

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

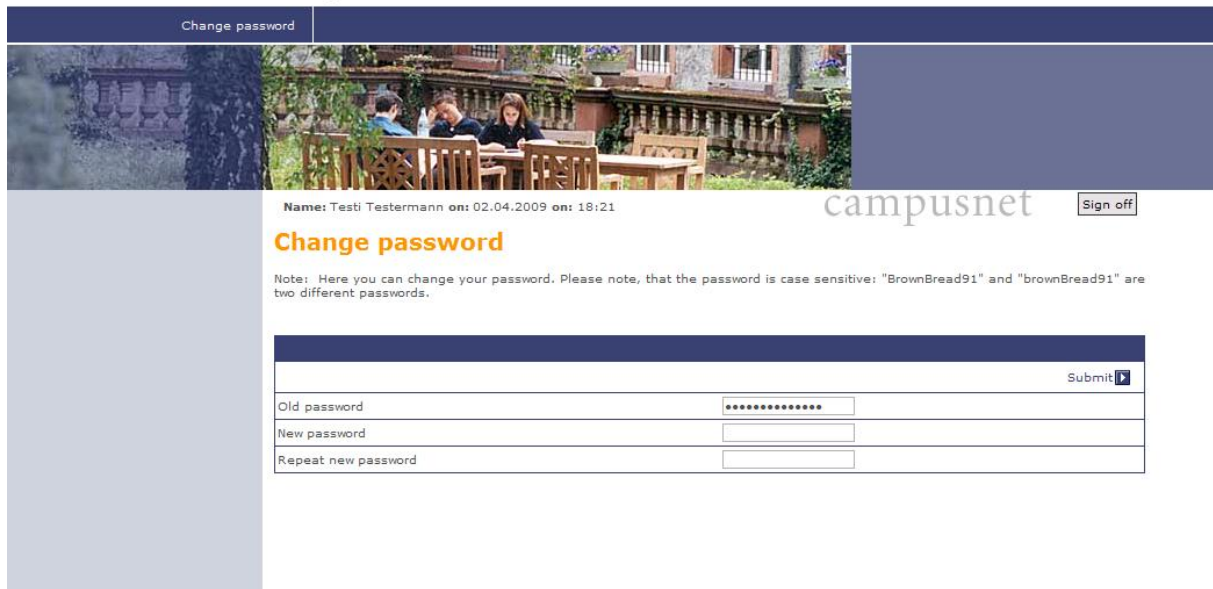
Instructions for Students

1. Your administrator will contact you, when the nomination is complete. Check your e-mail for an access code, then log onto the following website:

<http://campusnet.ebs.de>

You have the option to change your password – please keep this carefully noted
Click on the blue flag to save your changes.

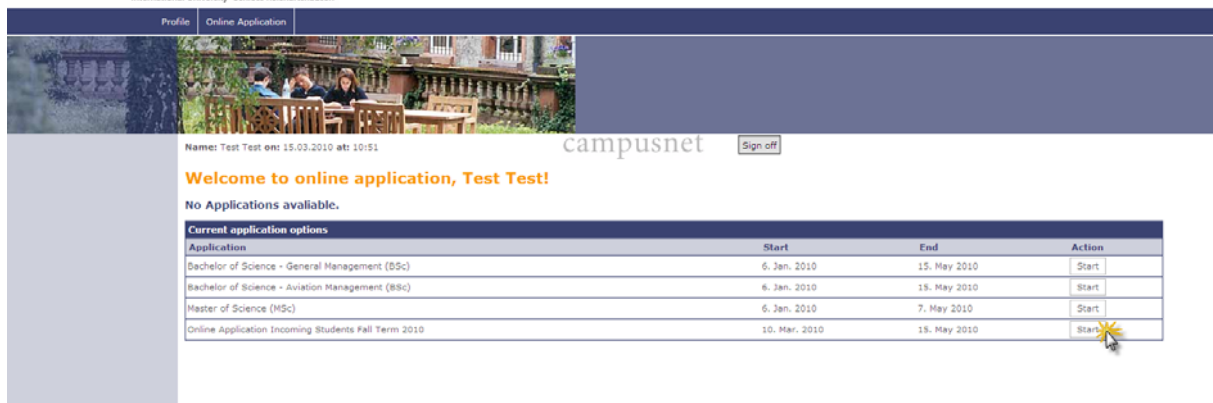
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International University · Schloss Reichartshausen




The screenshot shows the 'Change password' page. At the top, there is a navigation bar with 'Change password' selected. Below the navigation bar is a banner image of students sitting at a table outdoors. The page displays the user's name and login time: 'Name: Testi Testermann on: 02.04.2009 on: 18:21'. The 'campusnet' logo and a 'Sign off' button are visible. The main heading is 'Change password' in orange. A note states: 'Note: Here you can change your password. Please note, that the password is case sensitive: "BrownBread91" and "brownBread91" are two different passwords.' Below the note is a form with three input fields: 'Old password', 'New password', and 'Repeat new password'. A 'Submit' button is located to the right of the 'Old password' field.

2. Click on the 'start' button to start your application process for 'Online Application Incoming Students Fall Term 2010'.

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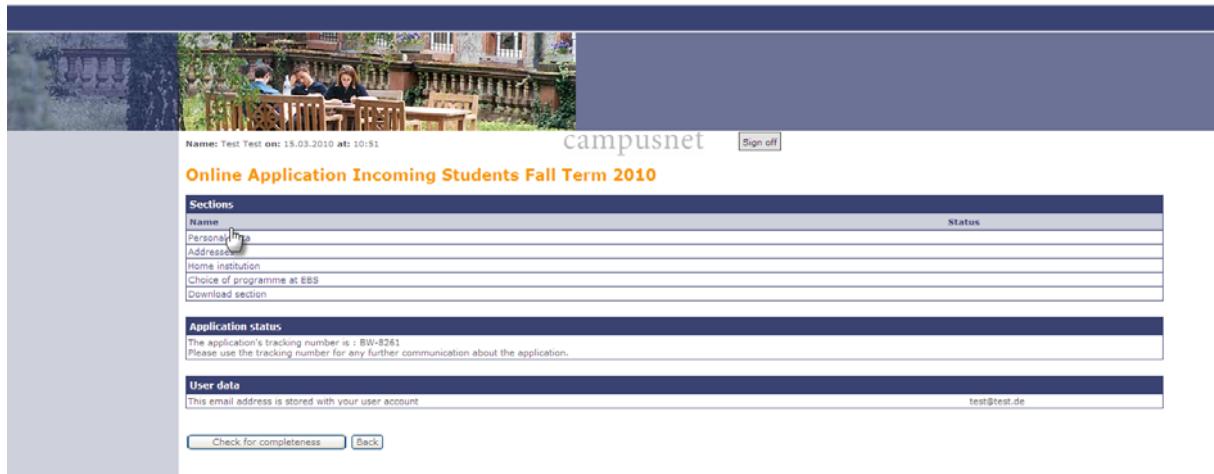


The screenshot shows the 'Online Application' page. At the top, there is a navigation bar with 'Online Application' selected. Below the navigation bar is a banner image of students sitting at a table outdoors. The page displays the user's name and login time: 'Name: Test Test on: 15.03.2010 at: 10:51'. The 'campusnet' logo and a 'Sign off' button are visible. The main heading is 'Welcome to online application, Test Test!' in orange. Below the heading, it says 'No Applications available.' A table titled 'Current application options' is displayed. The table has four columns: 'Application', 'Start', 'End', and 'Action'. The table contains four rows of application options.

Application	Start	End	Action
Bachelor of Science - General Management (BSc)	6. Jan. 2010	15. May 2010	Start
Bachelor of Science - Aviation Management (BSc)	6. Jan. 2010	15. May 2010	Start
Master of Science (MSc)	6. Jan. 2010	7. May 2010	Start
Online Application Incoming Students Fall Term 2010	10. Mar. 2010	15. May 2010	Start 

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- Please **note your application tracking number** which you might need if you experience problems



Name: Test Test on: 15.03.2010 at: 10:51 campusnet Sign off

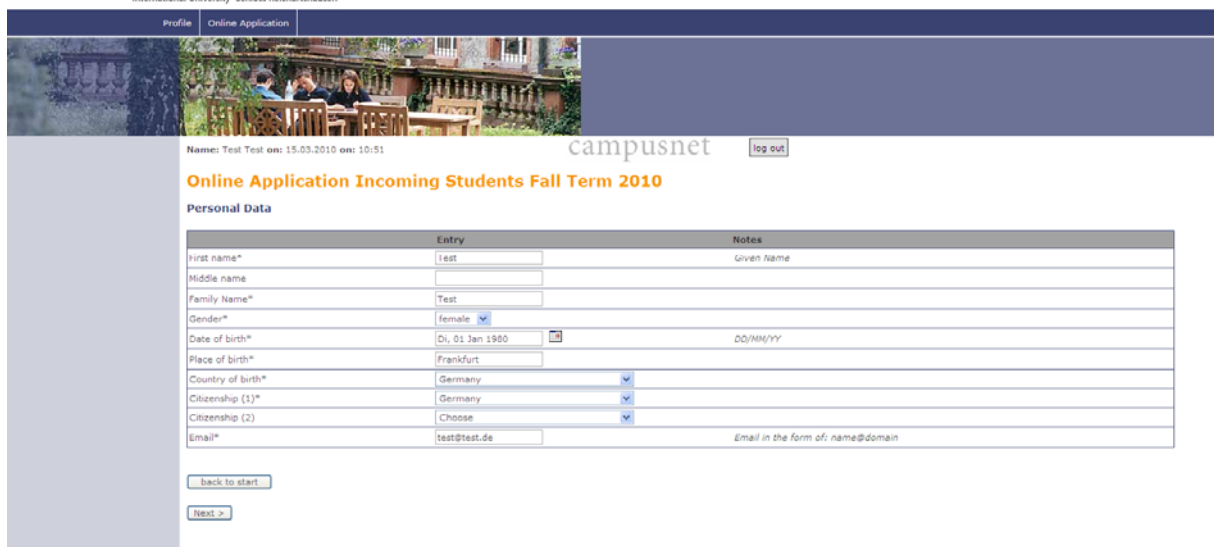
Online Application Incoming Students Fall Term 2010

Sections	Status
Name	
Personal data	
Address	
Home institution	
Choice of programme at EBS	
Download section	

Application status
The applicant's tracking number is : 801-8261
Please use the tracking number for any further communication about the application.

User data
This email address is stored with your user account test@test.de

- Click on the first words 'Personal Data' to open up the fields.
- Please fill in the data, especially if there is an * .
Under 'name', give the name that all your family is called.
'Date of birth' - **DD.MM.YYYY**
'Place of birth' - please state the town/village you were born in.
click on 'next'



Profile Online Application

Name: Test Test on: 15.03.2010 on: 10:51 campusnet log out

Online Application Incoming Students Fall Term 2010


Personal Data

Entry	Notes
First name* <input type="text" value="test"/>	Given Name
Middle name <input type="text"/>	
Family Name* <input type="text" value="Test"/>	
Gender* <input type="text" value="female"/>	
Date of birth* <input type="text" value="Di, 01 Jan 1980"/>	DD/MM/YY
Place of birth* <input type="text" value="Frankfurt"/>	
Country of birth* <input type="text" value="Germany"/>	
Citizenship (1)* <input type="text" value="Germany"/>	
Citizenship (2) <input type="text" value="Choose"/>	
Email* <input type="text" value="test@test.de"/>	Email in the form of: name@domain

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6. Please add your emergency information.
By this we mean the details of a person who we can contact in case you have an accident.
If your country does not have a postcode, please do not leave blank, but put in a dash/hyphen (-).

Profile Online Application



campusnet [log out](#)

Name: Test Test on: 15.03.2010 on: 10:51

Online Application Incoming Students Fall Term 2010

Addresses

Term-time address in home country	
Entry	Notes
Street*	
Zip Code*	
Town*	
Country*	Choose <input type="button" value="v"/>
Phone number	
Mobile phone	

Emergency contact	
Entry	Notes
Name (emergency contact)*	Name of person we could contact in case of emergency.
Street*	
Zip Code*	
Town*	
Country*	Choose <input type="button" value="v"/>
Phone Number*	Phone number of person we could call in case of emergency.
Email	Email address of person we could contact in case of emergency.

[back to start](#)

[=< Previous](#) [Next >=](#)

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7. Use the drop-down code to select the name of your home university.

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Profile | Online Application

Name: Test Test on: 15.03.2010 on: 10:51 campusnet [log out](#)

Online Application Incoming Students Fall Term 2010

Home Institution

Entry	Notes
Home Institution* <input type="text" value="Choose"/>	
Campus <input type="text" value=""/>	
Programme* <input type="text" value="Choose"/>	

8. You must register the programme you wish to join. Click on your choices. Be careful to select the correct timings.

9. Make your choice of programme. If you wish to edit your application, click on 'back to start'.

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Profile | Online Application

Name: Test Test on: 15.03.2010 on: 10:51 campusnet [log out](#)

Online Application Incoming Students Fall Term 2010

Choice of programme at EBS

Entry	Notes	
Programme selection*	<input type="radio"/> Bachelor <input type="radio"/> Bachelor in Aviation Management <input type="radio"/> ISB <input type="radio"/> Master <input type="radio"/> MBA	
Term*	<input type="radio"/> Fall Term (Aug - Dec 2010) <input type="radio"/> Full Year (Aug 2010 - May 2011)	You wish to apply for a place in spring 2011? Please apply in September 2010. Thank you.

Which level of German and English are you currently at?

Languages	Notes	
Proficiency in English*	<input type="radio"/> (1) Complete beginner (0) <input type="radio"/> (2) Beginner (CEFR A1-A2) <input type="radio"/> (3) Intermediate (CEFR B1-B2) <input type="radio"/> (4) Advanced (CEFR C1-C2)	For detailed information on the Common European Reference Framework for Language Learning (CEFR), please refer to the document "CEFR Levels" in our download section.
Proficiency in German*	<input type="radio"/> (1) Complete beginner (0) <input type="radio"/> (2) Beginner (CEFR A1-A2) <input type="radio"/> (3) Intermediate (CEFR B1-B2) <input type="radio"/> (4) Advanced (CEFR C1-C2)	For detailed information on the Common European Reference Framework for Language Learning (CEFR), please refer to the document "CEFR Levels" in our download section.

EBS offers an Intensive German Course 16 to 34 August 2010 (free of charge). For detailed information, please refer to our fact sheet "Information German Intensive Course" in our download section.

German intensive course	Notes	
Intensive German Course*	<input type="radio"/> Yes <input type="radio"/> No	Would you like to participate in our German intensive course? Please note that your registration is binding! For detailed information on the intensive course, please refer to our fact sheet "Information German Intensive Course" in our download section.
For how many hours/years did you learn German so far?*	<input type="text" value=""/>	At which level?
Exam of German intensive course*	<input type="radio"/> Yes <input type="radio"/> No	You have the choice to audit the German intensive course without exam or to take the exam and transfer the credits to your home university. Do you want to take the exam?

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10. Download section

Please download the documents from our download section.

- Declaration: Please download and print the form and then, send the completed form and the other needed documents to
EBS – European Business School
International Programmes
Rheingaustrasse 1
D-65375 Oestrich-Winkel

11. Click on 'back to start'

12. If you are happy with the data, click on 'check for completeness.' If you are not happy, then you can click on 'back ' and edit your online application. If you have not filled out a box where an * is, then the system will expect that you to fill this out.

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Names: Test Test ont 15.03.2010 at: 10:51 campusnet [Sign off](#)

Online Application Incoming Students Fall Term 2010


Sections	
Name	Status
Personal Data	OK
Addresses	OK
Home institution	OK
Choice of programme at EBS	OK
Download section	OK

Application status
The application's tracking number is : BW-8261
Please use the tracking number for any further communication about the application.

User data
This email address is stored with your user account test@test.de

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

12. Your application should look like this:

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Profile Online Application

Name: Test Test on: 15.03.2010 on: 10:51 campusnet log out

Submitting application

Online Application Incoming Students Fall Term 2010
Please check your entries and submit the data at the end of the page.

Personal Data

	Entry	Notes
First name*	Test	Given name
Middle name		
Family Name*	Test	
Gender*	weiblich	
Date of birth*	01.01.1990	DD/MM/YY
Place of birth*	Frankfurt	
Country of birth*	Deutschland	
Citizenship (1)*	Deutschland	
Citizenship (2)		
Email*	test@test.de	Email in the form of: name@domain

Addresses

Term-time address in home country

	Entry	Notes
Street*	12	
Zip Code*	123	
Town*	123	
Country*	Albanien	
Phone number		
Mobile phone		

If you are happy with it, then click on the 'submit' button at the end of the page.

If you wish to make further changes, click on the 'back' button at the top of the page.

14. Please print out your online application.

Your documentation should be sent by post and should arrive no later than May 1th!

- **Current CV**
- **Passport photograph**
- **Proof of health insurance**
- **Transcript**
- **Declaration of accession to the student body at EBS**
- **For GRADUATE level exchange students: TOEFL score of at least 93 points (ibt) or equivalent**
- **A certified copy of ID document:**
 - **For EU-students: national ID card;**
 - **For Non-EU-students: passport (photo and data page; needs to be valid for the entire stay in Germany!)"**

Please send these documents to:
EBS – European Business School
International Programmes
Rheingaustrasse 1
65375 Oestrich-Winkel, Germany

We will keep a check on the status of your application and you will see a checklist where we can indicate the documentation that we have received from you.

If you should experience any problems, please send an e-mail to International@ebs.edu.