

# Application Form

## The Darmstadt MBA

First Name

Last Name

### Intake in October

In which year would you like to start your studies?

### Study mode

Full-time Hybrid

Part-time Hybrid

Full- time Live Online

Part-time Live Online

### Checklist for a Complete Application

Application form

CV

Copy of passport

University degree certificate

Certified transcripts of all given grades, studies and activities, including the ECTS points or equivalent credit systems (translated into English or German)

English Language certificate - TOEFL, IELTS or equivalent

Proof of professional experience

APS required for applicants from China, Vietnam and India (not required for live-online mode). Evidence of payment of the registration fee is required: bank transfer via Flywire, bank transfer or check of EUR 70. For payment options, please check the Payment Information on our website.

Letter of motivation (one page only)

GMAT/GRE (optional)

**Please note that your application will only be processed once the application fee has been received.**

**Please send your application documents via e-mail to: [mba@h-da.de](mailto:mba@h-da.de)**

Darmstadt Business School  
Admission Office

Schöfferstraße 10  
64295 Darmstadt  
Germany

Phone: +49.6151.533-68420

## 01 Personal Information

Title

First Name

Last Name

Male      Female      Diverse      Your Age (in years)

Date of birth      Place of birth      Country

Nationality      Other citizenship

## 02 Permanent Address

Street

Town      Postal Code      Country

Mobile phone

E-mail (must be valid until program start)

## 03 Current Address (Please only provide a current address if its different from your permanent address)

Street

Town      Postal Code      Country

Mobile phone

E-mail (must be valid until program start)

## 04 Academic Background \*

Please list all academic achievements at the post-secondary education level in reverse chronological order.

Duration	From	To	Name of University or College	Field	Major	Degree	Results (GPA,ECTS)	Full-/Part-Time
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## 05 Major Field of Studies (Please mark one box only)

Business & Management:	Life, Physical, & Natural Sciences:	Engineering & Technology:	Social Sciences:	Liberal Arts & Humanities:
Accounting	Chemistry	Civil Engineering	History	Liberal Arts
Finance	Mathematics	Mechanical Engineering	Sociology	General Studies
Economics	Biology	Electrical Engineering	Political Science	Culinary Arts
Business	Pre-Clinical Medicine	Computer Science	Law	Speech Communication
Advertising & Marketing	Medicine	Information	Education	& Rhetoric
Business Administration	Nursing	Systems/Technology	Social Work	Other
Leadership & Administration	Kinesiology	Other	Criminal Justice	
Healthcare Administration	Sports & Exercise		Psychology	
Public Administration	Other		Elementary Education	
Management			Other	
Other				

### Others:

In which language(s) was your university degree taught?

What language(s) do you use at work?

## 06 Professional Background\*

Please list each full-salaried position after your first degree in reverse chronological order – without internships. Could you please indicate the industry for each job you list and choose from one of the following categories:

A Consulting/Auditing/Tax

B Consumer Products/  
Professional Services

C Financial Services/Insurance

D Government E Manufacturing (incl. Chemicals)

F Media/Entertainment

G Non Profit/Environmental/Education

H Petroleum/Energy/Utilities/Waste I Pharma/BioTech/Healthcare

J Technology/Telecommunications K Logistic

### Current Position

Duration  
From \_\_\_\_\_ To \_\_\_\_\_

Company City

Country of Work

Position

Industry

Explain your current position (optional)

### Previous work experience

Duration

From \_\_\_\_\_

To \_\_\_\_\_

Company

City, Country of Work

Position

Industry

Total duration in months of full-time positions held (by the beginning of the MBA program)

## 06 (Continued)

Leadership experience (by the beginning of the MBA program) in years and months:

Project management experience (by the beginning of the program) in years and months:

## 07 Languages\*

To be admitted to the Darmstadt MBA program, you must be fluent in English.

### TOEFL or Equivalent

A TOEFL score of 88 (internet-based) is required, the equivalent IELTS score is 6.5.

If you have an equivalent to the TOEFL, please indicate which:

Applicants who have completed a degree course (Bachelor, Master, PhD) exclusively in English are exempt from submitting the TOEFL. The same applies to applicants whose mother tongue is English.

Date taken/to be taken	Location	Score
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Applicants, who have sufficient English language skills, but no corresponding test certificate can take an English language test offered by the Darmstadt Business School language center.

Would like to take the English test

\* Certified copies for all given information are mandatory.

## 08 Financing

How will you fund your tuition fees, if you are admitted to the Darmstadt MBA program?

Tuition funded by company  
Tuition funded by yourself

Please indicate if you are currently a recipient of a scholarship or other funding.

Yes                    No

If yes, from which institution and for which purpose:

Duration

From	To	Institution	Purpose
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## 09 Personal Statement

Your personal statement should not exceed one page (on a separate sheet of paper, approx. 600 words, 12 font, Times New Roman) and has to be in English. Your full name must be stated clearly in the headline.

Please write your personal statement and include the answers to the following questions.

1. What is your career strategy for the next five years?
2. How do you feel the Darmstadt MBA can assist you in reaching your objectives?

Before submitting your application, please use the checklist on the front cover of the application form to ensure that your application is complete. We encourage you to talk to your employer before applying to the program.

**Statement of Accuracy:**

I hereby certify that the information contained in this application is complete and correct to the best of my knowledge.

Date

Applicant's signature

## Data protection information and declaration of consent

The data are stored and processed (according to Art. 6 f) GDPR) for the purpose of the contact or information request, besides a processing according to Art. 6 I a) GDPR is possible with your consent to the purposes it covers.

A deletion takes place immediately after the end of request; at the latest to 31/12. Information about your rights can be found at [mba.h-da.de/disclaimer](http://mba.h-da.de/disclaimer).

Date

Applicant's signature