

ATTACHMENT 1A: RECOMMENDATION FORM

(To be filled out by your first recommender)



Name of the recommender:

Position: Area of Specialisation:

University / Company:

Address:

.....

Email:

As recommender, I hereby agree to the use of my personal data such as e.g. my name, job position and email address by the Esslingen Graduate School for internal purposes only. The Esslingen Graduate School agrees that my data will be treated confidentially and not given to third persons for any use whatsoever.

I know well. (since)
 (name of applicant) slightly.

In my opinion, this student belongs to the top 5% 10% 20% 30%
 of students in his / her year. I am not in a position to judge

<i>I rate this applicant's ability as follows:</i>	excellent 1	very good 2	good 3	average 4	poor 5
previous qualification in the core subject					
general aptitude for the program					
intellectual ability					
analytical problem-solving ability					
innovation & creativity					
motivation					
ability to work with others					
oral English communication					

GENERAL COMMENTS, including comments on the applicant's academic and personal profile, as well as any other of his / her activities that could be important for the admission decision:

.....

.....

.....

.....

Final judgement: this student is:

recommended without reservation recommended recommended with reservation

Date: Recommender's signature:

Recommendations can only be accepted if they are stamped with an official university / company stamp, and arrive in a sealed envelope with the recommender's signature across the seal.

Please send to: Esslingen University of Applied Science, Graduate School Admissions, Flandernstrasse 101,
 D-73732 Esslingen, Germany

ATTACHMENT 1B: RECOMMENDATION FORM

(To be filled out by your second recommender)



Name of the recommender:

Position: Area of Specialisation:

University / Company:

Address:

.....

Email:

As recommender, I hereby agree to the use of my personal data such as e.g. my name, job position and email address by the Esslingen Graduate School for internal purposes only. The Esslingen Graduate School agrees that my data will be treated confidentially and not given to third persons for any use whatsoever.

I know well. (Since)
 (name of applicant) slightly.

In my opinion, this student belongs to the top 5% 10% 20% 30%
 of students in his / her year. I am not in a position to judge

<i>I rate this applicant's ability as follows:</i>	excellent 1	very good 2	good 3	average 4	poor 5
previous qualification in the core subject					
general aptitude for the program					
intellectual ability					
analytical problem-solving ability					
innovation & creativity					
motivation					
ability to work with others					
oral English communication					

GENERAL COMMENTS, including comments on the applicant's academic and personal profile, as well as any other of his / her activities that could be important for the admission decision:

.....

.....

.....

.....

Final judgement: this student is:

recommended without reservation recommended recommended with reservation

Date: Recommender's signature:

Recommendations can only be accepted if they are stamped with an official university / company stamp, and arrive in a sealed envelope with the recommender's signature across the seal.

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ATTACHMENT 2: TRANSCRIPT EVALUATION FORM

(To be filled out by the Registrar's Office of your university)

(Personal details to be filled out by the applicant)

Your student, Mr. / Mrs. / Ms, Student No., has requested admission to our Master of Business Administration program. As it is difficult for us to judge the grading standards existing in the various different countries our students come from, we kindly ask that you include the following information on this student's academic performance:

This student's average mark for the entire degree was%. *(Please give the final percentage for the entire period of study).*

This student's Grade Point Average for the entire degree was *(only if your university uses this system)*

This student was the top in a class of students.

The passing mark at our university is% or GPA

This course of study has a regular total duration of years.

This course of study is recognised by your country's Ministry of Education as a bachelor's degree, or as equivalent to a bachelor's degree: yes no

It qualifies students for further studies at the master's level: yes no

We would also greatly appreciate your including a linear table of conversion for your grading system (e.g., A=very good; B=good; C=average; etc):

.....

Name of school official:

Date: Signature:

**THIS FORM MUST CARRY AN OFFICIAL UNIVERSITY STAMP TO BE CONSIDERED VALID.
APPLICATIONS MUST INCLUDE THIS FORM, CORRECTLY FILLED OUT, TO BE CONSIDERED VALID.**

Please send to: Esslingen University of Applied Science, Graduate School Admissions, Flandernstrasse 101,
D-73732 Esslingen, Germany

ATTACHMENT 3A: ESSAY 1

Please type your essay into this form. Your essay may be up to 2000 hits, and should discuss the following topic:

Please state your post-MBA short and long-term goals.
How will the Esslingen MBA assist you to obtain these goals?

ATTACHMENT 3B: ESSAY 2

Please type your essay into this form. Your essay may be up to 2000 hits, and should discuss the following topic:

Describe a meaningful leadership experience, decision-making challenge or managerial accomplishment. How did this experience affect your professional and /or personal development?

ATTACHMENT 4: CURRICULUM VITAE

FAMILY NAME / SURNAME:

GIVEN NAMES:

DATE OF BIRTH (dd.mm.yyyy):

CITY AND COUNTRY OF BIRTH:

ADDRESS:

EMAIL:

WORK EXPERIENCE

CURRENT WORK POSITION

BEGIN (DATE):

DESCRIPTION:

WORK EXPERIENCE AFTER GRADUATION

FROM (DATE):

TO (DATE):

DESCRIPTION:

WORK EXPERIENCE BEFORE GRADUATION:

FROM (DATE):

TO (DATE):

DESCRIPTION:

EDUCATION & TRAINING

UNIVERSITY: [NAME OF UNIVERSITY; COUNTRY; DEGREE]

SECOND UNIVERSITY, IF APPLICABLE: [NAME OF UNIVERSITY; COUNTRY; DEGREE]

SOFT SKILLS:

TECHNICAL SKILLS:

LANGUAGE SKILLS:

CHECKLIST:

- signed data report, printed out from the online application, including recent photograph (not scanned)
- original or certified copies of official transcripts and diplomas
- certificate of work experience
- GMAT or GRE test scores
- proof of English language proficiency (TOEFL, IELTS, Cambridge Certificate)
- APS certificate (applicants from PR China, Vietnam, Mongolia)

Attachments:

- two confidential letters of recommendation
- transcript evaluation form
- two essays
- curriculum vitae

Additional requirement to be submitted upon arrival in September:

- German language proficiency certificate (level [CEFr Level A1](#))