

Bachelor Programs - WHU

Application Documents

Documents 1-4 must be uploaded to our [application portal](#) at the latest by the deadline for each selection round. Please check our website for the relevant deadlines. Documents 5-6 can be submitted after the application, but no later than May 15.



1. CV including the following content:

- First Name, Last Name, Date of Birth ([no picture or other personal contact information](#))
- Education (from the past three years including previous periods of study at universities, if applicable)
- Work Experience e.g., internships, apprenticeships, student jobs, freelance work
- Volunteer Experience
- Intercultural Experience e.g., in your home country or abroad
- Interests and Hobbies e.g., sports, the arts, clubs
- Languages (native language and any others with proficiency level)

Formating: maximum of 2 pages DIN A4 | Please name the file as follows: Last Name_ First Name_CV



2. Letter of Motivation including the following content:

- First Name, Last Name, Date of Birth ([no picture or other personal contact information](#))
- Motivation for studying Business Psychology or International Business Administration
- Motivation for studying at WHU – Otto Beisheim School of Management
- Personal profile, e.g., strengths, weaknesses, fit for WHU, career goals

Formating: maximum of 2 pages DIN A4 | Please name the file as follows: Last Name_ First Name_LM



3. Front and back side of your ID or passport

Please upload the file as: Last Name_First Name.jpeg.



4. School Leaving Certificate or the most recent grade report from your final school year



5. Proof of English Proficiency

- TOEFL iBT or TOEFL iBT Special Home Edition: Minimum Score 95 Points
- [Institutional TOEFL](#) (ITP): Minimum Score 587 Points
- IELTS Academic Module or IELTS Academic Online: Minimum Score 6,5
- Cambridge C1 Advanced Certificate: Minimum Score Grade C
- Applicants graduating from an English-taught school (English as a subject is not sufficient), may be exempt from an English test. In this case a confirmation from the school will have to be uploaded in the application portal.



6. Proof of an apprenticeship (with a certificate from the Chamber of Commerce) or business-related internship of at least 6 weeks

This can be achieved through multiple internships of at least two weeks. If you have yet to complete an internship, a letter from the company confirming the upcoming position is acceptable. Internships shorter than two weeks, older than two years, or completed at your family's business will not qualify. The duration as well as the tasks must be clearly stated to demonstrate your fulfillment of the six weeks.

Examples of internship areas

Bachelor in Business Psychology: HR management and consulting, advertising psychology, market and consumer research, classic commercial areas, e.g. marketing and sales, organization, taxes and finance, production and logistics, or in areas such as communication, media, corporate social responsibility, sustainability, data analysis and AI.

Bachelor in International Business Administration: Marketing, organization, finance and taxation, production and logistics, innovation and technology, corporate development, data analysis and AI, or in areas such as communication, media, corporate social responsibility or sustainability.



Application Tips&Tricks

Please write your CV and letter of motivation in German if you would like to take part in the final selection round in German, or in English if you prefer to take part in the final selection round in English.

The choice of language for your application will not affect your chances of being offered a place. This means that you can complete the selection procedure in German and still study entirely in English later on. For the Bachelor in International Business Administration you can also decide at a later stage whether you would like to study entirely in English or bilingually.

In case of further questions, please contact the Bachelor Admissions Team at bachelor@whu.edu