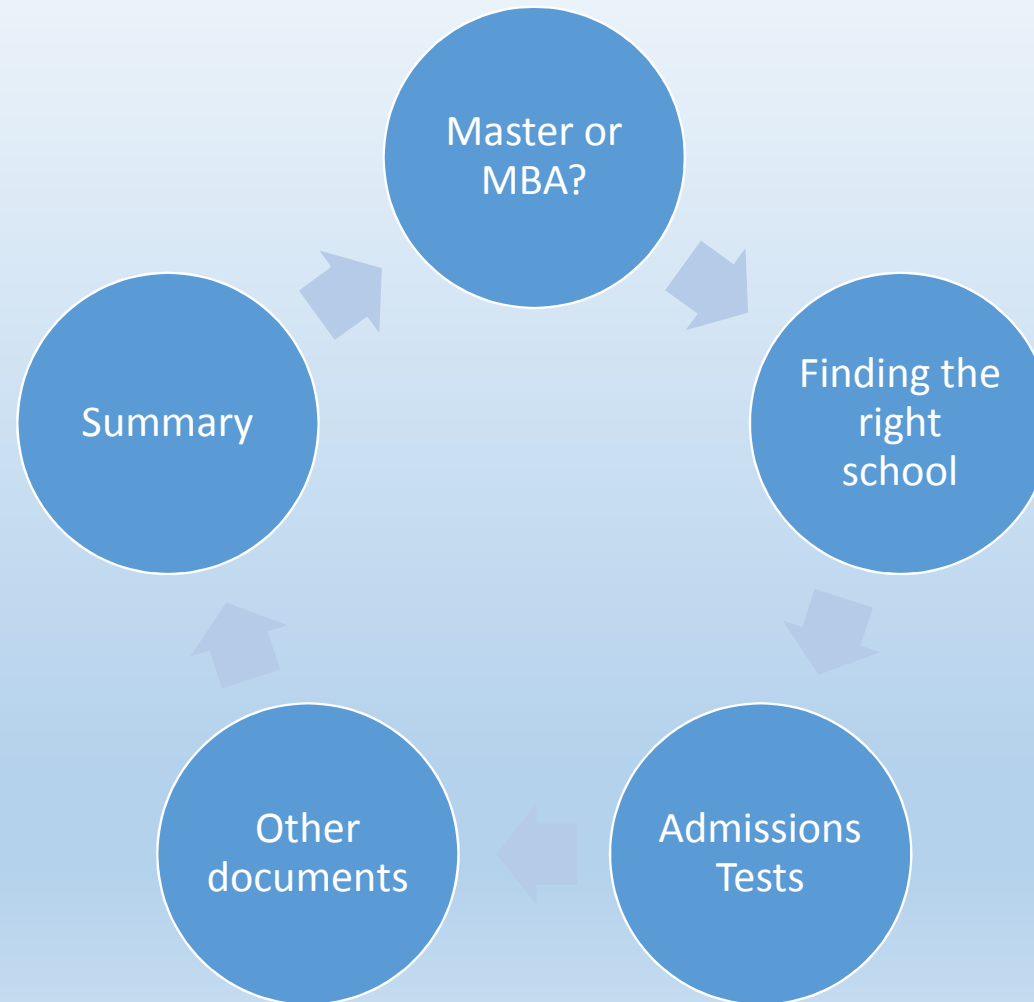


# International

# Applications:

# MBA – Master - Internship



## WHY STUDY ABROAD?



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### Personal skills

- Resilience
- Responsibility
- Engagement
- Motivation
- Inquisitiveness
- Self-discipline
- Self-reflection
- Confidence

### Social skills

- Empathy
- Integrability
- Ability to communicate well
- Ability to receive criticism
- Knowledge of human nature
- Team player
- Interaction ability

### Methodical skills

- Analytical skills
- Organizational talent
- Presentation skills
- Problem-solving skills
- Stress resistance
- Dealing with new media

## Personal Career Goals:

Specialization?      **Master Degree**  
    **then:**      in-company **management traineeship** program

Leadership?      **or**  
    **Bachelor / Master Degree**  
    **Work experience**  
    **MBA**

## Find international internships:

### Graduateland

Europe's largest career portal for students and graduates.

<https://graduateland.com/de>



### Goinglobal

Country specific career & employment information

By Profession: Accounting & Finance, Engineering, etc.

By Topic: employment trends, work permits, visas, cultural advice, etc.

<https://www.goinglobal.com>



**Internations:** <https://www.internations.org>

**LinkedIn:**



## Application Tips:

<https://www.topuniversities.com/university-rankings>

<https://www.topuniversities.com/mba-rankings/2020>

1. School ratings **ARE** important
2. Choose a school which **BEST** suits your needs – not your wallet
3. **ALWAYS** ask about scholarships
4. Choose a school in another country to grow your CQ
5. Choose **3 -5** schools to apply to
6. VISIT the school – OPEN DAY – or make an appointment - go to education fairs
7. Check what is required by these schools – e.g. which tests
8. Check the **APPLICATION DEADLINES**
  - Rolling admissions: round 1 is usually easier to get into than round 2



## **Documents:**

1. **Transcripts** (*Sammelzeugnis*)
2. **Language Test – TOEFL, IELTS, TOEIC**
3. **Admittance Test – GMAT, GRE, or school specific**
4. **International CV/Resume**
5. **Application Essays**
6. **Letters of Recommendation**
7. **Interviews (MBA)**

## **Documents:** Your Transcript of Records – *Sammelzeugnis*

Need to be translated and stamped by an authorized translator

Studying in the USA:

**USA grade point average**, (GPA)

US - colleges and universities want to evaluate grades based on the 4.0 – 1.0 GPA scale.

- **The highest GPA** you can earn is a 4.0, which indicates an **A average** in all your classes
- Ivy League universities require higher grade point averages than state universities

**TIP:** World Education Services (WES) non-profit organization evaluate international credentials.

The **WES iGPA Calculator** uses grading scales from over 140 countries to convert and instantly calculate

– all you have to do is type, click, and pay to get your GPA.

<https://www.wes.org/calculator/loginapp.asp>

or:

<http://www.universitylanguage.com/services/translation/>

## Documents: Language Tests

**TOEFL** (Test of English as a Foreign Language) Academic test

*Fit Für TOEFL – (Hueber) ISBN978-3-19-209423-1*

**TOEIC** (Test of English for International Communication)

ETS, USA – International Professional English Test

2 tests: Listening and Reading / Speaking and Writing

*Fit Für TOEIC . (Hueber) ISBN978-3-19-309423-0*

**IELTS** (International English Language Testing System)

British Council – Europe & Commonwealth countries

2 types: Academic or General **Make sure to take the ‘academic’ test**

**Most institutions accept all.**

**Check which test is required!**

**Waiver** - past 2 years in English-speaking environment

## Documents: Language Tests

TOEIC	TOEFL IBT	*IELTS	CEFR
0 - 250	0 - 29	0 – 2.5	A1
255 - 400	30 - 40	3.0 – 3.5	A2 – B1
405 - 600	53 - 64	4.5 – 5.0	B1 – B2
605 - 780	65 - 78	5.5 – 6.0	B2
	79 - 95	6.5 – 7.0	C1
785 - 990	96 - 120	7.5 – 9.0	C2
<b>Top Score</b>	<b>Top Score</b>	<b>Top Score</b>	<b>Top level</b>
<b>990</b>	<b>120</b>	<b>9</b>	<b>C2</b>

## **Documents: Admissions Tests**

**GMAT** (Graduate Management Admissions Test)  
Business School  
Master in Economics, Finance

**GRE** (Graduate Record Examination)  
General and Subject Test

**Institute Specific** More and more business schools are creating their own admissions test as an alternative to the GMAT/GRE but most accept GMAT / GRE - **ASK**

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## **Documents: CV / Resume**

### **Most important information on first page**

- 1. Personal Career Mission Statement or Objective**
- 2. Professional Summary section – or Personal Profile/ Languages/IT Skills**
- 3. Education** – name of institution (Date : from – to)
  - major subjects
  - **extracurriculars** – member of Student Body, etc.
- 4. Work experience** - Chronological order  
**Separate internships from work experience**  
Name of company first (Date: from – to)
  - Job title & Responsibilities
  - **IMPORTANT: Achievements**
- 5. Extracurricular Activities/Memberships**  
Volunteer work - Memberships
  - **IMPORTANT: Emphasize international exposure**
- 6. (Publications)/ Hobbies**

## Documents: Application Essays

The GMAT, Language Test and Transcripts **are only one part** of the application!

**Master** – Personal Statement

**MBA** - Personal Statement + a number of shorter essays

Essays help the admissions committee to better understand the goals and motivations of their candidates.

Here are some tips of what NOT to include:

- Don't praise the school (they know they're good)
- Don't repeat items on your resume
- Don't criticize anyone or any organization
- Don't complain about life's obstacles or blame others



## **Documents: Application Essays**

Be truthful and honest, but above all, **be yourself**.

Here are some typical essay topics:

- How will the Global Executive MBA assist you in your next career move?
- What was the most difficult problem you have faced in your life, and how did you deal with it?
- Describe a challenging team experience you have had, your role to achieve the common objective and what you learned from the experience. Also include your experience working on global teams and what that entailed.
- Describe the responsibilities within your current professional position, including your impact on the organization's strategy and level of decision-making.
- Describe a difficult situation where you demonstrated leadership skills to achieve a positive outcome.  
(400 words)

## Documents: Letters of Recommendation

The GMAT, Language Test and Transcripts **are only one part** of the application!

2 Letters of Recommendation – MBA

- ask early
- meet to discuss your goals
- provide as much information as possible to make his/her job of writing about you easier - resume
- Remember to write and thank them for this ,free service‘ they provided

## **Documents: Letters of Recommendation**

STATE:

- professional and academic qualities
- specific skills
- personal qualities
- past accomplishments
- weaknesses
- future potential.

## Documents: Interview

The GMAT, Language Test and Transcripts **are only one part** of the application!

- There may be up to 5 interviews (for MBAs)
- The school needs to check that you 'fit into' their culture
- Not all applicants with top marks in the application test get into the top schools

*The school sets quotas on nationalities and professions – e.g. they don't want 20 engineers from India. - Diversity*

## **SUMMARY**

1. Decide whether a Master or MBA would best suit your career goals.
2. Decide on the school and country to study in. Choose 3 – 5 schools
3. Find out their requirements for test types and score and deadlines
4. Visit the school if possible – ask for scholarships
5. Start preparing for and take the language test – if you need one
6. Prepare for the admissions test – even if it's school internal
7. Ask people to write a letter of recommendation for you
8. Write – or have an international resume written for you
9. Register at the school – start writing your personal statement and essays
10. Upload the documents before the deadline and hope you get in

## EXECUTIVE LINK

- Accredited International CV/ Resume writer
- Consult - finding the right school/program
- Prepare your for the language test:  
*Fit für TOEFL / Fit für TOEIC – Hueber*
- Essay writing – consulting, writing coaching, editing
- Letters of Recommendation – translation, editing
- Interviews - coaching

## EXECUTIVE LINK

For further information, questions, and/or assistance,  
please contact :

Mary Petersen

info@executive-link.de

[www.executive-link.de](http://www.executive-link.de)

GOOD LUCK in your application!