

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

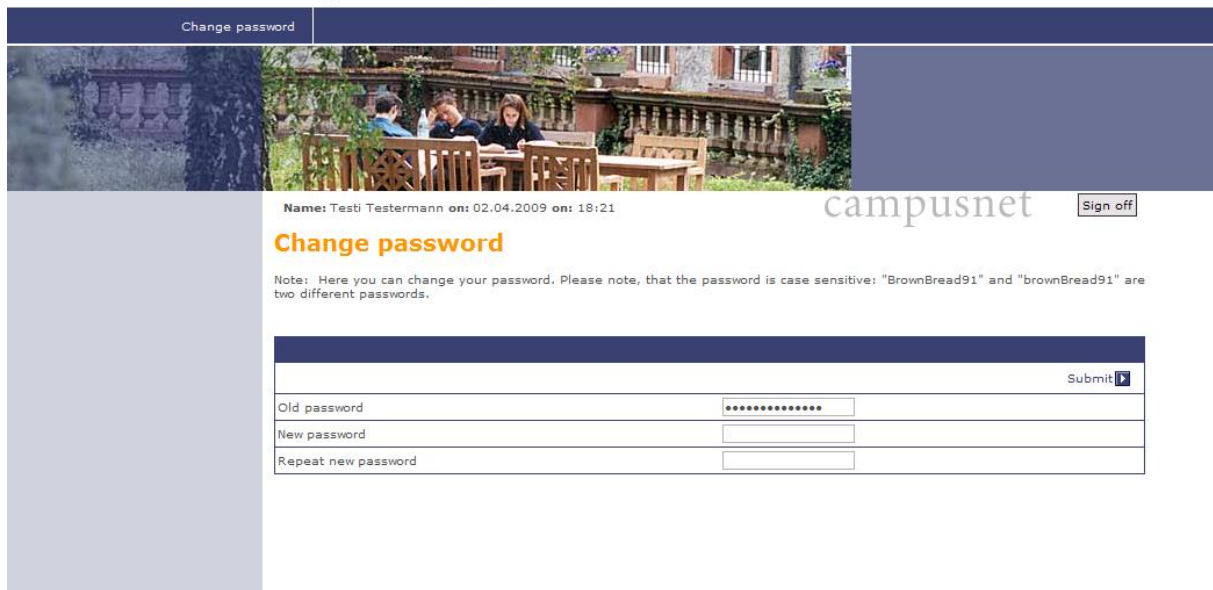
## Instructions for Students

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.

**European  Business School**  
International University · Schloss Reichartshausen




Change password

Name: Testi Testermann on: 02.04.2009 on: 18:21

campusnet [Sign off](#)

### Change password

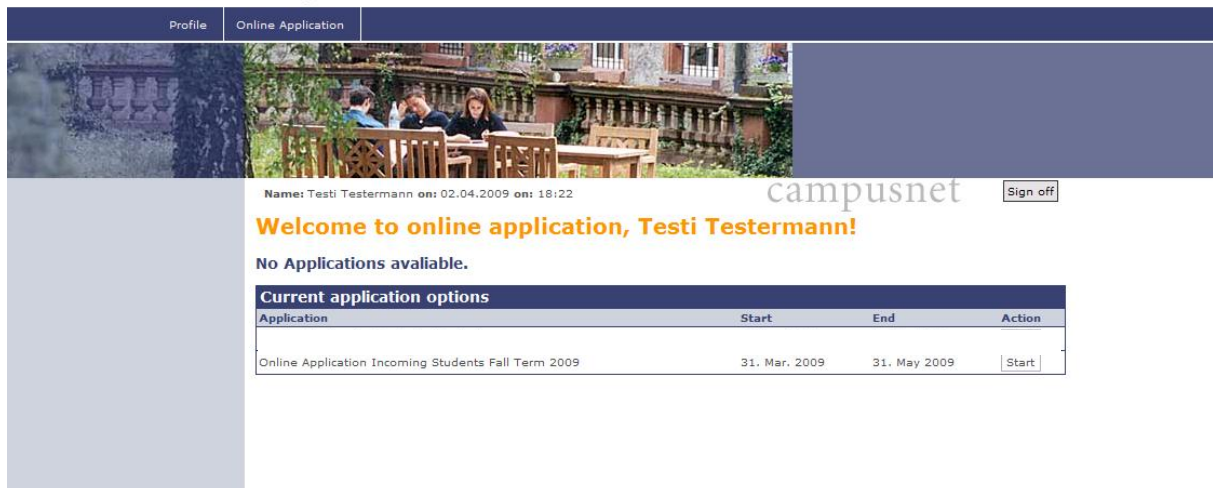
Note: Here you can change your password. Please note, that the password is case sensitive: "BrownBread91" and "brownBread91" are two different passwords.

Submit 

Old password	<input type="password"/>
New password	<input type="password"/>
Repeat new password	<input type="password"/>

2. Click on the 'start' button to start your application process for 'Online Application Incoming Students Fall Term 2009'.

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Profile | Online Application

Name: Testi Testermann on: 02.04.2009 on: 18:22

campusnet [Sign off](#)

### Welcome to online application, Testi Testermann!

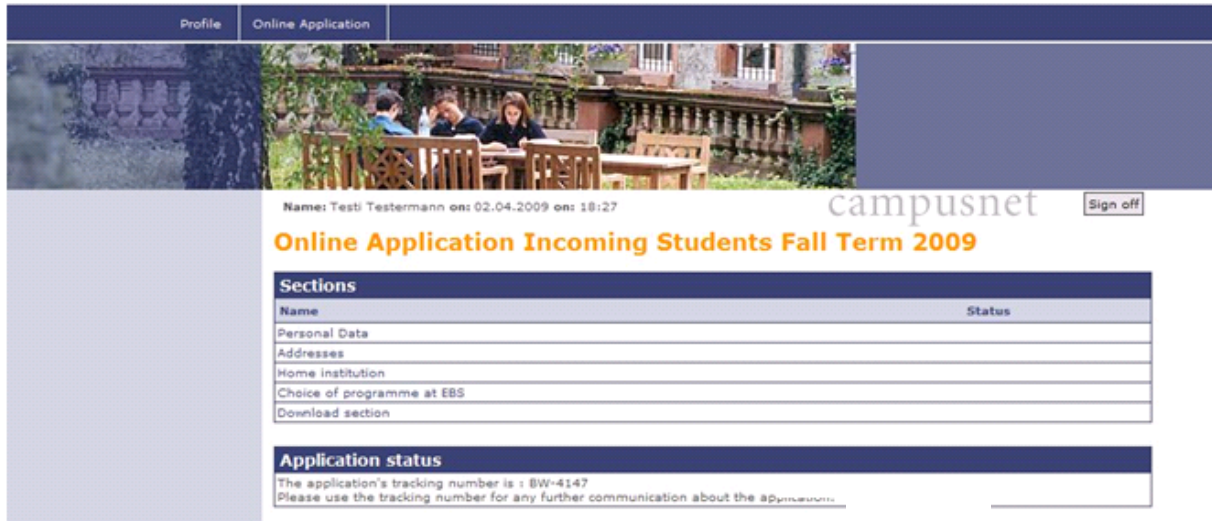
No Applications available.

#### Current application options

Application	Start	End	Action
Online Application Incoming Students Fall Term 2009	31. Mar. 2009	31. May 2009	<a href="#">Start</a>

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

3. Please **note your application tracking number** which you might need if you experience problems
4. Click on the first words 'Personal Data' to open up the fields.



campusnet Sign off

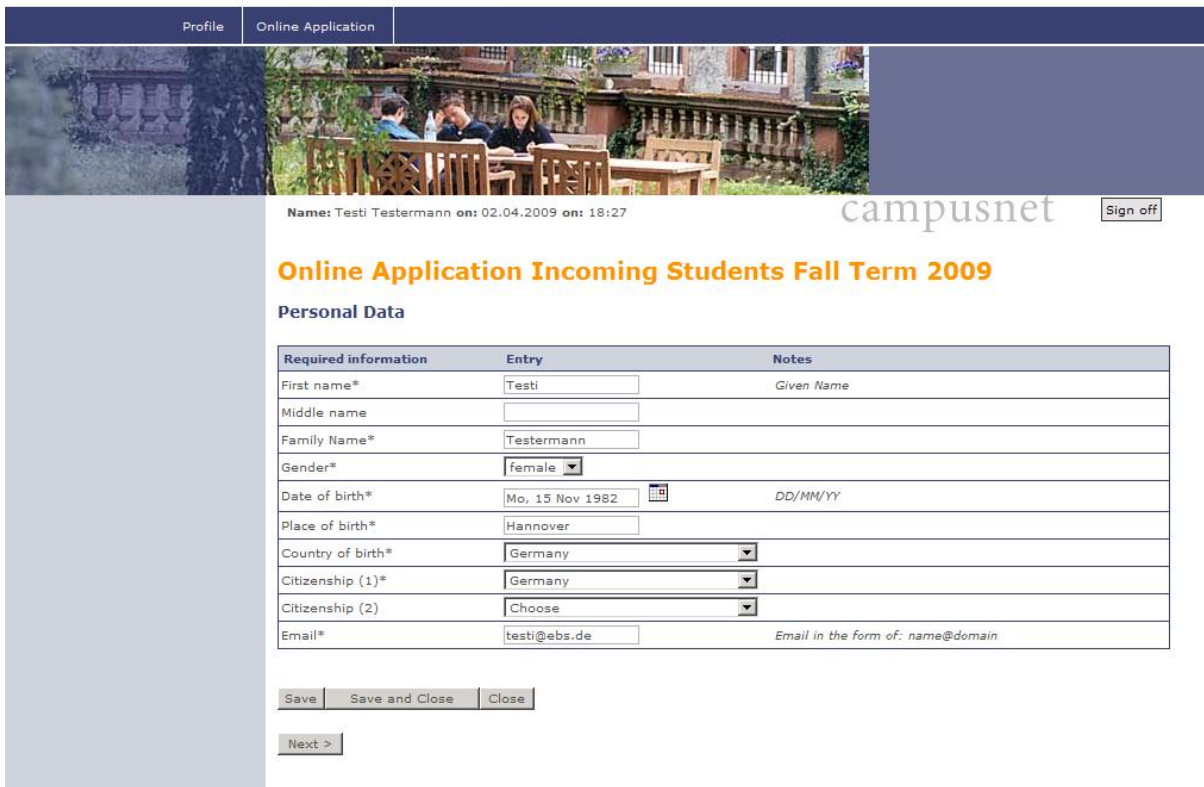
**Online Application Incoming Students Fall Term 2009**

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

**Application status**

The application's tracking number is : BW-4147  
Please use the tracking number for any further communication about the application.

5. 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 'save', click on 'next'



campusnet Sign off

**Online Application Incoming Students Fall Term 2009**

**Personal Data**

Required information	Entry	Notes
First name*	<input type="text" value="Testi"/>	Given Name
Middle name	<input type="text"/>	
Family Name*	<input type="text" value="Testermann"/>	
Gender*	<input type="text" value="female"/>	
Date of birth*	<input type="text" value="Mo, 15 Nov 1982"/>	DD/MM/YY
Place of birth*	<input type="text" value="Hannover"/>	
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="testi@ebs.de"/>	Email in the form of: name@domain

Save
Save and Close
Close


Next >

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

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 ( - ).

**European Business School**  
International University · Schloss Reichartshausen

Profile | Online Application



Name: Testi Testermann on: 02.04.2009 on: 18:27 Sign off

### Online Application Incoming Students Fall Term 2009

#### Addresses

Term-time address in home country		
Required information	Entry	Notes
Street*	<input type="text"/>	
Postal Code*	<input type="text"/>	
Town*	<input type="text"/>	
Country*	<input type="text" value="Choose"/>	
Phone number	<input type="text"/>	
Mobile phone	<input type="text"/>	

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

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

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

Profile
Online Application

Sign off

Name: Testi Testermann on: 02.04.2009 on: 18:27

## Online Application Incoming Students Fall Term 2009

### Home institution

Required information	Entry	Notes
Home Institution*	<input type="text" value="Choose"/>	
Campus	<input type="text"/>	
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 'save and close'.

## Online Application Incoming Students Fall Term 2009

### Choice of programme at EBS

Required information	Entry	Notes
Programme selection*	<input type="radio"/> Bachelor <input type="radio"/> Bachelor in Aviation Management <input type="radio"/> IBS <input type="radio"/> Master <input type="radio"/> MBA	
Term*	<input type="radio"/> Fall Term (Aug - Dec 2009) <input type="radio"/> Full Year (Aug 2009 - May 2010)	<i>You wish to apply for a place in spring 2010? Please apply in October 2009. Thank you.</i>

Which level of German and English are you currently at?

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

EBS offers an Intensive German Course 24 August - 01 September 2009 (free of charge). For detailed information, please refer to our fact sheet "Information German Intensive Course" in our download section.

German intensive course		
Required information	Entry	Notes
Intensive German Course*	<input type="radio"/> Yes <input type="radio"/> No	<i>Would you like to participate in our German intensive course?</i>
For how many hours/years did you learned German so far?*	<input type="text"/>	<i>At which level?</i>

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

### 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  
Rheingastrasse 1  
D-65375 Oestrich-Winkel

### 11. Click on 'Save and Close'

12. If you are happy with the data, click on 'check for completeness and send data.' 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.

**European  Business School**  
International University · Schloss Reichartshausen



Profile Online Application

Name: Testi Testermann on: 02.04.2009 on: 18:46 campusnet Sign off

### Online Application Incoming Students Fall Term 2009

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-4147  
Please use the tracking number for any further communication about the application.

**User data**  
This e-mail address is stored with your user account k.ruehl@gmx.de  
Matriculation no.


Check for completeness Back

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

12. Your application should look like this:

**European Business School**  
International University · Schloss Reichartshausen

Profile | Online Application



Name: Testi Testermann on: 02.04.2009 on: 18:46

### Submitting application

Online Application Incoming Students Fall Term 2009

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

[Back](#)

#### Personal Data

Required information	Entry	Notes
First name*	Testi	Given Name
Middle name		
Family Name*	Testermann	
Gender*	weiblich	
Date of birth*	15.11.1982	DD/MM/YY
Place of birth*	Hannover	
Country of birth*	Deutschland	
Citizenship (1)*	Deutschland	
Citizenship (2)		
Email*	testi@ebs.de	Email in the form of: name@domain

#### Addresses

##### Term-time address in home country

Required information	Entry	Notes
Street*	Teststrasse 1	
Postal Code*	12345	
Town*	Testort	
Country*	Deutschland	
Phone number	0987/65426	
Mobile phone	0175/5472302	

##### Emergency contact

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 15<sup>th</sup>**!

- Current CV
- Passport photograph
- Proof of health insurance
- Transcript
- Enrollment declaration

**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](mailto:International@ebs.edu).**