

To: Applicants for the Bachelor's Degree in Hospitality management

LETTER ACCOMPANYING APPLICATION FORM 2011 / 2012

**Admission requirements:**

- Candidates must have academic qualifications enabling them to follow Higher Professional Education, in accordance with the guidelines specified by an independent body such as: International Baccalaureate (IB) (at least 24 points and diploma awarded), European Baccalaureate (EB), High School (GPA average at least 3.0), two A-levels (grades do not matter), Atrium (Norway), Fach-Abitur (Germany); Gymnasie eksamen eller Højere Handelseksamen (Denmark); Ylioppilastutkinto (Finland);
- Candidates must demonstrate proficiency in English. Those candidates, who have followed at least two years full time education with English as the language of instruction in the preceding three calendar years, are deemed to have fulfilled this requirement. Those candidates to whom this does not apply, must submit proof of sufficient scores on one of the following tests when applying (many companies, employers, universities and government bodies around the world recognize these tests):
  - TOEFL test (internet based score must be at least 80, paper-based score must be at least 550, website: [www.toefl.org](http://www.toefl.org))
  - IELTS test (score at least 6.0 IELTS, website [www.ielts.org](http://www.ielts.org))
  - Cambridge Certificate of Proficiency (any pass grade, website [www.cambridgeesol.org](http://www.cambridgeesol.org))
  - Cambridge Certificate of Advanced English (grade A,B or C, website [www.cambridgeesol.org](http://www.cambridgeesol.org))
  - Cambridge First Certificate (grade A, website [www.cambridgeesol.org](http://www.cambridgeesol.org))For more information about the English tests please enquire at your local British or American embassy.
- In addition, a basic knowledge of accounting and economics is recommended.

**Admission procedure:**

- Step one: Set up a digital account at <http://hotelschool.studielink.nl> first and then register digitally for Hotelschool The Hague. Your registration will be forwarded to us automatically.
- Step two: Fill in the application form and return it - together with the additional documents - to the Admissions Office of Hotelschool The Hague. The form can be downloaded at [www.hotelschool.nl](http://www.hotelschool.nl) > Programmes > Bachelor > Apply. On the last two pages of the application form you can find a check list regarding all steps to follow and documents to include.
- Step three: Candidates who meet the admission requirements will be invited to a selection day at Hotelschool The Hague or one of the other locations outside the Netherlands. During the selection day candidates will be interviewed by representatives of the school (a lecturer and a student) and a representative from the industry. These interviews will provide an impression of the candidates' suitability for both the school and the industry. Candidates will also have to take part in a group management assignment.
- Step four: Candidates will be informed about the result of the selection procedure within four weeks after the selection day.
- Step five: If accepted the candidate will have to remit a pre-payment of approximately € 930 within four weeks. This amount will be deducted from the total costs for the first academic year. For passport holders from **outside** the European Economic Area (EEA) different costs apply. Please contact Admissions Office at [admissions@hdh.nl](mailto:admissions@hdh.nl) for more information.

**Fee for the selection/admission procedure:**

This fee, which covers the cost of participating in the selection procedure, is € 114 for a selection day in The Netherlands and € 145 for a selection day outside The Netherlands. The application will be taken into consideration only if the application form is complete and accompanied by proof of payment. You can pay the selection fee by means of an international money order, which is available from the post office. If you are making your payment from abroad you will need the following information:

ING Bank NV, The Hague branch, The Netherlands

Account number: 67 07 49 834

SWIFT / BIC code: INGBNL2A

IBAN number: NL51INGB0670749834

**Please note: we do not accept cheques.**

If you cannot attend the selection day, please let us know as soon as possible via e-mail ([admissions@hdh.nl](mailto:admissions@hdh.nl)), you are kindly requested to also state the reason why you are unable to attend. **You cannot cancel the selection day via Studielink!** Your fee for the selection day will be refunded minus € 35 for administration and processing costs. A refund will be paid only if the cancellation is received at least one week prior to the selection day to which you were invited.