

## Information sheet

### Aviation Management (Bachelor of Arts)

**In addition to the application form, your application must include the following documents:**

- **A complete CV without gaps detailing what you have been doing (proof of employment, etc.) up to the application deadline**
- **1 passport photo**
- **Your university entrance qualification (e.g. Baccalaureat, Lizeum, Attestat, Leaving Certificate, etc.)**
- **Proof of language skills (part of the entry requirements) to be submitted by no later than end of 1<sup>st</sup> year of studies**
- Applicants need to prove to have English language skills at least at »Europe-Level 2« or any equivalent level. Should you not have sufficient English language skills, then our University offers a language test during the 1st year of studies in order to assess them. The respective dates will be announced on our website.
- First practical experience prior to taking up your studies either through a qualified business internship with a minimum duration of 12 weeks ("pre-university practical training") in the aviation sector or any related industry, or through a commercial apprenticeship, or through work experience in the aviation industry.

**An internship certificate should include at least the following information**

- Duration of the internship (beginning/ending date)
- Information concerning weekly hours of work (full-time/part-time)
- Job tasks (detailed description required; general description shall not be deemed sufficient)
- Formal criteria (company letterhead, stamp, signature, German language, etc.)

**Besides meeting the formal entrance requirements, applicants for the Bachelor degree course have to have the following fundamental and practical skills:**

**a good general knowledge,  
good knowledge of subjects putting particular emphasis on economics and maths,  
good command of English,  
a keen interest in matters concerning the aviation industry**

- **Certificate of withdrawal from university if you were enrolled at another university**
- **In case you are changing universities or pursuing a second degree** Copy of the degree or of the so far awarded credit points & a letter of motivation outlining why you are changing universities or why you want to pursue a second degree  
In case of hardship: Written explanation, proof (relevant expert opinion and/or report, etc.)
- If applicable: **Certificate of non-objection**  
Certificate issued by the university at which you are/were enrolled stating that you did not lose your right to take examinations or that you were not expelled due to other reasons)
- Copy of the current residence permit (needs to be handed in by no later than date of enrollment)

**In case of further questions relating to the application or its procedure, please contact the Student office, Mrs. Nicole Blum, Tel. 0049-(0) 6241-509274 or email: [blum@fh-worms.de](mailto:blum@fh-worms.de)**