

## Frequently Asked Questions

### **1. How do I apply?**

Please download the Application Form as well as the Checklist on the required Application Documents by visiting the area of "Academic Programs" on the LBS website. For more information please email Mag. (FH) Rokselä Miha at [roksela.miha@lbs.ac.at](mailto:roksela.miha@lbs.ac.at).

### **2. How much is the tuition fee?**

The actual tuition fee for studying at the LBS is 363, 36€ per Semester (meaning 726, 72 € per Academic Year) plus the Compulsory membership to the Austrian National Union of Students (ÖH) of 15, 86 €.

### **3. Are there any intakes during the Academic Year?**

The Academic Program at the Lauder Business School starts on the month of October. There are no intakes during the year.

### **4. Can I take only some courses at the LBS or study for only 1 year or 1 Semester?**

The Lauder Business School does not offer any Exchange Program so far, all the existing students, are full time students

### **5. Can I be a transfer student?**

Students who are currently studying in another University, and are willing to transfer to the LBS, may do so, by submitting first their Transcript of Records, as well as the complete application package



**6. Are there any evening courses offered at the Lauder Business School?**

The Lauder Business School offers only full time study programs, and therefore we do not offer any evening courses

**7. How many nationalities do apply at the Lauder Business School?**

Approximately 32 different nationalities are applying at the LBS every year

**8. How can I submit my Application Package?**

Every applicant may submit the Application Package either via e-mail to [roksela.miha@lbs.ac.at](mailto:roksela.miha@lbs.ac.at), by fax, or via post.

**9. Do all the documents need to be translated into English and officially notarized?**

All the documents need to be officially translated either in German or English, and need to be officially notarized

**10. What is the Motivation Letter?**

*Applicable for the Bachelor Applicants:* The Motivation Letter should be an essay of 1-2 pages, in which are stated the reasons for applying at the LBS, the present background and the future goals

*Applicable for the Master Applicants:* The Motivation Letter should consist of 3-4 pages, and the title is "Studying for a Master in Intercultural Management & Leadership – What is in it for me?"



**11. From whom should I get the two Recommendation Letters?**

The Recommendation Letters may be written either from a Rabbi, Teacher, Employer, and can be either in English or German language

**12. May I take part in the Admission Interview without having submitted the School Leaving Certificate?**

All applicants may take part in the Admission Interview without having submitted the Copy of School Leaving Certificate. Nevertheless, this copy should be submitted before starting the studies at the Lauder Business School

**13. When is the submission deadline for the Copy of School Leaving Certificate?**

The Copy of School Leaving Certificate may be submitted once it is granted in June 2009

**14. Is the Certificate of English Command compulsory?**

The Certificate of English Command, which can be either a TOEFL; IELTS; or Cambridge Certificate, it is not considered as compulsory. Nevertheless, it is always considered as an upgrade from the LBS Admission Committee. All those applicants whose level of English does still not meet the LBS Requirements, are asked to submit a Certificate of English Command before starting the studies at the LBS

**15. Is there any Entrance Exam?**

The Applicants, being those for the Bachelor Program or the Master Program have to go through the Admission Interview and the Master Assessment.



**16. Can I choose more than two foreign languages to study?**

Every applicant may choose up to two foreign languages during the studies, among Hebrew, German, Russian, Spanish and French

**17. How many students are accepted for the Bachelor Program?**

Approximately 66 students are accepted for the Bachelor Program in "Intercultural Business Administration"

**18. How many students are accepted for the Master Program?**

A maximum of 30 students are accepted for the Master Program in "Intercultural Management & Leadership"

**19. Does LBS offer any student dormitory?**

The LBS Campus is offered to all the students who are granted a Scholarship from the Jewish Heritage Fund

**20. Can I work besides my studies?**

Both the Academic Programs, being that the Bachelor and the Master Program are full time study programs; therefore attendance is "mandatory" (by law). Nevertheless, if students decide to work besides the studies, is on their own risk, besides all should consider the fact that the student visa is not a working permission.

**21. What is important to know about the visa application process?**

Please refer to the detailed information on the visa process published on the LBS website. You are highly recommended to apply for a visa soon after receiving the letter of acceptance from Lauder Business School. For specific questions please email Mag. (FH) Rokselä Miha at [roksela.miha@lbs.ac.at](mailto:roksela.miha@lbs.ac.at).

**22. Which are the Scholarship Conditions at the LBS?**

Scholarships are granted by the Jewish Heritage Fund only to applicants who are Jewish according to Halakha

**23. How can I become a member of the Jewish Leadership Program?**

Participation in the Jewish Leadership Program by attending courses in Jewish Studies for 3 hours per week is considered one of the mandatory prerequisites for receiving a Scholarship. Please find more detailed information about the JLP by visiting the LBS website. For specific questions please email Dr. Michael Kigel at [kigel@lbs.ac.at](mailto:kigel@lbs.ac.at)