



**HOTELSCHOOL
THE HAGUE**

Master Programme

Making hospitality innovation work!

*MBA in International Hospitality
Management*

*Application
Procedure
and
Instructions*

Application Requirements

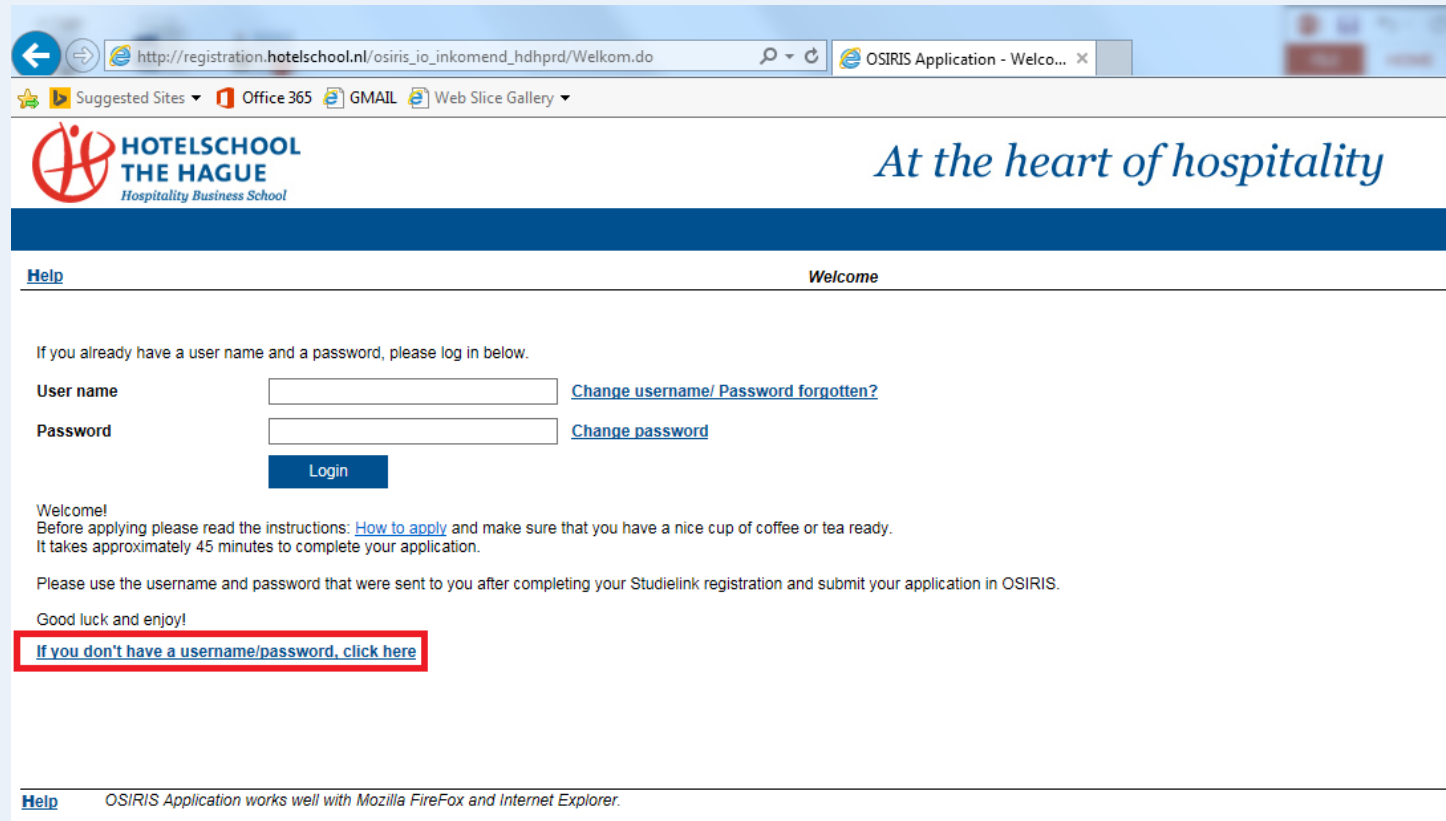
What I need to Apply:

- Bachelor Degree (Hospitality- or Business-related)
- Minimum one (1) year of *relevant* Work Experience
- Official Transcripts and Diplomas of Previous Education
- Two (2) Reference Letters (one Professional, one Academic)
- Letter of Motivation and Suitability
- Personal Essay
- Valid Passport and Recent Picture



Creating your Applicant Account

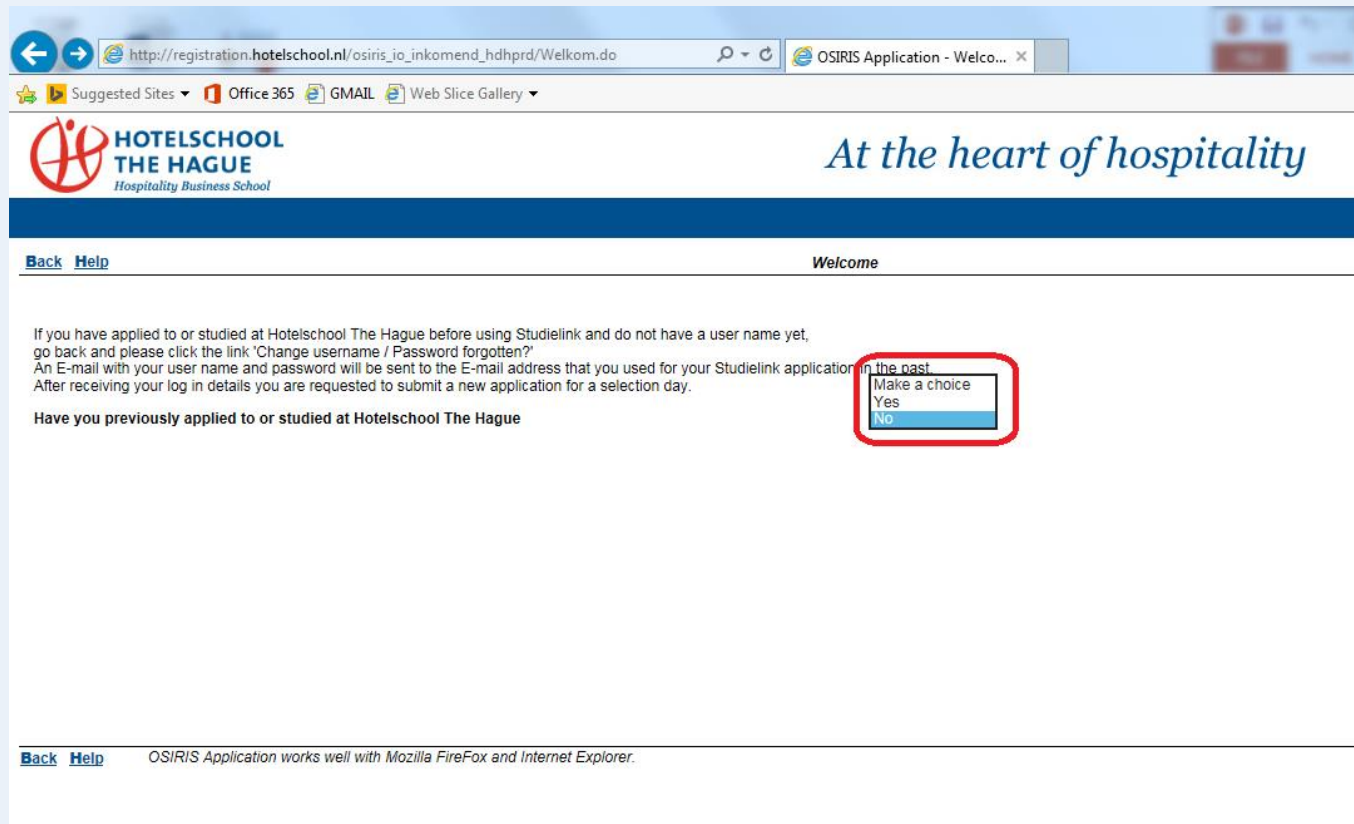
In order to begin your application, you must log on to our Application Portal (<http://registration.hotelschool.nl/>) and create your personal applicant account.



The screenshot shows a web browser window with the URL http://registration.hotelschool.nl/osiris_io_inkomend_hdhprd/Welkom.do. The page header features the Hotelschool The Hague logo and the tagline "At the heart of hospitality". Below the header, there is a "Welcome" message and a login section. The login section includes fields for "User name" and "Password", with links for "Change username/ Password forgotten?" and "Change password". A "Login" button is positioned below the password field. Below the login fields, there is a "Welcome!" message and instructions: "Before applying please read the instructions: [How to apply](#) and make sure that you have a nice cup of coffee or tea ready. It takes approximately 45 minutes to complete your application." Below this, there is a note: "Please use the username and password that were sent to you after completing your Studielink registration and submit your application in OSIRIS." Below that, there is a "Good luck and enjoy!" message. A red box highlights the text: "If you don't have a username/password, click here". At the bottom of the page, there is a "Help" link and a note: "OSIRIS Application works well with Mozilla FireFox and Internet Explorer."

Creating your Applicant Account

You will be prompted to select whether or not you have a Studielink Account. If you do, please select "Yes" and log in with your credentials, otherwise, select "No".



The screenshot shows a web browser window with the URL http://registration.hotelschool.nl/osiris_io_inkomend_hdhprd/Welkom.do. The page header includes the Hotelschool The Hague logo and the tagline "At the heart of hospitality". Below the header, there are links for "Back" and "Help", and a "Welcome" message. The main content area contains the following text:

If you have applied to or studied at Hotelschool The Hague before using Studielink and do not have a user name yet, go back and please click the link 'Change username / Password forgotten?'
An E-mail with your user name and password will be sent to the E-mail address that you used for your Studielink application in the past.
After receiving your log in details you are requested to submit a new application for a selection day.

Have you previously applied to or studied at Hotelschool The Hague

A dropdown menu is open, showing the following options:

- Make a choice
- Yes
- No

Step 1: Personal and Contact Details

Please fill in all the relevant details. Fields marked with an asterisk (*) are mandatory.

http://registration.hotelschool.nl/osiris_io_inkomend_hdhpdr/Welkom.do

OSIRIS Application - Applic...

Suggested Sites Office 365 GMAIL Web Slice Gallery

HOTELSCHOOL THE HAGUE
Hospitality Business School

At the heart of hospitality

[Back](#) [Help](#) **Application details**

In this screen you can submit a new application or change an existing application. For further information, please select the instructions button in the appropriate section of this page.

Personal details [Instructions for registration of personal details](#)

| | | | |
|---------------|---------|----------------------|--------------------------|
| Family name * | Hancock | Date of birth * | 01/01/1990 (dd/mm/yyyy) |
| Prefixes | | Country of birth * | UNITED STATES OF AMERICA |
| First names * | John | Place of birth * | New York |
| Given name * | Doe | Nationality * | AMERICAN |
| Gender * | Male | Second nationality * | Make a choice |

Contact details [Instructions for registration of contact details](#)

| | | | |
|---------------------------|------------------------|--------------|-----------|
| Personal e-mail address * | ██████████@hotmail.com | Mobile phone | 123456789 |
| Repeat e-mail address * | ██████████@hotmail.com | | |

Request for *

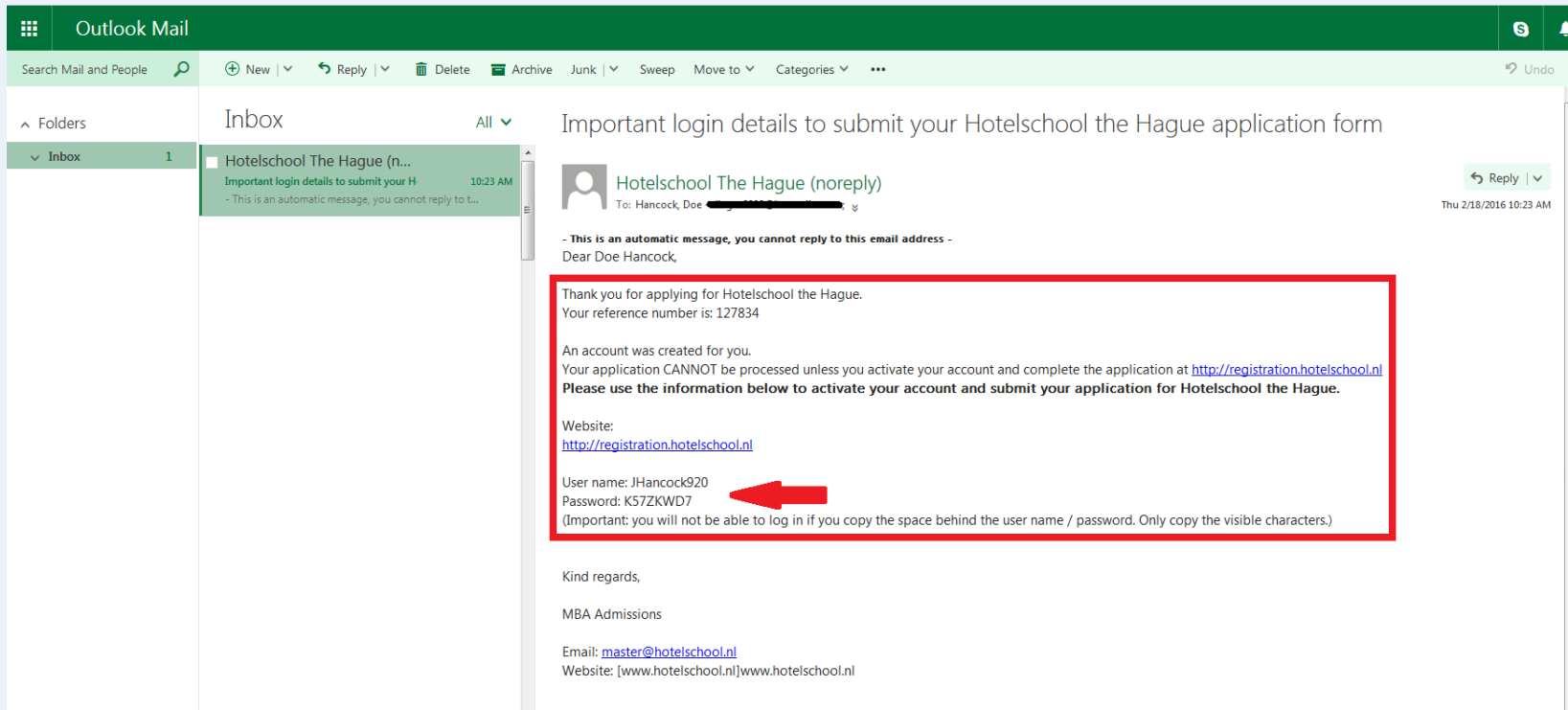
Application for the course Master of International Hospitality Management

Create account

[Back](#) [Help](#)

Step 2: Username and Password

An email with your **personal username** and a **temporary password** has been sent to you. Use these credentials to log in and create your personal password.



The screenshot shows the Outlook Mail interface. The main content is an email from "Hotelschool The Hague (noreply)" with the subject "Important login details to submit your Hotelschool the Hague application form". The email body contains the following text:

Thank you for applying for Hotelschool the Hague.
Your reference number is: 127834

An account was created for you.
Your application CANNOT be processed unless you activate your account and complete the application at <http://registration.hotelschool.nl>
Please use the information below to activate your account and submit your application for Hotelschool the Hague.

Website:
<http://registration.hotelschool.nl>

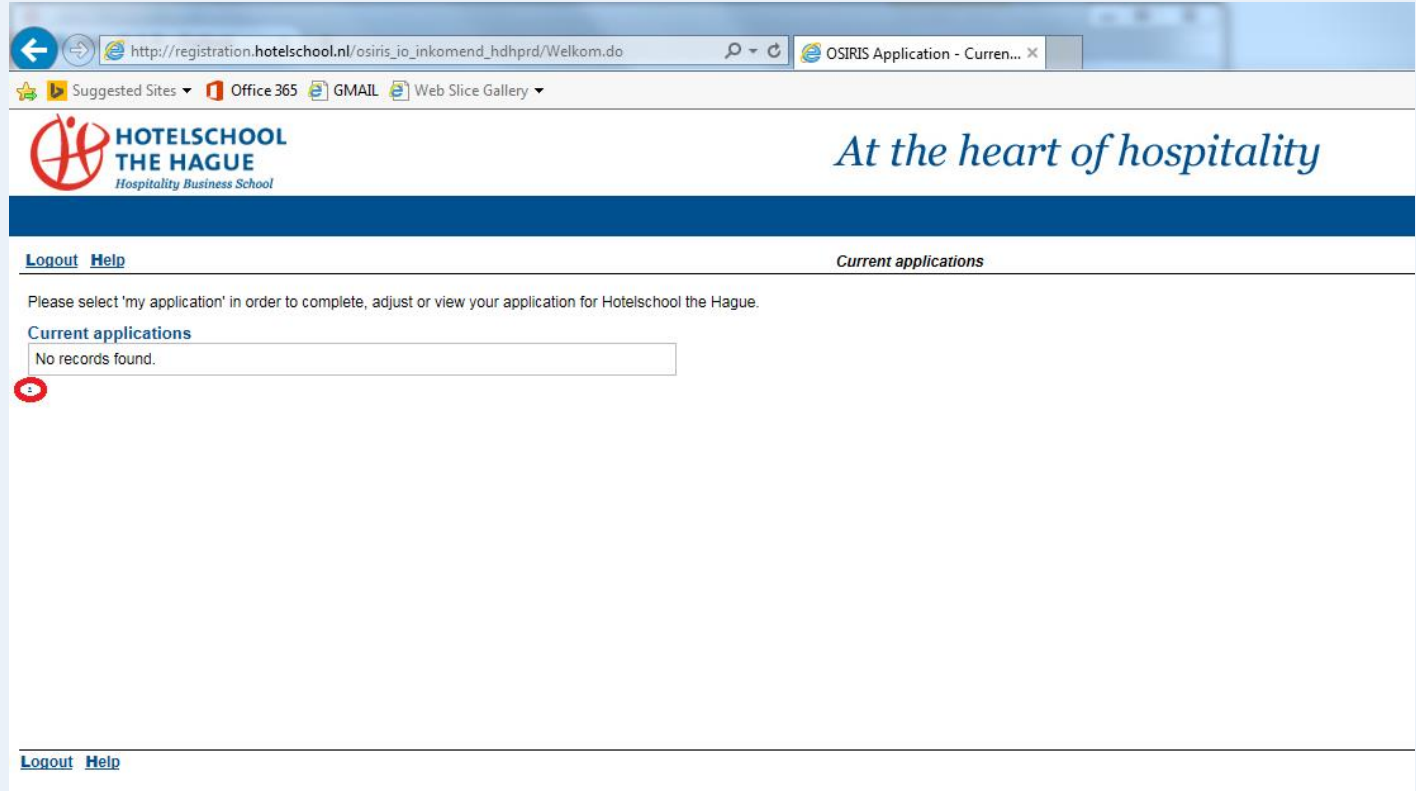
User name: JHancock920
Password: K57ZKWD7
(Important: you will not be able to log in if you copy the space behind the user name / password. Only copy the visible characters.)

A red box highlights the registration information, and a red arrow points to the password "K57ZKWD7".

Kind regards,
MBA Admissions
Email: master@hotelschool.nl
Website: [www.hotelschool.nl]www.hotelschool.nl

Logging Back In

If you wish to log in to continue where you left off, sign in through the home page and then either click on your existing application, or click on the “.” directly below to begin a new application.



The screenshot shows a web browser window with the URL http://registration.hotelschool.nl/osiris_io_inkomend_hdhpdr/Welkom.do. The page header features the Hotelschool The Hague logo and the tagline "At the heart of hospitality". Below the header, there are links for "Logout" and "Help", and a section titled "Current applications". A message states: "Please select 'my application' in order to complete, adjust or view your application for Hotelschool the Hague." Underneath, there is a section labeled "Current applications" with a text box containing "No records found." A red circle highlights a small icon in the text box. At the bottom of the page, there are again links for "Logout" and "Help".

Saving your Work

You may stop and save your work at any time during the application procedure. Simply click on the “**Save**” button at the lower left corner of the page. When you log back on, you will pick up where you left off.

Previous qualification

[Instructions for registration of previous qualifications](#)

Select your previous qualifications and click on the Add button. You can enter more than one qualification.

| | | |
|-------------------------|---|--|
| Country of education | * | <input type="text" value="Make a choice"/> |
| Previous qualifications | * | <input type="text" value="Make a choice"/> |
| Town/City | * | <input type="text" value="Make a choice"/> |
| Institute | * | <input type="text" value="Make a choice"/> |
| Qualifications gained | * | <input type="text" value="Make a choice"/> |
| Expected exam date | * | <input type="text" value=""/> (dd/mm/yyyy) |

Add previous qualification

| Previous qualifications | Institute | Country | Qualifications gained | Exam date |
|-------------------------------------|------------------------------|---------|-----------------------|--------------|
| #Bachelor Degree (Business-related) | Other non-Dutch institutions | CANADA | Yes | 20/06/2012 ✕ |

Continue

[Back](#) [Save](#) [Delete](#) [Help](#)



Step 3: Postal Address

Please provide your postal address here. The "Number" field is compulsory. If you do not possess a house number, please enter 1 and place "N/A" in the "Number addition" field, and use the "Addition" field for references and/or house names. The Zip code is optional but preferred.

| Contact details | | Instructions for registration of contact details | |
|---------------------------|---|--|----------------------|
| Personal e-mail address * | <input type="text" value="diegos2002@hotmail.com"/> | Mobile phone | <input type="text"/> |
| Repeat e-mail address * | <input type="text" value="diegos2002@hotmail.com"/> | | |


| Postal address | | Instructions for registration of address | |
|----------------|--|--|----------------------|
| Street name * | <input type="text"/> | Number * | <input type="text"/> |
| Addition | <input type="text"/> | Number addition | <input type="text"/> |
| Zip code | <input type="text"/> | City * | <input type="text"/> |
| Country * | <input type="text" value="Make a choice"/> | Telephone number | <input type="text"/> |

| | |
|---------------|--|
| Request for * | <input type="text" value="Application for the course Master of International Hospitality Management"/> |
|---------------|--|

Step 5: Degree Programme

Upon selecting "M Master of International Hospitality Management" from the dropdown menu, the other options will be filled. Please select your Academic Year please disregard the **days and months** that are mentioned and **only apply for the year** (i.e. to apply for the academic year 2016-2017, select "1 September 2016 to 31 August 2017". The "Starting date" is also erroneous, please disregard this.

| | | | |
|----------------------------|---|---|---|
| Request for | * | Application for the course Master of International Hospitality Management | ▼ |
| Apply for degree programme | | Instructions for registration of degree programme | |
| Degree programme | * | M Master of International Hospitality Management (M Master of International Hospitality Management) | |
| Programme type | * | Full-time | ▼ |
| City | * | AMSTERDAM | ▼ |
| Academic year | * | Make a choice | ▼ |
| Starting date | * | 1 September | ▼ |



Step 6: Previous Education

As an MBA Applicant, you must submit both your secondary and undergraduate education. Do this by selecting the relevant degrees from the dropdown menus and clicking on "Add previous qualification". For ease of access to our international applicants, the relevant undergraduate studies have been marked with a "#".

The screenshot displays a web form titled "Apply for degree programme" with a link for "Instructions for registration of degree programme". The form includes several dropdown menus for "Degree programme", "Programme type", "City", "Academic year", and "Starting date", all currently set to "Make a choice". Below these is the "Previous qualification" section, which includes a dropdown menu for "Select your previous qualification" and a list of options. The list includes various international qualifications, with three entries highlighted in red: "#Bachelor Degree (Business-related)", "#Bachelor Degree (Hospitality-related)", and "#Bachelor Degree (Other Specialization)". Other options include "Advanced Certificate Secondary Education", "Al-shahâda al-thânawiyya al-'amma", "All India Secondary School Certificate", "All India Senior School Certificate", "Anadolu Lisesi Diploması", "Anglo-Indian High School Ex. Certificate", "Apolytirion Lykeion", "Atestat", "Atestat midzinakarg krtoitjan", "Atestat prosovnuzagalnu srednyu osvitu", "Atestats par arodizglitibu", "Atestats par visparejo videjo izglitibu", "Attest. o srednem (polnom) obsc. obrazov.", "Attestat", "Attestation du Baccalauréat", "Attestation Ex Nat Fin d' Etudes SecA2", "Attestation Fin d'Etudes Sec Général/Bac", "Australian Capital Territory Yr 10 Cert", "Australian Capital Territory Yr 12 Cert", "Avgangsbetyg", "Baccalaureate", and "Baccalauréat". A blue button labeled "Add previous qualification" is present, along with a note "No previous qualifications have". At the bottom, there is a "Continue" button and a row of links: "Back", "Save", "Delete", and "Help". A link for "Instructions for registration of previous qualifications" is also visible.



Step 7: Application Form

You have been redirected to a new window. This is the MBA Application Form, and is divided in three sections. To advance to each section, please answer each question honestly and include any and all required attachments. Depending on certain answers, some additional questions may appear.

To maintain ease of access, all attachments must be in .pdf form.

HOTELSCHOOL THE HAGUE
Hospitality Business School

At the heart of hospitality

[Save](#) [Help](#) Additional information

[General](#) / [previous education](#) / [work experience](#) / [additional questions](#) / [Submit application](#)

previous education Step 2 of 5

1 Are you 23 or younger?
*

2 We would like to know more about your secondary education. Please enter the name of your high school
*

3 Please enter the country and the city of your secondary education

4

5 Please upload your final grade list and diploma. If you do not have your diploma yet, please upload your most recent (official) grade list or report card.
* Attachment

6 We would like to know more about your higher education. Please enter the name of your school.
*

7 Please enter the type of education (eg. bachelor, undergraduate, master)
*

8 What was your majoring subject?
*

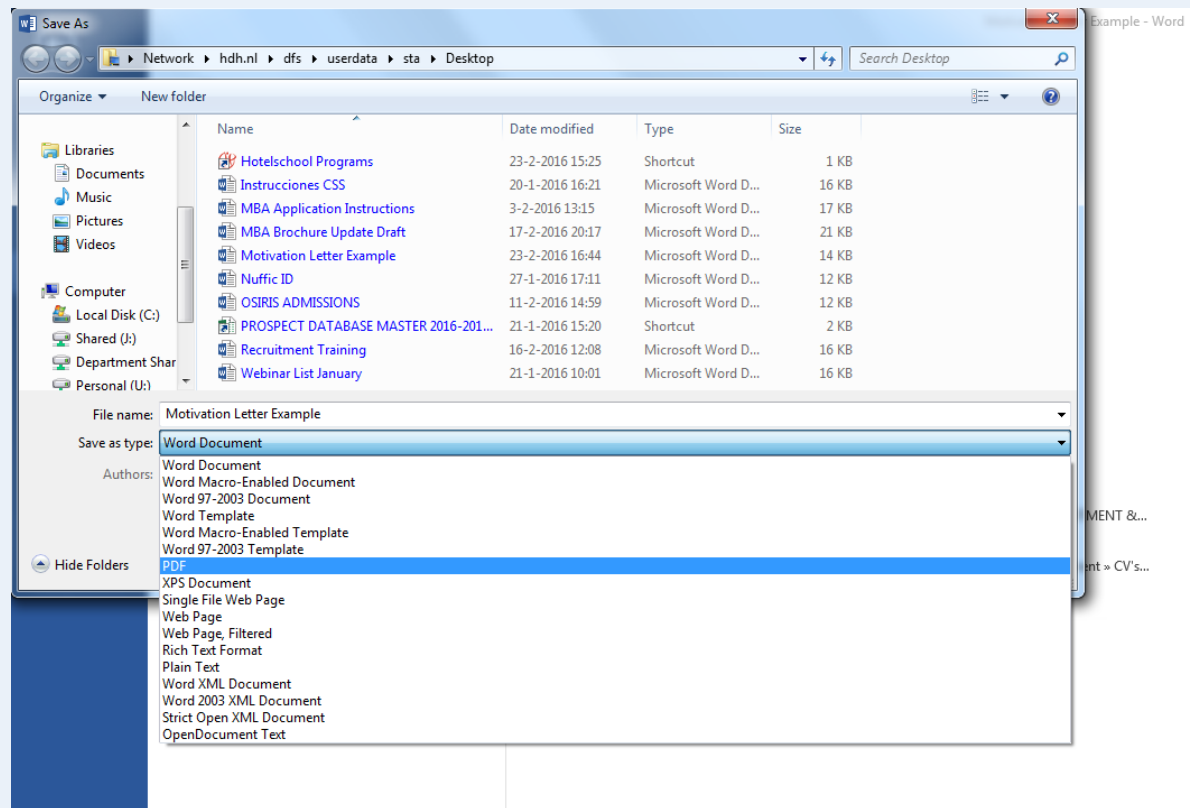
9 Please upload your final grade list and diploma. If you do not have your diploma yet, please upload your most recent (official) grade list or report card.
* Attachment

[Save](#) [Help](#)

Guidelines: Attachments

As mentioned earlier, **all attachments must be in .pdf format.**

If you have a document or file in another format, please convert it to PDF – this can be done for Microsoft Office files by selecting “Save As” and choosing PDF in the “Save as type” dropdown menu. For other files, please use a PDF converter or creator (there are many [free versions online!](#)).



If you require additional assistance, please notify us by email to master@hotelschool.nl, move on to the following questions and **save** your application.

Guidelines: Motivation Letter

Your Motivation and Suitability Letter should:

- Be no more than two (2) A4 pages long and in a normal university format (font type and size, page margins, line spacing, etc.)...
- Contain some general information; a short description of yourself, your hobbies and interests and anything else you think we should know!
- Your motivations; the reasons why you wish to apply for our MBA in International Hospitality Management. How the Programme is a good match for your future ambitions and what you expect to gain by studying it...
- Your suitability for this MBA Programme; why you are a good match for the Programme and what you bring to the table!
- Be genuine! Use your own words and speak from the heart; share your passions and/or obsessions with us!



Guidelines: Personal Essay

You must write a Personal Essay on the requested topic. This essay should:

- Be between 500 and 700 words long...
- Discuss the topic from your personal perspective...
- Illustrate your arguments using relevant examples...
- Elaborate on the matter using your own personal experience(s)...
- Be genuine! We want to know what your gut tells you, so use your own words, ideas and thoughts!
- PS: No formal bibliography or citations required – this is not a research paper and will not be used in any other context than your application review. Any citations and/or bibliographies will not count towards your word limits.

