



## HAMBURG SCHOOL OF BUSINESS ADMINISTRATION

University of Applied Sciences

### Admission requirements and matriculation

Students at the HSBA must fulfil the following formal admission requirements:

- A school-leaving certificate entitling the person to study at a university and recognised by the Hamburg Ministry of Education.  
In cases of doubt, foreign certificates are checked by the “Zeugnisbewertungsstelle der Freien und Hansestadt Hamburg” (Hamburg Office for the Evaluation of Certificates) (cf. leaflet entitled *Recognition of certificates*).
- Good command of English.  
This can be proved by the applicant’s passing an English test with a good grade (e.g. at least 90 points on the internet-based TOEFL test). The HSBA can help by offering an English admission test (cf. leaflet entitled *Proof of good command of English*).
- Good command of mathematics.  
This is accepted as proven if the person achieves at least 10 points on average on all reports of all school years. The HSBA can help by offering a mathematics admission examination (cf. leaflet entitled *Proof of good command of mathematics*).
- Good command of German (only applies to the courses of study in Business Administration, Logistics Management and Media Management).  
This is accepted as proven if the person achieves at least 10 points on average on all reports of all school years. The HSBA can help by offering a German admission examination (cf. leaflet *Proof of good command of German*).

If necessary, the HSBA is willing to check the certificates or proof in advance.

In order to start studying at the HSBA, the prospective student must conclude a study contract with a company. After completing its selection procedure, the company submits all matriculation documents to the HSBA :

1. Copies of certificates or other proof that the formal admission requirements have been fulfilled.
2. Study contract in triplicate.
3. Formal undertaking by the company.

The formal undertaking ensures that the company will take into account the theoretical study contents when carrying out the practical part of the study.

The university decides on the matriculation of the applicant after checking the application documents.

#### **Further information:**

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