

# APPLICATION GUIDE

## Bachelor Programs

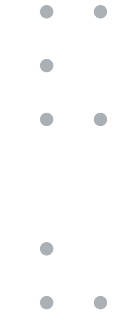




THIS IS  
THE RIGHT  
WAY

# FOREWORD

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We are very pleased that you would like to study with us.

But to make sure your application makes the much-cited positive 'first impression' on us, take a close look at the following tips.

It only takes a maximum of 15 minutes 😊





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### AVOID POSSIBLE MISTAKES IN THE ONLINE APPLICATION TOOL

If you pay attention to the following points beforehand, you should have no problems with the online application tool:

- Use Google Chrome or Mozilla Firefox in any case a current browser version
- Delete all cookies on your browser
- Note that some company networks do not allow the upload of documents
- Your account is only valid for the current application period - if you want to reapply next year, you have to create a new account.

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### CREATING AN ACCOUNT

First create an account in our online application tool. For this you need your e-mail address and a password of your choice. Once you have created your account, you will receive a confirmation link by e-mail. Please click/confirm this link and you can start with your application. If you do not receive an e-mail, check your SPAM folder for security reasons.

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### TIPS ON ENTERING DATA

Always enter your **full name** - as it appears on your identification document. For the date of birth, make sure you select the **correct year**.

The place of birth can be found on your proof of citizenship, passport or ID card.

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### SELECTION OF STUDY PROGRAMS

You can apply for a **maximum of two study programs**. After the selection of the study programs, you have to choose whether you want to study '**full-time**' or '**part-time**'. After you decided on what you want to study just head over to the section "Data Overview" and submit your application.

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**GENERAL INFORMATION ABOUT THE LAYOUT OF YOUR APPLICATION**

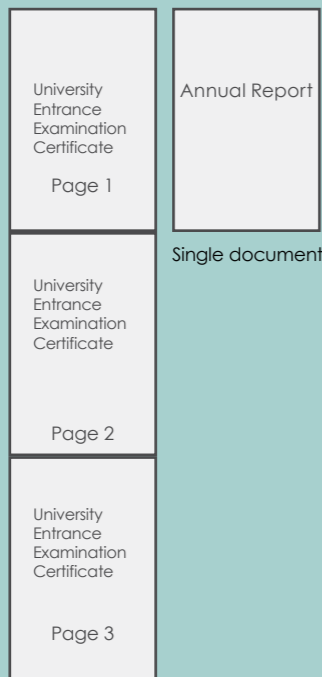
As already mentioned, first impressions count. So pay attention to the format, resolution etc. in which you scan your documents. Most certificates and confirmations are issued in **A4 format**. Thus, the documents should also be scanned in A4 (not A3). If, for example, your school leaving certificate is a double A4 sheet, scan each page separately and then merge them into one file. If you have a four-page report, please do not send four individual files!

Make sure you scan your documents straight (not rotated 90 or 180 degrees). Use a scanner – photographed documents do not make a good impression. If you don't have a scanner at home, you can scan your documents at the nearest copy store or at a friend's house.

Another important point is the naming of the files. Name your files sensibly. For example, you can name your resume as follows:

**Resume\_FirstName LastName.**

You probably don't have all your documents in PDF files. Therefore, pay attention to how you generate the PDF files. The best way is to use a so-called PDF creator. Simply changing the file extension can damage the file and make it unusable for us.



Merge all pages into one PDF merge

Single document



Upload all pages separately

Scan an A4 double sheet to A3



Twisted scan

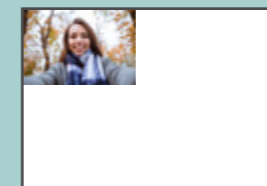
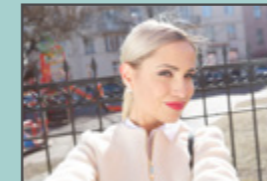
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**PASSPORT PHOTO**

The portrait photo is **the first impression** you make on us - it is your application photo and will be printed on your Student ID Card when you are admitted to our university. It should therefore be an attractive, friendly photo of you that you would like to show voluntarily for several years.

**Important:** portrait format, full-size, no scans of printed photos, JPEG file, min. 0,5 MB, max. 5 MB



**CURRICULUM VITAE**

A meaningful and clearly arranged CV is the key to a successful application.

The following data should not be missing from your CV

- Personal details (name, date of birth, address, etc.)
- Intended studies
- Work experience (starting with the most recent employer)
- Education and vocational training (starting with the last completed education)
- Personal skills (language skills, strengths & weaknesses, etc.)
- Other

Please do not send us 5-liners without information about education, training and work experience.

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#### ANNUAL TRANSCRIPTS

If you do not yet have a school-leaving certificate (Matura), we always need the annual reports of the last two grades attended. If there are only individual semester reports for the summer and winter semester at your school please send us all semester reports from the last two school years attended! If you have already passed the school-leaving certificate prior to your application, please upload your complete school-leaving certificate as well as the annual report of your last year at school.

If you have completed a different type of education and therefore have documents other than school-leaving certificates please upload them. Just be aware that we always need the transcripts or certificates of the highest education you have completed!

**Important:** If your old surname is still written on the certificates, please upload proof of the change of name (this also applies to all other documents).

## THAT'S HOW IT WORKS

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#### PROOF OF IDENTITY

With regards to your application, we also require your current proof of identity. We accept a certificate of citizenship, a passport and also government-issued identity cards. In any case, we need at least one of those options. If you chose to upload your passport, please notice that we only require the page with your personal data - nothing else! When opting for an ID card, please upload the front and back side.

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#### UNIVERSITY ENTRY EXAM

Regardless of which country you are from, we always require all pages of your school leaving examination in order to receive all data relevant to us. Further, we do not need your certificate immediately, but before we can officially enroll you into one of our programs. Therefore, if you still in the middle of finishing school, you still have time to submit your certificate.

However, please do upload your latest certificate or any confirmation about taking an university entrance examination.

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#### COVER LETTER

Not all Bachelor programs require a motivational letter, but it won't do any harm. In any case, the following questions should be answered in your cover letter:

- Why do you want to study at CUAS?
- Do you have any previous knowledge?
- What is your motivation and why are you the best candidate for the program?

**Notice:** One page is more than sufficient!

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#### LANGUAGE SKILLS

For our English-taught bachelor programs we require the proof of your English language skills, according to level B2. You can demonstrate your knowledge by common certificates like TOEFL, IELTS or Cambridge.

If you want to study a bachelor program in German please take a look at our homepage to get further information regarding the needed language skills. In most of the cases we need the German language level B2.

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**OTHER**

Anything else you would like to share with us can be uploaded under „Other“ (e.g. further education, certificates, etc.). If you need/want to submit documents later, please also upload them in the online application tool.

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**REQUIRED DOCUMENTS**

The following documents must be uploaded:

- Curriculum Vitae
- Valid passport & passport photo
- Annual reports of the last 2 years
- University Entrance Certificate
- English proficiency proof (level B2)

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ADDITIONAL REQUIRED DOCUMENTS	to be uploaded immediately upon application			
	ENG Proficiency Proof	Cover Letter	2 references	Portfolio

**ENGINEERING & IT**

Green Transition Engineering	✓	✓		
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**MANAGEMENT**

Intercultural Management	✓	✓		
Digital Marketing & Sales	✓			

# We are looking forward to your application!

