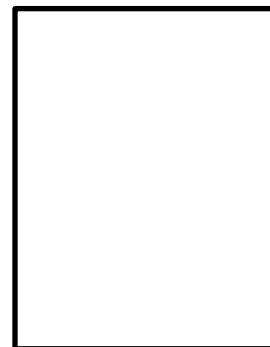




SEVANAN BUSINESS SCHOOL
Prague ,Czech Republic

**APPLICATION
FOR ADMISSION**



Personal Details

Gender Male Female

Surname / Family Name(s)

First Name(s) / Given Name(s)

Date of Birth (day/month/year)

Address

c/o

Post Code / Country and Place of Residence

Telephone Number (please include international code if applicable)

Mobile Telephone Number (please include international code if applicable)

Marital Status

E-mail Address

Native Language(s)

Nationality(ies) / Country of Citizenship

Passport Number (Please enclose a copy of your passport)

Additional Addresses (please complete only if these are not identical with the above correspondence address)

Invoicing Address:

Programs of Study

I would like to apply for the following course of studies (only one selection possible):

- Bachelor of Arts in Business Management
- Bachelor of Arts in Hospitality and Tourism Management
- Bachelor of Arts in Information Technology Management
- Bachelor of Arts in Health and Social Care Management
- Master of Arts in Business Management
- Master of Arts in Hospitality and Tourism Management
- Master of Arts in Information Technology Management
- Master of Arts in Health and Social Care Management

Educational History

All details given below with regard to your education and further education must be substantiated by enclosing a copy each of every relevant diploma, school report or certificate.

Educational Institute / Place	Name of Certificate or Diploma	Duration
Higher Secondary Education		from to
University-Level Education		from to

Degree/diploma completed:

- Yes * No** Open ***

Professional activities / Professional experience / Work experience (if any)

All details about your professional activities given below must be substantiated by enclosing a copy each of every relevant reference and confirmation. **These documents must contain details of the type and contents of your professional activities and your employment status.**

Details on professional experience / Work experience

Function / Position	Employer	from	to
			Workload of full-time employment %
Function / Position	Employer	from	to
			Workload of full-time employment %

Language Proficiency

Is English your native language (please tick as appropriate)?

Yes

No, Native language(s):

Please state English language qualifications corresponding to level C1 of the Common European Framework of Reference or higher and your native language:

Name of Certificate

Awarding Institution

Grade

Specifics

Specific notes which you think should be considered in the acceptance process (holiday absence, stays abroad etc.)

Enclosures

A copy each of the following documents must be enclosed with the application:

- Please write a portrait of yourself on a separate sheet of paper (size A4, typewritten) including the following:
 - your personal characteristics, strengths and weaknesses
 - the reasons why you are applying for this programme and your expectations as to how you will benefit from it
 - your career objectives / professional goals
- Higher Secondary School leaving Certificate and mark sheet
- Diplomas certificates (if any)
- Bachelor's Degree (if applying for Master's Degree Program)
- Academic records issued in case of completed Exchange Program (if any)
- Employer references and confirmations of your professional activities/experience/work experience to date (if any)
- Proof of your Language Proficiency
- Exmatriculation confirmation (if any)
- Copy of passport
- 2 passport size photos

*Certified translated documents in English must be submitted in case the enclosures are not in English or German language.

Final provisions

Admission requirements – Bachelor's Degree Program

- College or High School Diploma Degree
- Ability to follow lessons in English at university level
- High levels of motivation and performance

Candidates which have not yet concluded their studies at the time of applying may provide the missing documentation up to the date their studies commence, and will be **accepted into the admission process on a provisional basis**.

During the admission procedure the personal qualifications will be tested by a standardized admission interview on the basis of the application form.

Admission requirements – Master's Degree Program

- Bachelor Degree, or equivalent university degree
- Ability to follow lessons in English at university level
- High levels of motivation and performance

Candidates which have not yet concluded their bachelor studies at the time of applying may provide the missing documentation up to the date their studies commence, and will be **accepted into the admission process on a provisional basis**.

During the admission procedure the personal qualifications will be tested by a standardized admission interview on the basis of the application form.

Accreditation of Prior Learning for Transfer Students

On request, prior learning or professional activities may be recognized and credited by the Sevanan Business School in so far as they are considered to be equivalent. Such requests must be addressed to the course management when/after studies commence.

Fees

The enrollment fees amount 1500 Euro and the total amount due after the enrollment fees are settled will be deducted for the same amount.

In case of any subsequent withdrawal before visa confirmation, or failure to obtain visa from the Migration Office, the enrollment fees will be reimbursed in 90 days after submission of the refusal letter and refund request (withdraw students only) and 400 Euro will be deducted from the enrollment fees for administrative and processing costs.

Tuition fees will be invoiced at the start of each academic year. In case of any deregistration the semester fee will become due in any case (even if no lectures were attended).

Addresses and information

**Please send your application documents, at the latest by the registration deadline, to the following address:
Holečkova 103/31, 15 0 00 Praha 5, Czech Republic**

:

Further information on studying at the Sevanan Business School, can be found under www.sevanan.com

Can contact admission office under info@sevanan.com ; + 420 220 510 866

Legal Bases

Studies are in accordance with any regulations applicable when studies commence. Amendments of and/or additions to any existing regulations or the establishment of new regulations during studies are expressly reserved. These will apply from the respective time of their taking effect for all students. Regulations are available online at any time, and can be obtained from the School of Business (academic office) on request.

The undersigned confirms that he/she has completed this application form fully and in a truthful manner.

The application is only valid if it has been signed.

Place / date

Signature