INHOLLAND

INHolland University of Applied Sciences

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Reference:	IT/IBMS/LM/TRM/ICM -info pack	Fax:	+31 (0)20 495 1947
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Applicants to the English stream programs:
- Information Technology (IT)
- International Business & Management Studies (IBMS)
- Leisure Management (LM)
- Tourism & Recreation Management (TRM)
- International Communication Management (ICM)

Dear Madam / Sir,

Thank you for your enquiry about our four-year International stream programs Information Technology, International Business and Management Studies, Tourism and Recreation Management, Leisure Management and International Communication Management of INHolland University of Applied Sciences in Amsterdam/Diemen.

A specific part of the enrolment procedure for the English stream programs is an English test and an interview (if necessary, also a competence and/or math test). The International Recruitment Office of INHolland Diemen (IRO) focuses on tests, interview and motivation. On the enclosed Recruitment Reply Form you will find the dates on which students with a Dutch nationality can do these tests at INHolland University Amsterdam/Diemen. All foreign students (unless native speakers) have to do an English test through IELTS or TOEFL.
When you have filled in the enclosed **"Recruitment reply form 08 09"** and send it back to the IRO together with the appropriate documents, the IRO will contact you and guide you through the enrolment procedure.

Other important forms in the enrolment procedure are:
- If you are **living in The Netherlands** enroll with 'Studielink' through our website www.INHolland.com or download from this site the general **"Application form 2008-2009"** if you are **living abroad**. The Student Administration department (SA) is involved with the other aspects of the enrolment, e.g. official registration papers and payment of fee.
- You also need to apply to the **CBAP Group (=IBG)** for your course through our website www.INHolland.com via Studielink (select English language). The CBAP will inform INHolland University that you have also registered with the CBAP. This is an essential part of the enrolment procedure!

Our student Administration department will send you confirmation of the application and provide information about completing your enrolment at INHolland. This includes arranging issues such as the payment of tuition fees and sending us additional official documents.

These are the course codes and institution code known to the CBAP (IBG).
- course code for the IT program is **35168 (Techniek/B Bedrijfswiskunde)**
- course code for the IBMS program is **34936 (Economie/ B Internat Business and Managem Studies)**
- course code for the LM program is **34438 (Economie/ B Vrijetijdskunde)**
- course code for the TRM program is **34410 (B Hoger Toeristisch en Recreatief Onderwijs)**
- course code for the ICM program is **34405 (B Communicatie)**
- Institution code for the INHolland University of Applied Sciences Amsterdam/Diemen is **27PZ**

For more detailed information on admission requirements we have included our enrolment procedure.

The IT, IBMS, TRM, LM and ICM programs are taught in English. All programs will start late August/beginning of September 2008. If there are sufficient numbers of applicants, a spring semester of the IBMS FT and ICM course (beginning of February 2008), will also be held. We hope that this information helps you to plan your further education.

Yours faithfully,

Reina Brouwer
International Recruitment Office IT/IBMS/LM/TRM/ICM

Enclosed:
1) Admission requirements for all students
2) Enrolment procedure for the IT/IBMS/LM/TRM/ICM program and suggestions for preparation Mathematics and English test
3) Check list
4) Questionnaire for the IT/IBMS/LM/TRM/ICM program
5) Recruitment Reply Form for the IT/IBMS/LM/TRM/ICM program

Should you have any questions concerning the IT, IBMS, TRM, LM or ICM program, please contact the recruitment team:

- INHolland University of Applied Sciences Amsterdam/Diemen
  International Recruitment Office IT/IBMS/LM/TRM/ICM
  Room E2-33,
  Wildenborch 6 **Tel: + 31 (0)20 495 1543**
  1112 XB Diemen **Fax: +31 (0)20 495 1947**
  The Netherlands **@: intrecruitment.diemen@inholland.nl**

Other important addresses (for enrolment documents and forms)

- **INHolland University of Applied Sciences**
  Wildenborch 6
  1112 XB Diemen
  The Netherlands
  Tel: + 31 (0)20 495 1111

  Student administration department
  Tel: + 31 (0)20 495 1050
  @: studentenadministratie.diemen@inholland.nl

  Housing
  Link **:http://www.inholland.nl/INHOLLANDCOM/Studying+at+INHOLLAND/INHOLLAND+locations/AmsterdamDiemen/Accommodation/Accommodation.htm**

  Application form, Studielink/CBAP(IBG)
  Link **:http://www.inholland.nl/INHOLLANDCOM/Studying+at+INHOLLAND/Admission/Application+form/Application+form.htm**

  Visa (MVV)
  @ : **VisaService@INHolland.nl** Phone : +31 (0)23 522 3275
  Link **:http://www.inholland.nl/INHOLLANDCOM/Studying+at+INHolland/Admission/INHolland+Visa+service/INHolland+Visa+service.htm**

Admission Requirements for All Students (not applicable for Fast-track students)

1. **A validated secondary education certificate or pre-university education certificates and grade lists in English, French, German or Spanish.** For example:
   - Netherlands: HAVO/VWO or a level 4 MBO diploma
   - Germany: Abitur of Fachabitur
   - France: Baccalauréat
   - UK: General Certificate of Education – A level
     Scottish Certificate of Education – Higher, or the International Equivalent
   - USA: High School Diploma with college preparatory program
   - Or an equivalent to one of the above mentioned pre-university leaving certificates

2. **Students living in The Netherlands;** Registration with INHolland and CBAP (IBG) via Studielink through our website www.INHolland.com.
   Students living abroad; Registration with INHolland through the Application Form Academic year 2008-2009 and registration with the CBAP via Studielink through our website www.INHolland.com.

3. **All papers required by the Student Administration department of INHolland University** (see Instructions for the Application Form for academic year 2008-2009. Download this form from www.INHolland.com)
   - A registration via Studielink or a completed Application Form Academic year 2008-2009 sent to Student Administration, Diemen.
   - If applicable; a copy of your residence permit
   - A copy of the identifying page of your passport
   - A certified copy of your diploma or certificate(s) and grade lists
   - If applicable; two copies of your English test result (for Non-Dutch enrollers only)

4. **All papers required by the International Recruitment Office**
   - A completed Recruitment Reply Form
   - A recent passport-size photograph
   - A copy of your passport
   - A certified copy of your certificate(s) and grade list
   - IT/IBMS/LM/TRM/ICM questionnaire and motivation letter
   - If applicable; a copy of your English test result (required for Non-Dutch enrollers)
   - Letter of Reference, Job Description, and Curriculum Vitaé*

   * : only for **IBMS Part-Time applicants** (you need to have a job which is related to IBMS to be accepted as a part time student!)

5. **A pass in the tests required by the programs**.
   All English programs require an English language test unless you are a native speaker of English. (We consider you to be a native speaker if you are from one of the following countries: Australia, Canada, Irish Republic, New Zealand, South Africa, UK and USA.)
   Applicants with a Dutch nationality can do a (competence) test with INHolland University of Applied Sciences Amsterdam/Diemen
   Non-Dutch applicants can do an English language test.
   - English IELTS test (minimum result 6.0 overall)
   - English TOEFL test paper based (minimum score 550)
   - English TOEFL test computer based (minimum score 213)
   - English TOEFL test internet based (minimum score 80 overall)

   Please note that INHolland prefers the IELTS test.
   Chinese students are only allowed to send in an IELTS test result.

6. **A satisfactory interview session with the program.**

Extra test for students who are 21 year or older and who cannot show a diploma or whose pre education is not sufficient to enter higher education in The Netherlands.
The program will ask you for an additional competence or Math test. An additional test can be done with INHolland Diemen if you are in The Netherlands or in your own country through the SAT1 test. The SAT1 test measures your mathematical reasoning skills. For SAT1 test centers and test dates in your country please look on www.collegeboard.com. Ask the test centre to send a copy of the result to INHolland

University of Applied Sciences Amsterdam/Diemen (address below) and mention our four-digit code **4175**.

ENROLMENT PROCEDURE, academic year 2008-2009

INHolland University of Applied Sciences Amsterdam/Diemen

- Information Technology (IT)
- International Business & Management Studies (IBMS)
- Leisure Management (LM)
- Tourism & Recreation Management (T&RM)
- International Communication Management (ICM)

Procedure

1. Students living in The Netherlands; Registration with INHolland and CBAP (IBG) via Studielink through our website www.INHolland.com.

   Students living abroad; Registration with INHolland through the Application Form Academic year 2008-2009 and registration with the CBAP via Studielink through our website www.INHolland.com

   (See nr. 2 page 3).

2. Students living in The Netherlands will receive a letter from the Student Administration confirming the application and information what documents you still need to provide.

   Students living abroad; Send to Student Administration of INHolland University of Applied Sciences Diemen
   All **papers required by the Student Administration department**. (See nr. 3 page 3)
   Student administration will inform you as soon as they have received all the required documents and they will send your foreign certificate(s) for validation and the English test result will be verified on authenticity. Our validation officer will inform the Student Administration department and the International Recruitment Office if your foreign certificate(s) is/are valid for entry into Dutch Higher education.

3. Send to the International Recruitment Office of INHolland University of Applied Sciences Diemen
   All **papers required in the Recruitment Reply Form** (See nr. 4 page 3)
   Write a full motivation letter as to why you want to join the IT, IBMS, TRM, LM or ICM program. Send it together with the Recruitment Reply Form and questionnaire to the International Recruitment Office (IRO) at the address below. Also enclose validated (translated into English) copies of your educational qualifications and grade lists.

   The International Recruitment Office will send you an invitation letter to come for a test and interview on the date indicated on your Recruitment Reply Form or they will contact you for an interview if you handed in an English test result. (If you are abroad let us know a number of dates and times (Central European Time) when we will be able to reach you on the phone. We **may** wish to contact you by telephone to conduct a short interview. Do not forget to give us your telephone number, including country and city codes.)

4. On the basis of the test results the International Recruitment Office of INHolland Amsterdam/Diemen will send you a **provisional letter of acceptance or refusal from the program**. Until it has been formally ascertained that all criteria have been met, enrolment can only take place on a provisional basis. Applicants should note that the certificate validation procedure may take approximately three months and that early enrolment is therefore recommended. Only on the basis of validated documents and test results, the university can issue a provisional acceptance, which is usually needed for visa application.

Any questions regarding visa matters and immigration details should be directed to your local Dutch Embassy or Consulate or to our International Office (VisaService@INHolland.nl). **We will send you a letter of acceptance or refusal only after points 1, 2, 3 and 4 mentioned above have been carried out.**

We are aware from previous experience that prospective students can encounter a delay of anything up to 4-6 months while applying for a visa. Therefore, if you do wish to start your studies in September 2008, you should start the process as soon as possible.

Should you have any questions, please contact the International Recruitment Office Amsterdam/Diemen.

Please note that administrative streams are not synchronized. It could happen that you receive a letter to pay tuition fees. This does not mean you are accepted on the IT, LM, TRM , ICM or IBMS course. The only proof that you are accepted is the **acceptance letter from the program to which you have applied**.

- Information Technology (IT)
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IBMS competence test at INHolland University of Applied Sciences Diemen (Dutch applicants only)
The test takes one and a half hour. The required level is Senior High School level (HAVO level in the Netherlands; level A, B or C in foreign countries).
Aspects to be tested are:

1. Reading
2. Use of English (which includes grammar)
3. Writing
4. Competence in Economics and/or Math

IT, TRM and LM English test at INHolland University of Applied Sciences Diemen (Dutch applicants only)
The test takes one and a half hour.
Aspects to be tested are:

1. Reading
2. Use of English (which includes grammar)
3. Writing

ICM, IBMS, IT, TRM and LM interview at INHolland University of Applied Sciences **Diemen**
Aspects that will be covered in the interview at INHolland:
The interviews may be individual or in groups of two students together. Each interview will take about 20 minutes. The main purpose of the interview is to talk about your motivation to start the ICM, IBMS, LM, TRM or IT program and to test your oral skills in English.

English tests for Non-Dutch applicants

- English IELTS test (minimum result 6.0 overall)
- English TOEFL test paper based (minimum score 550)
- English TOEFL test computer based (minimum score 213)
- English TOEFL test internet based (minimum score 80 overall)

Chinese students are only allowed to send in an IELTS test result.

ICM, IBMS, IT, TRM and LM interview for applicants who are abroad
Aspects that will be covered in the interview by telephone:
The interview will take about 10 minutes. The main purpose of the interview is to talk about your motivation to start the ICM, IBMS, LM, TRM or IT program and to test your oral skills in English.

EXTRA tests could be asked of students who cannot show a diploma or whose pre education is not sufficient to enter higher education in The Netherlands and are over 21 years of age.

English or competence or mathematic test for students who can come to the recruitment session of INHolland in The Netherlands

SAT1 test for students who are abroad
Study for SAT1 exams. For more information look at the SAT site
http://www.collegeboard.com/student/testing/sat/prep_one/prep_one.html and take a free test.

There are several sites available on the internet where you can practice your English and or Economic/Math skills, for example:
www.toefl.com for TOEFL samples
www.collegeboard.com and take a free test on the SAT1 test (English and Math).
www.ielts.org. for IELTS samples
http://www.gmat-mba-prep.com/gmat-courses.html or http://www.800score.com/ to study the GMAT method

Check list, academic year 2008-2009

INHolland University of Applied Sciences Amsterdam/Diemen

- Information Technology (IT)
- International Business & Management Studies (IBMS)
- Leisure Management (LM)
- Tourism & Recreation Management (T&RM)
- International Communication Management (ICM)

Check list concerning forms and letters to send and to receive during the enrolment procedure of the English stream programs of INHolland University of Applied Sciences Amsterdam/Diemen

I did send in:

☐ Application Form Academic Year 2008-2009 with enclosures to the Student Administration department of INHolland or I did register via Studielink

☐ Recruitment Reply Form 2008-2009 with enclosures to the International Recruitment Office of INHolland Amsterdam/Diemen

☐ Via Studielink a registration to the CBAP for 2008-2009.

☐ Return form which comes with the acceptance letter, stating that I accept the provisional place from the program, to the International Recruitment Office of INHolland Amsterdam/Diemen

(Only for students who asked for accommodation of INHolland)
☐ Form concerning accommodation of INHolland Amsterdam/Diemen

I did receive:

☐ Letter of receipt of documents from the Student Administration department of INHolland

☐ Invitation letter or message concerning enrolment test/interview from the International recruitment Office of INHolland Amsterdam/Diemen

☐ Acceptance letter of the program I am going to follow at INHolland Amsterdam/Diemen

☐ Invoice concerning study fee from the Student Administration of INHolland

☐ Letter concerning the start of the study year from the program I am going to study with INHolland Amsterdam/Diemen

(Only for students who need a visa to study with INHolland)
☐ Information from the International Office from INHolland Amsterdam/Diemen concerning the VISA procedure

(Only for students who asked for accommodation of INHolland)
☐ Information concerning rental possibilities of accommodation of INHolland Amsterdam/Diemen from the Service Desk

Recruitment reply form, academic year 2008-2009

INHolland University of Applied Sciences Amsterdam/Diemen

- Information Technology (IT)
- International Business & Management Studies (IBMS)
- Leisure Management (LM)
- Tourism & Recreation Management (T&RM)
- International Communication Management (ICM)

QUESTIONNAIRE

Please answer the following questions as fully as you can.
(You may continue your answers on another sheet of paper if necessary.)

Basic information

1. For which program are you applying: ICM, IBMS, IT, TRM or LM?

2. What has aroused your interest in applying for a place on this program?

3. Do you have any experience in working in the field of International Communication/Information Technology / International Business / International Leisure Industry/International Tourism? If yes:
   - In which specific field of this program do you have experience or in what kind of projects have you taken part?

   - LM / IT: What kind of IT / Leisure products have you been involved with?

4. What subjects did you study for your secondary school certificate / diploma, and what examination grades did you achieve in them?

5. Describe your use of English outside school.

6. How do you feel about your ability to follow classes delivered in English, *e.g.* listening to lectures, reading text books, writing up projects and communication material, asking specific questions and discussing issues?

7. What other languages do you speak, and what (if any) academic qualifications do you have in those languages?

- Information Technology (IT)
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_____

8. Do you have other skills and interests that you consider relevant to your application?

Academic abilities

1. What attention was given to 'Study Skills' during your secondary education?

2. How ready are you to learn about your strengths and weaknesses as a student?

3. How important do you think this self-knowledge is?

4. Describe the kind of student that you think you are.

5. How good are you at planning your own study time?

6. Have you ever had to work independently, with your teacher available for guidance only? Describe how well you think you did.

7. What experience do you have working in teams and projects?

8. Why do you think it would be a good idea for us to accept you on this course?

Recruitment reply form, academic year 2008-2009

INHolland University of Applied Sciences Amsterdam/Diemen

- Information Technology (IT)
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- International Communication Management (ICM)

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International aspect

1. What international experience have you acquired so far, e.g. have you made trips abroad to visit, work, or study?

2. What interests do you have in other cultures, e.g. do you have friends in another country that you are in contact with, or have you been involved with multi-cultural groups in your own country?

3. If you have had some experience of cultures other than your own, what effect has it had on you and your attitude to society?

4. Is your background that of a culture with a strict class or caste system? If so, how do you think this will affect your ability to work in an egalitarian, multicultural group?

5. How willing are you to question your own cultural values and the way you do things? If you have ever had to do this before, how did you deal with it?

6. The membership of an international course comprises students from many different countries. What do you think could be the advantages of studying in an international classroom?

7. Do you think that there might be aspects of such an international classroom setting that would need special consideration, and, if so, what do you think they might be?

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- Leisure Management (LM)
- Tourism & Recreation Management (T&RM)
- International Communication Management (ICM)

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Motivation letter

Write here your letter of motivation, indicating why you want to start the ICM, IT, IBMS, T&RM or LM program.

Guidelines for motivation letter:
The Motivation letter should contain at least 200 words, motivation on studying abroad, motivation on studying in another language, ambitions related to the course, strengths and weaknesses, experiences related to the study.

Recruitment reply form, academic year 2008-2009

INHolland University of Applied Sciences Amsterdam/Diemen

- Information Technology (IT)
- International Business & Management Studies (IBMS)
- Leisure Management (LM)
- Tourism & Recreation Management (T&RM)
- International Communication Management (ICM)

_____

Please use capital letter to fill this form

Recruitment for (course name) : _____

Date : _____

Surname / Last Name : _____

First Name(s) : _____

Street Name and Number : _____

ZIP Code and City : _____

Country : _____

Telephone (including Country Code) : _____

E-mail : _____

Date, Place and Country of Birth : _____

Gender : Male / Female

Nationality/-ies : _____

Diploma/Certificates - Secondary School : _____

State the Year and Month of Graduation : _____

or the date of expected graduation in 2008 _____

When you return this form, please include: a copy of your passport, a questionnaire, a motivation letter, a copy of your English (IELTS/TOEFL) test result (required for all foreign non-native speakers!), 1 passport size photo, and certificates if available. These documents will be used at the international recruitment office IT/IBMS/LM/TRM/ICM.

Indicate a date for the test or interview at the INHolland University of Applied Sciences Amsterdam/Diemen!

- Tuesday 18-12-2007 ☐ ICM/IBMS/IT/LM/TRM
- Tuesday 15-01-2008 ☐ ICM/IBMS
- Tuesday 22-01-2008 ☐ ICM/IBMS/IT/LM/TRM
- Tuesday 29-01-2008 ☐ ICM/IBMS
- Tuesday 19-02-2008 ☐ ICM/IBMS/IT/LM/TRM
- Tuesday 18-03-2008 ☐ ICM/IBMS/IT/LM/TRM
- Tuesday 15-04-2008 ☐ ICM/IBMS/IT/LM/TRM
- Tuesday 20-05-2008 ☐ ICM/IBMS/IT/LM/TRM
- Tuesday 24-06-2008 ☐ ICM/IBMS/IT/LM/TRM
- Tuesday 08-07-2008 ☐ ICM/IBMS/IT/LM/TRM (no interview*)
- Tuesday 22-07-2008 ☐ ICM/IBMS/IT/LM/TRM (no interview*)
- Tuesday 05-08-2008 ☐ ICM/IBMS/IT/LM/TRM (no interview*)
- Tuesday 12-08-2008 ☐ ICM/IBMS/IT/LM/TRM (no interview*)
- Tuesday 19-08-2008 ☐ ICM/IBMS/IT/LM/TRM (no interview*)
- Tuesday 26-08-2008 ☐ ICMI/BMS/IT/LM/TRM (all interviews)

For students who are non-Dutch; please complete this part.

English language test TOEFL : Score
_____ Test Date: _____

English language test IELTS : Score
_____ Test Date: _____

- Information Technology (IT)
- International Business & Management Studies (IBMS)
- Leisure Management (LM)
- Tourism & Recreation Management (T&RM)
- International Communication Management (ICM)

Please note that: - all test results are not older than 2 years - Chinese people can only do the IELTS test - SAT1 tests are welcome as an addition –

Return this form to:

INHolland University of Applied Sciences
International Recruitment Office ICM/IBMS/LM/IT/TRM
att. Reina Brouwer, Room E2-33, Wildenborch 6, 1112 XB Diemen, The Netherlands