

# Application Documents Innovations-Management MBA (En) Checklist

## I. When you register on our online portal you will need to upload the following documents:

### 1. Proof of university entrance qualification

Entry qualification for a university (of applied sciences), e.g. Abitur, Fachhochschulreife or equal qualification

### 2. University degree and previous periods of study in Germany

- Degree certificate
- Official academic transcript / record of results
- Diploma supplement / module content from your institution for all completed modules
- Applies only if your documents are not written in German or English: Certified translations in addition to the original version of the degree certificate and the official academic transcript / record of results \*
- Certificate(s) of de-registration (of all your previous enrolments at a university in Germany)
- Certificate(s) of non-objection (in case you dropped out of a university in Germany)

### 3. Proof of work experience after the first academic degree for a minimum of one year

e.g. an employer's reference, letter of recommendation, current confirmation of the employer, etc.; the area of responsibility and the duration of employment must be demonstrated in the document.

### 4. Proof of English language skills

at least level B2 (CEFR), e.g. IELTS level 5.5, CAE, BEC, or higher/equivalent proof

### 5. Europass CV / CV in tabular form

Please provide exact data (DD/MM/YYYY) and do not forget the date and signature.

### 6. Registration form and appendix to registration form

Please note: If a change of name lead to different names given on your documents, please enclose an evidence of your change of name, e.g. a marriage certificate.

## II. Please send a printout of your online registration / application for admission via e-mail to [admission@zfh.de](mailto:admission@zfh.de). Do not forget to sign the application for admission.

You will receive confirmation of receipt of your documents via the application portal.

## III. If you are admitted to the course of study, we will need:

### - Electronic notification of your health insurance

If you are insured with a German health insurance company, please inform them of the "Absendernummer" H0000846 of Kaiserslautern University of Applied Sciences. The health insurance company will report the status of your insurance directly to the university.

### - Officially certified copies\* of your first university degree

please send these by post (zfh, Konrad-Zuse Str. 1, 56075 Koblenz, Germany)

\*Requirements for certified copies and certified translations: see link below

<https://www.uni-assist.de/en/how-to-apply/assemble-your-documents/certified-copies-and-translations/>