



Your Application for the M.A./MBA (USA)

Checklist for a Complete Application

Letter of motivation (form see below)

CV

Certified transcripts of all given grades, studies and activities

University entrance qualification (optional in the first place)

Personal Information

Salutation:

First name:

Last name:

Permanent Address:

Street:

Postal code & town:

Phone:

E-Mail:

Date of birth:

Place of birth:

**PLEASE USE OUR [APPLICATION FORM](#) OR SEND YOUR DOCUMENTS TO:
mamba@steinbeis-sibe.de**



As a motivation letter, we would like to ask you to answer the following questions:

What do you want to achieve with the M.A./MBA (USA)?

What do you expect to learn and gain from the courses?

What are your medium and long-term career goals?

And how do you intend to achieve these goals?



Please provide an example of a project from your previous studies or your professional life in which you worked or held a management position. Describe your specific role, your tasks and responsibilities in it and provide examples of your personal contribution and accomplishments.

With whom of the SIBE-Team have you stayed in contact?

Name:

I didn't have any contact to the SIBE-Team yet.