

MBA in International Hospitality Management How to Apply

Necessary documents, to prepare before your application:

- CV in English (more info - Step 3)
- Latest or final grade list / transcript
- If obtained, your Bachelor diploma

Step 1: Create your Studielink Account

Studielink is a Ministry of Education website where candidates may apply or enroll into all higher education programmes offered in the Netherlands. Once your account is created, you may then navigate to the "My study programmes" tab and select "Add new enrolment".

By selecting the desired academic year and further filtering the search as follows:

- Institute of higher education: University of Applied Sciences
- Type of study programme: Master's or other follow-up study programme
- Educational institution: "Hotelschool The Hague – Hospitality Business School"

The MBA degree will be automatically selected and will appear as:

"M Master Intern. Hospitality Management"

Upon confirming your choice by clicking on the green button entitled "Confirm study programme", Studielink will automatically create a new account for you in Hotelschool The Hague's internal applications portal, OSIRIS, and you will receive a few emails on the address you used to create your Studielink account. You must then follow the steps on the OSIRIS application to fill out and submit your application. These steps are further explained below:

Step 2: Your Curriculum Vitae

The first step you must take is to submit an updated CV in English. We require the following information to be present on your CV in order to proceed to the next step:

- Your full name, starting with your first or given name.
- Your date of birth and nationalities.
- Your level of English (C1 is required).
- Your prior university or higher education. Please include the full name of the institution, and the degree name and title you've obtained, as well as dates of attendance and graduation.
- Your prior professional and work experiences, including the number of months per role, a short summary of your main tasks and responsibilities, and a distinction between part-time and full-time work. This section may contain, but is not limited to academic internships and traineeships.

Upon submission, your CV will be reviewed and assessed according to our academic and professional admission requirements, and you will receive our feedback regarding your general eligibility shortly thereafter. Please note that because all prior (university) academics must have been conducted in an accredited institution, we may require you to submit additional information for an equivalency study of your academics, before we can provide our eligibility feedback.

Should an equivalency study be required, you will be notified, and requested to submit the following additional documents:

- A color copy of your university diploma (recto/verso if there is text on the back)
- Color copies of your academic transcripts (A.K.A.: list of marks, grade list...)
- A color copy of your passport

Step 3: Your Personal Consult

Should your profile fulfill our academic and professional admissions criteria, you will be invited to receive a Personal Consult. This is an informal interview conducted by a member of the Master Programme's Management Team. The purpose of this interview is to verify your understanding of the MBA curriculum, and determine whether your personal and professional qualities and aspirations match the MBA's learning outcomes and focus.

The interview may be conducted via Skype or on-campus, and will last approximately one hour. Upon conclusion of the Personal Consult, you will receive feedback regarding your match for the curriculum; and you may then decide whether to proceed with, or withdraw from the application process. Please note that while the Personal Consult does not block you from continuing the application process, it is designed to give you a first impression regarding your suitability for our MBA Programme.

Step 4: The Full Application

If you have elected to proceed with your application to our MBA Programme, you will be granted access to the full application form on OSIRIS. The form is self-explanatory, and will guide you in submitting (via upload) the required documentation to process your full application:

- Your academic degree and transcripts (if you did not require an equivalency study)
- Your reference letters (one professional and one academic)
- An example of prior academic or professional research that you've undertaken in the past (optional but highly recommended!)
- Your motivation letter
- A personal essay
- Proof of C1-Level English if you are not a native speaker, or have not received a waiver during your Personal Consult.
- The proof of payment of our (non-refundable) application fee.

Once your form has been submitted, we will review it and if everything is in order, will then send you an online scheduler to select your preferred dates and times to participate in our Selection Week, which consists of two interviews: the Alumni Consultation and Selection Interview.

Step 5: Scheduling your Selection Week Interviews

Upon having received our dedicated scheduler, you may now select two timeslots:

- An Alumni Consultation timeslot from Monday to Thursday.
 - A Selection Interview timeslot on a Friday.
- Please refer to our website for the dates of the confirmed Selection Weeks of the MBA.

Once we receive your preferences, we will then verify the availability of our Alumni and Selectors, and either confirm the time via an Outlook Meeting Request, or propose an alternative. Both meetings can be conducted live or via Skype (and/or phone for the Alumni Consultation), and should last approximately an hour.

Deliberation and Final Decision

Upon concluding your Selection Week, our Programme Management will deliberate and communicate their final decision regarding your admission to you within 10 working days.