

## How can I apply?

1. Please send an e-mail to the Head of Admissions, Prof. (FH) Mag. Roksela Miha (roksela.miha@lbs.ac.at), briefly expressing your interest in applying at LBS
2. As a reply to this e-mail you will receive a question. You are kindly asked to answer this question in the form of an essay of 500 words. Please send the essay in a word format to roksela.miha@lbs.ac.at within 3 working days from the day on which the e-mail was sent
3. In case the essay is evaluated positively, you will be kindly asked to submit the complete application package either via e-mail, fax or postal mail
4. Once the complete application package has reached the admission office, you will be invited to participate in the Master Assessment which may either take place on campus or via Skype
5. In case you have successfully passed the master assessment, you will be informed regarding the admission status via e-mail and receive the official enrolment package to the postal address indicated in your application form

## Checklist of the required application documents

- a curriculum vitae
- a copy of birth certificate (to be translated and legally certified in English or German)
- a copy of your citizenship certificate or of your passport
- 1 passport photo (please enclose photo & write your name on the back)
- a copy of your diploma with enclosed transcript of records (list of subjects & respective grades) – (to be translated and legally certified in English or German)
- a certificate of English Command (not compulsory but it will be considered by the admission committee) - Cambridge certificate; IELTS; TOEFL
- 2 Reference letters (1 academic reference + 1 non-academic reference)

*Lauder Business School (LBS) was founded in 2003 as a University of Applied Sciences with the aim of offering first class business education on a highly international campus in the heart of Central Europe. LBS is a fully recognized and government-funded University of Applied Sciences. Its degree programs are in line with the Bologna requirements, accredited by the Austrian Agency for Quality Assurance and listed with the Austrian Federal Ministry of Science, Research and Economy.*