applications for exchange to EBS in Fall Term 2012 (August – December 2012).  
  
Our application procedure for exchange students consists of TWO steps:  
  
**1. Online nomination by home university:**  
Our nomination period starts today. Please visit [https://campusnet.ebs.de](https://campusnet.ebs.de/) to enter your nominations online. Please note that nominations by email CANNOT be processed. Please go to [https://campusnet.ebs.de](https://campusnet.ebs.de/), select “Nomination: Exchange Students Fall Term 2012” at the top of the page and enter the data for each of your students. Please note: You do NOT need a password or user name to submit your nominations!  
  
**Deadline for nominations is 15 April 2012.**

**2. Online Application by student:**  
  
After you submit your nomination, your student will receive an email with login data to our online application form and further instructions. Please note that it may take 1-2 work days for EBS to process nominations and mail out the login details to your students.  
  
The student is asked to complete an online form. Moreover, a number of supporting documents must be uploaded into the application system. Only complete applications with ALL supporting documents can be submitted and processed.

The following documents are required:

1. Current **CV or resume** in English,
2. one **self-photo** of the student,
3. A copy of all university degrees/grade **transcripts**,
4. **Proof of health insurance** valid in Germany/Europe for the entire stay at EBS,

         For **EU-students**: copy of valid European Health Insurance Card;

         For **Non-EU-students**: proof of full health coverage for entire stay in Germany;

1. Document **“Declaration of Accession to the EBS student body”** (available in download section of the application system)
2. 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!).

1. **Proof of sufficient English proficiency** (may be waived for native speakers of English or students who attend a degree taught 100% in English at their home university; please upload confirmation by home university):

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Undergraduate levelU** | **Graduate levelU** | **Master Dual Degree** |
| **TOEFL** | 80 ibt | 90 ibt | 100 ibt |
| **IELTS** | 6.0 | 6.5 | 7.0 |
| **TOEIC** | 660 | 721 | 851 |
| **ESOL** | FCE grade A or B | CAE grade A, B, C | CAE grade A  CPE  BEC 3, Higher (Business English Certificate) |

1. For graduate dual degree students only: valid GMAT score

**Deadline for submitting the online application including all required documents is 01 May 2012. The process is done 100% online.**

We strongly recommend your students to submit the application as soon as possible. This way we can issue and mail the visa documents and acceptance letters to you earlier, giving your students more time to apply for a visa.

Admission documents: Of course your students would like to know as soon as possible whether they have been accepted for studies at EBS and receive their admission documents immediately. To avoid confusion, we would like to share some information on our pattern of processing applications. We try to assess applications as soon as possible after they are submitted online. This may take ca. 1-2 weeks depending on workload. We will issue admission and visa documents once we have received and assessed the applications of ALL students from your university. Thus, to speed up matters for your students it would be very helpful if you could suggest to them to complete the application process as soon as possible and roughly at the same time. This way no student has to wait longer than necessary for his or her admission documents.

Please find attached the following documents for your and your students’ information:

* Our up to date fact sheet;
* A guide for EXCHANGE COORDINATORS how to nominate students online;
* Information about our German Intensive course and German courses offered during the semester.

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