

## Application for ISM Scholarships (MBA programs)

**Besides completing and signing this form, grant applicants should also submit the following documents:**

- Certified (authenticated) copy of your university diplomas
- Current personal tax assessment, if any
- External loan agreement, if any
- Résumé (max. two pages)
- Job references
- Two letters of recommendation from university professors or employers
- Letter of Motivation

**Deadlines:**

The application documents must be submitted as follows prior to the start of the term:

- |                |                           |
|----------------|---------------------------|
| Full-time MBA: | by March 31st, midnight   |
|                | by May 15th, midnight     |
| Part-time MBA: | by January 31st, midnight |

Applications that are handed in after the deadline will not be taken into consideration.

Your completely filled out application can be sent via E-Mail to

- Full-time MBA: Nina Weidemann, [nina.weidemann@ism.de](mailto:nina.weidemann@ism.de)
- Part-time MBA: Amanda Jelonek, [amanda.jelonek@ism.de](mailto:amanda.jelonek@ism.de)

## MBA Promotion

The International School of Management promotes diversity among the MBA students.

We support high-performing participants **from the first term** with a **partial scholarship**.

With this scholarship, ISM tuition fees can be partly financed. It does not contain financial support regarding accommodation, living costs, learning material, etc.

**Fee reduction to a 50 percent tuition fee waiver:** The ISM supports participants who enrich the program in a particular way, such as:

- International participants
- Woman leaders
- Leaders from SMEs

For granting the promotion following criteria are decisive:

- Proof of financial need
- Outstanding scholastic performance
- Essential extracurricular activity

In addition to the documents mentioned above, international candidates have to further submit the following documents to the email address just mentioned:

- Certified translation of the university entrance qualification and possibly the bachelor and / or master certificate or transcript (English or German)
- Transformation of the final grades in the German grading system based on the so-called Bavarian formula

## Translation of Grade

To translate your school grade into the German grading scale please use the so-called Bavarian formula:

$$= 1 + 3 \times \frac{P_{\max} - P}{P_{\max} - P_{\min}}$$

- Maximum grade ( $P_{\max}$ ) minus the grade you reached ( $P$ ), divided through maximum grade ( $P_{\max}$ ) minus lowest sufficient grade ( $P_{\min}$ )
- Then multiply the result by three, plus 1.
- Please indicate clearly the minimum and maximum grade in your country.

## Personal Information

\_\_\_\_\_  
First name

\_\_\_\_\_  
Surname

\_\_\_\_\_  
House number, street

\_\_\_\_\_  
Zip code, town/city

\_\_\_\_\_  
Country

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date of birth

## ISM Study Program

\_\_\_\_\_  
Student number (if any)

\_\_\_\_\_  
Campus

### MBA full-time

Begin of study Fall semester \_\_\_\_\_ / \_\_\_\_\_

End of study Fall semester \_\_\_\_\_ / \_\_\_\_\_

### MBA part-time

Begin of study Spring semester \_\_\_\_\_

End of study Fall semester \_\_\_\_\_ / \_\_\_\_\_

## MBA programs

\_\_\_\_\_ General Management (full-time – Munich Campus)

\_\_\_\_\_ General Management (part-time – Dortmund Campus)

## Information on Overall Financial Circumstances

	Per month	Per year	Occupation
Personal income (e.g. from a secondary occupation)	_____	_____	_____
Taxable income of individuals responsible for maintenance (total)		_____	
Amount of personal assets		_____	Nature _____
Other taxable assets		_____	

## Other Grants/Applications

Are you already receiving a grand from a different institution?      yes \_\_\_\_\_ no \_\_\_\_\_

If you answered yes, from which institution? \_\_\_\_\_

In what amount (euros per month)? \_\_\_\_\_

Are you presently applying for another grant from a different institution? yes \_\_\_\_\_ no \_\_\_\_\_

If you answered yes, from which institution? \_\_\_\_\_

When do you expect that institution to decide on your application? \_\_\_\_\_

## Information on Social Involvement

Involvement in practical, political, social or other activities (please attach relevant documents)

## Letter of Motivation

- I agree that my data may be used to process my enquiry and that I will continue to be informed by e-mail, telephone or post about suitable educational offers or information events. I have the right to revoke this consent at any time without giving reasons with effect for the future (e.g. by e-mail to [signout@ism.de](mailto:signout@ism.de)), without affecting the legality of the processing of my data based on my consent until revocation. In addition, I confirm that I have reached the age of 17 or have obtained the consent of a parent or guardian and accept the data privacy provision.

I confirm that I have completed this form in full and to the best of my knowledge. I undertake to notify the ISM if and when I apply for a grant elsewhere. I understand that providing incorrect or incomplete information may result in my losing the grant.

Sign with the full legal effect

**Attachments**

**Additional Information for Applicants:**

- An incomplete application or missing attachments notably missing proof of income as a current tax assessment note (only complete note, not a tax computation) will result in your grant application being excluded from the award process.
- The selection criteria for awarding grants include means testing, school and study achievement, as well as involvement in social, community and student activities. Should you have any documents other than the mandatory attachments – such as testimonials – which confirm that you satisfy these criteria, you are welcome to submit them for consideration as well.

Clear form

Print form