

# Application Form

## Mannheim Master in Sustainability and Impact Management

Name	First Name
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### Checklist for a Complete Application

Please send your application documents in one PDF file via e-mail to [gotsulyak@mannheim-business-school.com](mailto:gotsulyak@mannheim-business-school.com) and [info.mim@mannheim-business-school.com](mailto:info.mim@mannheim-business-school.com)

- Completed application form
- Current CV (up to the date of application)
- Digital photo (print resolution)
- English language certificate (TOEFL or equivalent test)
- High school diploma (certified copy)
- University degree certificate, such as a bachelor's degree certificate (certified copy)
- Application video (sent with WeTransfer)
- Company support form (original)
- Written confirmation of work experience (employment contract/job reference)
- Receipt of transfer of application fee (€99, not refundable)
- APS for applicants from China and Vietnam

### Contact

Mannheim Business School gGmbH  
Admissions Mannheim Master in Sustainability and Impact Management  
L 5, 6  
68131 Mannheim  
Germany

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E-mail: [info.mim@mannheim-business-school.com](mailto:info.mim@mannheim-business-school.com)  
[www.mannheim-business-school.com/mim/](http://www.mannheim-business-school.com/mim/)

# Guideline for your Application

## Admission

### Admission Criteria

For a successful application for the Mannheim Master in Sustainability and Impact Management you need to have:

- a Bachelor's degree or equivalent
- fluency in English, proven by a TOEFL (minimum score of 85) or a comparable test
- first work experience (job reference)
- a valid employment contract

### Admission Procedure

The admissions process consists of four steps:

#### 1. Submission of the application form and required documents

Fill out the application form and send it together with the required documents within the admissions period to Mannheim Business School.

#### 2. Application Review

Once your application has been received, it will be reviewed by the Admissions Committee. You will receive a confirmation of receipt within two weeks.

#### 3. Invitation to the Selection Interview

Present yourself in a personal or web-based interview with the Admissions Manager. An admissions decision will be made based on the evaluation of your application package and the selection interview.

#### 4. Admission

After a successful application, you will receive the admission notification and contract (via DocuSign).



## Admission Period and Tuition Fee

The program starts every September. Since there are only limited places available, we strongly recommend getting in contact with us as early as possible.

The regular tuition fee is €32,000, we offer the Mannheim Master in Sustainability and Impact Management in its first year at the introductory price of €22,500.

## English Language Proficiency

Proof of appropriate English language skills can be provided by the following:

- successful completion of a degree program of at least two years' duration of which at least half the course and the examination were in English; or
- a university entrance qualification obtained in an English educational system; or
- accredited training as an interpreter, multilingual assistant, multilingual secretary, commercial assistant specializing in foreign languages, or a European secretary with English as the target language; or
- if no appropriate degree program has been completed and no appropriate university entrance qualification has been obtained, submission of the results of one of the following tests will be considered sufficient proof of proficiency:
  1. Test of English as a Foreign Language Internet-based Test (TOEFL iBT) with a minimum score of 85;
  2. Test of English as a Foreign Language Institutional Testing Program (TOEFL ITP) with a minimum score of 545;
  3. International English Language Testing System (IELTS) Academic or General training with a minimum band score of 6.5;
  4. Test of English for International Communication (TOEIC) with a minimum score of 845;
  5. First Certificate in English (FCE) minimum grade C; one of the following Cambridge English qualifications will also be recognized: C1 Advanced (CAE), C2 Proficiency (CPE), B2 Business Vantage (BEC Vantage) with a minimum grade C, or C1 Business Higher (BEC Higher);
  6. London Chamber of Commerce and Industry (LCCI) English Language Skills Assessment (ELSA) with a minimum score of 315;
  7. The European Language Certificates (telc) English B2-C1 University with a minimum level B2;
  8. UNlcert® II (European level B2); or
  9. Pearson Test of English (PTE) General with a minimum level 3 or PTE Academic with a minimum score of 55.

The results must not be more than five years old at the time of the closing date for applications.

## Application Video

Please give us a brief introduction about yourself including details not available in the CV and a description of current work activities. Furthermore, please answer each of the two following questions for up to 2 minutes:

**How will environmental as well as social business impacts affect management decision making in the future in your opinion?**

**Why is the MIM the right master program for you?**

Please submit your video with a maximum duration of about 4 minutes via WeTransfer.

## Company Support Form

Since the Mannheim Master in Sustainability and Impact Management is a time-intensive professional development program, ensuring company support from the beginning is a critical element in determining a candidate's potential for success. Therefore, please include a signed company support form in your application documents.

## Work Experience

Applicants must provide evidence of first professional experience. A corresponding reference from the employer must be enclosed with the application (employment contract and a job description).

## Application Fee (not refundable)

Please transfer EUR 99 to the following MBS account:

Landesbank Baden-Württemberg

IBAN: DE12 6005 0101 7496 5044 81

BIC: SOLADEST

Reference: Your name, Application fee MIM23

## 01 Personal Information

Title
Last name
First name

Male  Female  Diverse

Date of birth	D D M M Y Y	Place of birth
Nationality		

### Current Address

Street		
Country	Postal code	City
Business mobile phone	Private mobile phone	E-mail

Please keep us informed about any changes in your contact details.

## 02 Academic Background

### University Entrance Qualification (e.g. High School Diploma, Abitur)

Type of University Entrance Qualification Certified copies have to be included in the application package.	City/Place of your Univ. Entr. Qualification	Date of your Univ. Entr. Qual.	Grade of your Univ. Entr. Qual.

Please list all academic achievements at the post-secondary education level in reverse chronological order.

Duration From	to	Name of University or College	Field/Major	Degree received	Results (Grade)	Number of holiday semesters
M M Y Y Y Y	M M Y Y Y Y					
M M Y Y Y Y	M M Y Y Y Y					
M M Y Y Y Y	M M Y Y Y Y					

## 03 Professional Background

### Current Position

Please fill in your current employment. Please be as precise and accurate as possible and include a more detailed job description on an extra page.

Company	City, Country	Start of current employment	I have a valid employment contract
		D D M M Y Y Y Y	Yes No
Position/Function			

Post-graduate work experience at the start of the Master's program in September 2021 (permanent position after your first degree) in months: \_\_\_\_\_

### 03 (continued)

#### Previous work experience

Please list each full-salaried position after your first degree in reverse chronological order. Please be as precise and accurate as possible.

a)

Company	City, Country	Duration From	To
		D D M M Y Y Y Y	D D M M Y Y Y Y
		<input type="text"/>	<input type="text"/>
Position/Function			

b)

Company	City, Country	Duration From	To
		D D M M Y Y Y Y	D D M M Y Y Y Y
		<input type="text"/>	<input type="text"/>
Position/Function			

### 04 English Language Proficiency

#### Language Test

Please indicate the language test you have taken. Please enclose a certified document.

TOEFL    TOEIC    IELTS    Certificate of Proficiency in English    Certificate of Advanced English

Course of study in English    Other:

Date taken/to be taken	Location	Result
D D M M Y Y		
<input type="text"/>	<input type="text"/>	<input type="text"/>

### 05 International Experience

Please list your most significant international experiences growing up, studying or working outside your home country.

Duration From	To	City, Country	Activity	Name of employer/university
M M Y Y Y Y	M M Y Y Y Y			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
M M Y Y Y Y	M M Y Y Y Y			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
M M Y Y Y Y	M M Y Y Y Y			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### 06 Extra-Curricular Activities

Please specify your extra-curricular and leisure-time activities in order of importance to you.

1
2
3
4

## 07 Financing

How will you fund your tuition fees, if you are admitted to the Mannheim Master in Sustainability and Impact Management ?

	Amount in EUR	in %
Tuition funded by company		
Tuition funded by yourself		
Bank or privat loan		
Other – please specify:		

How did you first learn about this Master's program? Please be as precise as possible and name your sources.

Current employer

Career advisor

Alumnus/alumna of Mannheim Business School

Advertisement/media article

Mannheim Business School website

Other website

Current/former university/professor

Master study fair

Colleague/friend/relative

Other

At what other education institutions have you also applied to?

### Statement of Accuracy:

I hereby certify that the information contained in this application is complete and correct to the best of my knowledge.

Date \_\_\_\_\_

Signature \_\_\_\_\_

## Data protection information and declaration of consent

When you apply for an MBS study program, we record your personal data (e.g., from your cover letter, résumé, references, application form, interviews, etc.) in our applicant tracking system for the duration of the application process.

MBS collects, processes (in particular stores) and uses this data to contact you in the event of acceptance or, in the event of an initial rejection, to inform you that a place has become available or to seamlessly proceed with the application process should another study program at MBS come into question. If you are accepted for an MBS study program, this data shall continue to be stored for the duration of that program. In addition, MBS shares your data with the University of Mannheim for the purpose of the academic supervision of MBS study programs.

Personal data that is no longer required for these purposes is deleted or blocked, provided that there are no legal retention or storage obligations. In the event that you terminate the application process prematurely or are not accepted for the MBS study program, all personal data, with the exception of information on your acceptance, rejection or withdrawal of your application, shall be deleted.

Applicant data is stored on our file server, located on MBS and University premises. Application documents are also stored in the CRM system "Salesforce", in a data center located in Germany. In addition, MBS uses "Google Apps for Education" as well as products of the Microsoft Office 365 Suite (EU) for various purposes in the admissions process. It cannot be completely excluded that such personal data will also be stored on servers located outside the EU.

Personal data may only be processed and used where permitted by law or subject to the consent of the person concerned. With regard to the procedures described above, it is permitted to collect, store, transmit and use your personal data to the extent described in Article 6(1)(b) General Data Protection Regulation (GDPR). By signing, you confirm that you are aware of these data processing purposes.

In addition, we intend to store your personal data in the manner described for a maximum period of 12 months after termination of the application process. In this case, we require your consent, since there is no legal obligation for this storage. By signing this document, you also give such consent. By way of precaution, we would like to stress that your consent is voluntary, and refusal will have no effect on your chances in the application process. You may therefore refuse to give your consent without stating any reasons, and without having to be concerned about repercussions. You may revoke your consent in writing at any time in the future. Revoking or refusing consent does not affect the scope of the data processing permitted or stipulated by the GDPR or other legal provisions.

Should you have any questions about data protection and how MBS deals with personal data, please contact our data protection officer at: [datenschutz@mannheim-business-school.com](mailto:datenschutz@mannheim-business-school.com), Mannheim Business School, L5, 6, 68131, Germany

Date \_\_\_\_\_ Signature \_\_\_\_\_

If a candidate applies for the Mannheim Master in Sustainability and Impact Management course as part of a secondment, Mannheim Business School gGmbH will also inform the employer in the event of an admission to the program.

## Declaration of consent to the transfer of personal data

Furthermore, as an applicant I agree that my employer will be informed. Furthermore, I agree that my data will be transmitted electronically (e.g. by e-mail) to my employer.

Yes  No

I am aware that I can revoke my consent to the transfer of data to my employer at any time. The revocation must be sent to [info.mim@mannheim-business-school.com](mailto:info.mim@mannheim-business-school.com).

## Newsletter Opt-in

I agree that Mannheim Business School uses my aforementioned e-mail address to send me information about upcoming MBS events, the latest offers regarding MBS study programs and courses, as well as general MBS related news. This information will be delivered through a newsletter with a general monthly cadence and occasional extra issues. You can notify us at any time via e-mail to [info@mannheim-business-school.com](mailto:info@mannheim-business-school.com) if you no longer wish to receive the newsletter / information about our study programs.

Yes  No

Date \_\_\_\_\_

Signature \_\_\_\_\_



[www.mannheim-business-school.com/mim/](http://www.mannheim-business-school.com/mim/)