2 PREVIOUS PROFESSIONAL EXPERIENCE/CAREER

Starting with the most recent, please list all companies and positions

COMPANY, COUNTRY	FIELD OF ACTIVITY	POSITION	DATES (from...to...)

### 4. LANGUAGE SKILLS

LANGUAGES	EXCELLENT	GOOD	FAIR
ENGLISH			

MOTHER TONGUE .....

#### 4.1 PROFICIENCY IN ENGLISH (no need to be provided by native speakers)

- TOEFL (min. 550 points written/ 213 points computer-based/ 85 points internet based required)
- TOEIC (min. 750 points required)
- IELTS (min. 6,0)

TOTAL SCORE .....DATE .....

If test is still pending, please provide registration details .....



### 5. EXECUTIVE TRAINING PROGRAMS

PROGRAM'S TITLE	INSTITUTION	DURATION	DATES

### 6. ACTIVITIES AND INTERESTS

Please list any activities related to your professional life (publications, associations)

.....  
.....

Please list any activities other than education and employment in which you are/have been involved

.....  
.....

### 7. INTERNATIONAL EXPERIENCE

Please describe, in order of importance to you, your international experience (residence abroad, travel, work experience etc.)

DATES	ACTIVITY	COUNTRY



## 8. TUITION FEE

**Ohm-MBA (business background) – Part-time:** The fee of € 18,000 has to be paid in three instalments.

**Ohm-MBA (business background) – Full-time:** The fee of € 18,000 has to be paid in three instalments.

**Ohm-MBA (non-business background) – Part-time:** The fee of € 21,000 has to be paid in four instalments.

**Ohm-MBA (non-business background) – Full-time:** The fee of € 21,000 has to be paid in four instalments.

Please refer to your personal payment plan for the individual payment stages.

In addition, there will be a fee for the student services (currently € 52 per semester) and the semester ticket (currently € 75 per semester).

The instalments will be invoiced in good time prior to the start of the semester.

The total fee includes all courses, lecture papers and the first examination fee. In the case of a repeated participation in a written examination and/or re-sits, OHM Professional School is authorised to charge a participation fee. Utilisation fee of € 300 will be charged for each semester above and beyond the standard period of study as well as for holiday semesters. The final registration is not valid until the first instalment has been paid. More detailed information can be downloaded from our website [www.ohm-professional-school.com](http://www.ohm-professional-school.com).

The tuition fee does not cover accommodation, living costs and insurance.

## 9. INVOICE ADDRESS

Please send the invoice to

NAME .....

ADDRESS .....

.....

.....

**PLACE / DATE / SIGNATURE**

.....



## CHECKLIST

Please ensure that you have:

- completed the entire application form (Don't forget the signature!)
- attached a motivation letter
- attached your curriculum vitae
- attached a copy of your degree certificate
- attached a verified copy of your academic transcript detailing all subjects undertaken and results
- attached a proof of your professional experience (incl. duration of the employment)
- attached letters of reference (if available)
- attached original or certified copy of your TOEFL/TOEIC/IELTS results  
(if test not yet taken, please provide registration details)
- attached a recent photograph
- attached a copy of your passport

## HOW DID YOU LEARN ABOUT OHM PROFESSIONAL SCHOOL?

Please check all points that apply

- ALUMNI/CURRENT STUDENTS (please specify) .....
- FAMILY/FRIENDS/COLLEAGUES (please specify) .....
- AGENTS (please specify) .....
- GOOGLE/OTHER SEARCH ENGINE (please specify) .....
- LINKEDIN/FACEBOOK/XING (please specify) .....
- NEWSLETTER from .....
- OTHER WEBSITE .....
- MBA/MASTER FAIR (which/where?) .....
- PUBLICATIONS (please specify) .....
- OTHER (please specify) .....

**Please return the application form and supporting documentation to:**

OHM Professional School  
Keßlerstraße 1  
90489 Nuremberg/Germany  
mba-application@th-nuernberg.de



## THE NEXT STEPS

1. After providing your documents, the admission committee will check your application.
2. If you meet the formal requirements, the admission committee will contact you to arrange a personal interview via phone or Skype. Shortly after the interview, you will be informed about the committee's decision via email.
3. In case of eligibility, you will receive the admission documents within approx. two weeks.
4. Please sign the required documents and send them back by the given deadline.
5. Consequently, you will receive the payment plan and the invoice for your first instalment. Please pay the due amount by the given deadline and provide a copy of the payment slip to start the enrolment procedure.
6. Please take into account that there will be one week for orientation and information before the lectures start (winter: last week in September; summer: 2<sup>nd</sup> week in March). The detailed program for this week will be sent after payment. Please plan your arrival accordingly.
7. Don't forget to bring the originals of your certificates for the individual enrolment in Nuremberg.

We support and assist you in any question regarding academic issues. Also, we give you advice for finding accommodation and insurance. But we are not a part of the City Authorities or in charge of any decisions regarding visa, residence permit or work permit nor do we offer any job placement. There are departments of the university like "Career Service" you can contact.

We want your stay in Nuremberg to be as pleasant and successful as possible. Therefore we prepared a collection of helpful information, advice and insider knowledge for your time in Germany.

Based on our expertise as locals and the experience and questions of previous students, this information should enable you to prepare your stay in the best way possible.

**The team of the OHM Professional School – MBA Program is looking forward to meeting you!**



## DATA PROTECTION NOTICE REGISTRATION FORM FOR PARTICIPANTS

- I agree, that my personal data is being used for the purposes of processing my application, executing my education program and storing my closure documents. \*
- I agree to obtain information material allocated to OHM Professional School and their offers after I finished my studies. (Objections may be filed at any time.)
- I have read the data protection conditions published on the OHM Professional School's website <https://ohm-professional-school.com/footer/data-protection/>.\*

\*Mandatory