

**Steps to a perfectly organized application for the master programme ITM in English (summer semester) Check**



Please fill in the official application form available in our online application portal (open during the application period from November 15 to January 15 each year): <https://en.fh-westkueste.de/en/prospective-students/application/>

Then, collect all documents necessary (\*legally attested):

1) Personal data sheet (CV) with picture

2) Photocopy of identity card or passport

3) Photocopy of the Higher Education Entrance Certification (school leaving certificate, A-level)\*

4) If available: Photocopy of ex-matriculation certificate (or of the present matriculation certificate)\*

5) Photocopy of diploma with overall grade (including information about fields of study, duration of study, number of semesters, degree)\*

6) Language certificate (B2 level of the Common European Framework of References for Languages (CEFR)) – see the list below

7) Employer's reference (official confirmation of work experience in tourism related fields)

All documents (certificates as exemplified copies) should be translated either into German or English.

Send all application documents by post (address is given in the application form) so that they reach us before the end of the application period.

**\* Language Certificates:**

- Paper Based Test of English as a Foreign Language (TOEFL PBT) with at least 567 points
- Internet Based Test of English as a Foreign Language (TOEFL iBT) with at least 87 points
- International English Language Testing System (IELTS) with at least grade 6
- Cambridge Certificate in Advanced English (CAE) with at least 173 points
- Cambridge First English Certificate (FCE) with at least grade B
- Test of English for International Communication (TOEIC) with at least 785 points
- University Certificate (UNicert) with at least grade III
- Business Language Testing Service (BULATS) with at least 68 points