

Online application procedure for exchange students to the European Business School, Germany 2009

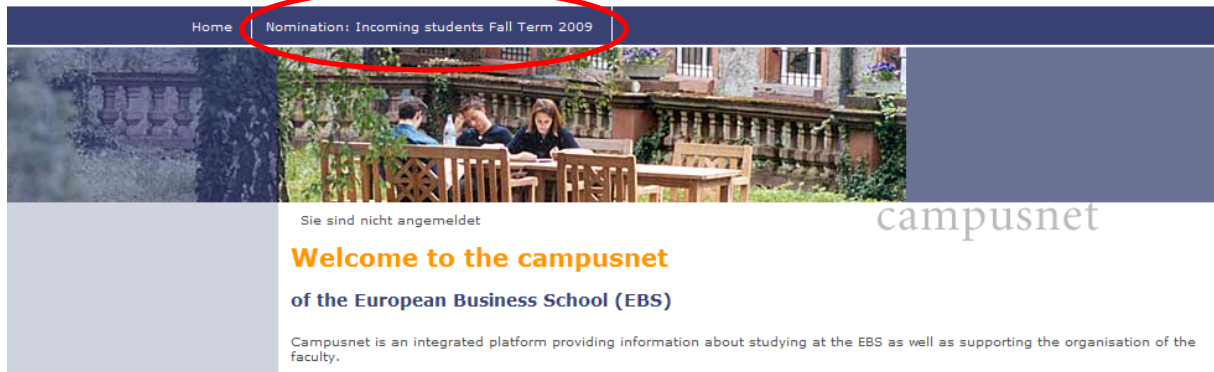
Instructions for Administrators

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 2009'.
Click on this.

European Business School

International University · Schloss Reichartshausen



Home | **Nomination: Incoming students Fall Term 2009**

Sie sind nicht angemeldet

Welcome to the campusnet

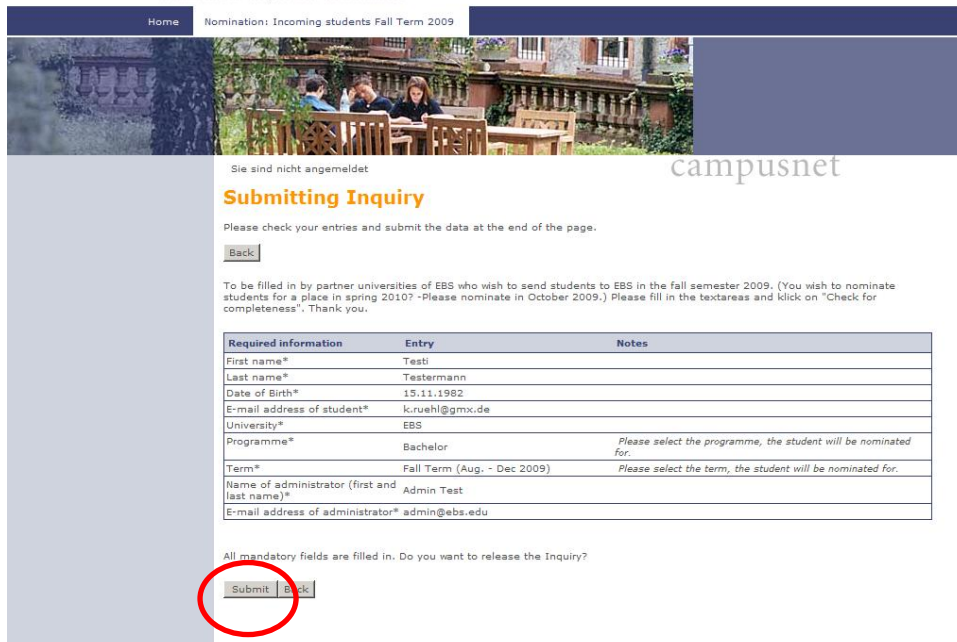
of the European Business School (EBS)

Campusnet is an integrated platform providing information about studying at the EBS as well as supporting the organisation of the faculty.

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'.

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Submitting Inquiry

Please check your entries and submit the data at the end of the page.

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To be filled in by partner universities of EBS who wish to send students to EBS in the fall semester 2009. (You wish to nominate students for a place in spring 2010? -Please nominate in October 2009.) Please fill in the textareas and click on "Check for completeness". Thank you.

Required information	Entry	Notes
First name*	Testi	
Last name*	Testermann	
Date of Birth*	15.11.1982	
E-mail address of student*	k.ruehl@gmx.de	
University*	EBS	
Programme*	Bachelor	Please select the programme, the student will be nominated for.
Term*	Fall Term (Aug. - Dec 2009)	Please select the term, the student will be nominated for.
Name of administrator (first and last name)*	Admin Test	
E-mail address of administrator*	admin@ebs.edu	

All mandatory fields are filled in. Do you want to release the Inquiry?

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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.

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.