

## *MBA in International Hospitality Management Application Quick Start Guide*

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### **Necessary documents, to prepare before your application:**

- CV in English
- Latest or final grade list / transcript
- If obtained, your Bachelor diploma

For more detailed information, please consult our 'How to Apply' guide!

### **Step 1: Create your Studielink account**

Website: <https://www.studielink.nl>

- Create account on Studielink
- Select MBA Programme: "M Master Intern. Hospitality Management"
- Confirm study programme
- Studielink will create an account for you on OSIRIS

### **Step 2.1: Upload your CV**

Your CV should be in English and contain the following:

- 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 (name of institution, degree name, dates)
- Your prior professional work experiences (part-time/full-time, time in months, tasks)

### **Step 2.2: Verify your prior education**

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

- 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...)
- Color copy of your passport

For more information on each step, please consult our complete '**How to Apply**' guide!

### **Step 3: Your Personal Consult**

If your profile fulfills our academic and professional admissions criteria, you will be invited to receive a Personal Consult:

- Informal (Skype) interview with a member of the MBA Management Team
- You will further discuss the aspects of the programme and verify compatibility
- You will receive feedback on your eligibility and advice for the next steps

### **Step 4: The MBA Application**

After your Personal Consult, 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 (guidelines in the form)
- A personal essay (subject and guidelines in the form)
- 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

### **Step 5: Scheduling your Selection Week interviews**

Selection Weeks take place throughout the year. If you've submitted your application form two weeks before the start of the next Selection Week, you will receive our dedicated scheduler to 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, and the deadline to submit the application.

Once you make your selection, we will schedule and confirm your timeslots.

### **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.