

# HOW TO APPLY

## APPLICATION SUBMISSION

Submit your application documents via email [Studentinfo@Steinbeis-IEC.de](mailto:Studentinfo@Steinbeis-IEC.de) or our online application form.

1

## DOCUMENT REVIEW

The IEC Admission Office will review all your application documents. This process usually takes 3-5 working days.

2

## ADMISSION INTERVIEWS

If you passed the document review process, you will be invited to attend 2 interviews. One interview would cover the administrative topics, while the other interview aims to assess your fitness with the study program.

3

## ADMISSION DOCUMENTS COMPLETION

When you get accepted, you will receive an acceptance letter and a set of admission documents that you have to complete, sign, and send back to the IEC Admission Office within a specific time frame.

4

## TUITION FEE PAYMENT

Upon receiving your completed admission documents, you will receive an invoice for your tuition fee payment. You can decide to pay the total amount upfront or pay in installments - you need to inform the IEC Admission Office beforehand.

5

## START YOUR STUDY

As soon as we receive the payment confirmation, your place in the study program is confirmed. By now, you can start your study with the IEC as soon as the new intake begins.

6