



## HSBA HAMBURG SCHOOL OF BUSINESS ADMINISTRATION

### Registration of students at HSBA

#### Submitting agreements and other documents

Once you have selected a suitable applicant for your company, you can register your future student at HSBA. To do so, please send the following documents to us by post:

- One copy of the study agreement
- A written undertaking (only needed once at the beginning of the cooperation) in which you agree to support the student in carrying out his/her studies
- Information on the chosen track, where you set out the times when the student will be at the university and in the company
- A copy of the Abitur (school-leaving certificate) or other certificates qualifying the student to study at a university of applied sciences. If the applicant does not yet have any school-leaving certificate when registering, please send us the Oberstufe (advanced grade) certificates obtained to date

#### From the student, we need:

- The registration form
- Proof of health insurance

HSBA will examine the documents to ensure that they are complete, that they fulfil the admission requirements and that the company is a suitable cooperation partner. If all of the above conditions are met, you will receive two signed agreements from us by return of post.

#### Closing date for registration

In order to reserve a study place in good time, we recommend registering the applicant at an early stage. HSBA requires all the documents needed for registration by **31 August** at the latest.

If the documents are submitted after 31 August, HSBA cannot guarantee that the student will get a study place.

#### Examining the documents

If necessary, HSBA will be happy to examine the certificates or written proof in advance. We will verify the admission requirements of foreign educational certificates (IB Diploma, A-levels, baccalaureate, etc.) individually.