

# Online application procedure for exchange students to the European Business School, Germany 2010

## Instructions for Administrators

You must first of all register all your nominated students. To do this:

1. Please log onto the internet: <http://campusnet.ebs.de>
2. In the menu bar, you should see the words 'Nomination: Incoming students Fall Term 2010'.  
Click on this.



3. A table should appear on the screen requesting details about the student:
  - by last name we mean family name.**NB. Please ensure that the correct year of birth is given!**  
Check that all the details are correct, follow the instructions and save by clicking on 'Check for completeness'.
4. When you have checked that all the details are ok and you wish to release the data, press the button 'Submit'.

The screenshot shows the 'Submitting Inquiry' form on the European Business School website. The form is titled 'Submitting Inquiry' and includes a 'Back' button. Below the title, it says 'Welcome' and provides instructions: 'To be filled in by partner universities of EBS who wish to send students to EBS in the fall semester 2010. (You wish to nominate students for a place in spring 2011? Please nominate in September 2010.) Please fill in the text areas and click on "Check for completeness", Thank you.' The form contains a table with two columns: 'Entry' and 'Notes'. The table has the following rows:

	Entry	Notes
First name*	Test	
Last name*	Test	
Date of birth*	01.01.1980	
E-mail address of student*	test@test.de	
University*	Test	
Programme*	Bachelor	Please select the programme, the student will be nominated for.
Term*	Fall Term 2010 (Aug - Dec 2010)	Please select the term, the student will be nominated for.
Name of administrator (first and last name)*	Test Test	
E-mail address of administrator*	test@test.test	

Below the table, it says 'All mandatory fields are filled in. Do you want to release the Inquiry?' and there is a 'Submit' button circled in red.

This will create an account for the student and will send a message including user id and password to your student's account.  
**NB. This procedure can take some time.**

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5. If you have more than one student to nominate, then go back to step 2 and repeat the procedure.

Your student then needs to check his/her e-mail for the codes so that he/she can register online.

Please let each student know that he/she must not lose his/her password. If he/she also incorrectly logs in three times, he/she will be barred from the system.