Application Documents Motorsport-Management MBA
Checklist with first university degree

Please send the following documents first by e-mail and later, in case of an admission to the study programme, also by post:

1. **Online-registration / application for admission**
   Please print out, sign and scan the application for admission

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

3. **Completed university degree**
   - Degree certificate
   - Official academic transcript / record of results
   - Diploma supplement / module content from your institution for all completed modules

   If you are admitted to the course of study, copies of the first university degree must then also be provided in officially certified form.*

4. **Certified translations in addition to the original version** of the degree certificate and the official academic transcript / record of results in case another language than German or English is used in the documents.*

5. **Proof of the required 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 must be demonstrated in the document.

6. **Proof of English language skills**
   at least level B2 (CEFR), e.g. IELTS level 5.5, CAE, BEC, or higher/equivalent proof

7. **Europass CV with a photo**
   Please provide exact data (DD/MM/YYYY) and do not forget the date and signature.

8. **Certificate(s) of de-registration** (of all your previous enrolments at a university in Germany) and **Certificate(s) of non-objection** (in case you dropped out of a university in Germany)

9. **Certificate of 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.

10. **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.

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

*Requirements for certified copies and certified translations: see link below (we use the same standards as uni-assist)
https://www.uni-assist.de/en/how-to-apply/assemble-your-documents/certified-copies-and-translations/