Payment procedure for International Students

Specific payment requirements are applicable for international students and applicants seeking admission to the bbw University of Applied Sciences:

- Applicants from non-EU countries must pay an application fee.
- All applicants from foreign countries are to pay study fees at least two weeks before the commencement of each semester. (The relevant semester fees are detailed on the application form.)

1. Application fee

Citizens of non-EU countries are required to pay an application fee of 150 EUR when submitting their application. The application fee covers the administrative costs involved in examining your documents for potential admission to the bbw University of Applied Sciences. Payment of the application fee is required irrespective of whether you are ultimately accepted into a course of studies at bbw or not. We will begin processing your application documents once payment of your application fee has been received on bbw's bank account. Decisive is the date on which your payment was received on bbw's bank account. As soon as we have completed examining your documents, we will send you written notification regarding the next steps.

Once we have received your application documents, we will send you an informative e-mail for transferring the application fee.

Please note that the following data must be included under the “intended purposes” section of your bank transfer form to successfully process your application:

- **Surname, First name** (as written in your passport)
- **Date of birth** (dd.mm.yyyy)
- **Passport number**

<table>
<thead>
<tr>
<th>Example: surname, first name</th>
<th>date of birth</th>
<th>passport-no.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ZAUBERMANN, PETER</td>
<td>01.01.1999</td>
<td>X000000</td>
</tr>
</tbody>
</table>

If you cannot enter all the data on the bank transfer form, at least the **surname** and **passport number** must be specified!

**ATTENTION!** Please do not transfer your application fee before you have received the above mentioned e-mail regarding the payment from us, otherwise we will not be able to assign your transfer correctly.

Note that the transfer fee is fully payable by the applicant. This means that you are to use the OUR procedure (sender pays costs) for the transfer to ensure all applicable bank and transfer fees are included in your payment. Payment by credit card is not possible.
Payment procedure for International Students

2. Tuition fees

Students from foreign countries must transfer their course fees each semester before the beginning of the respective semester. The fees are not due until we have examined your application documents and have confirmed your admission to your chosen course of study in writing. If accepted, with your course approval notification you will receive an invoice that includes all the relevant information regarding the amount of payment required, as well as the relevant payment dates.

Tuition fees must be transferred, since a direct debit is not possible. The payment deadline for the summer semester (SoSe) is 15.03. and 15.09. for the winter semester (WiSe) each year. Further costs are not applicable at bbw during the regular study period.

The invoice will include an invoice number that must always be indicated with the matriculation number and the course group in the “intended purpose” section of your bank transfer form for the duration of your studies. You will receive this information in writing from the registrar’s office of the bbw University of Applied Sciences.

The following data is to be specified as the “intended purpose” on your bank transfer form, so that your payment can be clearly assigned:

- Your matriculation number from the bbw University of Applied Sciences
- Invoice Number
- Study Group
- Surname (as written in your passport)

<table>
<thead>
<tr>
<th>matriculation number</th>
<th>invoice number</th>
<th>study group</th>
<th>surname</th>
</tr>
</thead>
<tbody>
<tr>
<td>026513</td>
<td>0258/2015</td>
<td>HM035</td>
<td>ZAUBERMANN</td>
</tr>
</tbody>
</table>

If you cannot enter all the data on the bank transfer form, at least the matriculation number, surname and date of birth must be specified!

The bank account of the bbw University of Applied Sciences is:
Deutsche Kreditbank AG
IBAN DE20 1203 0000 0019 1193 46
BIC BYLADEM1001

Please complete the transfer request completely and legibly in print letters!

Registrar’s Office | Student Service Center:
Katharina Stahr  | +49 30 3199095-50 | katharina.stahr@bbw-hochschule.de

Postal adress of the bbw University of Applied Sciences:
bbw Hochschule | University of Applied Sciences
Leibnizstraße 11–13 | D-10625 Berlin
international@bbw-hochschule.de