

Application Documents

International Business Management MBA

Checklist with first university degree

Please follow the steps below when submitting your application:

When you register on our online portal you will need to upload the following documents. Each proof has to be uploaded as one pdf file:

1. Proof of university entrance qualification

Entry qualification for a university (of applied sciences), e. g. secondary school leaving certificate and transcript.

2. 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.*.

In addition certified translations* of the original version of the degree certificate and the official academic transcript / record of results have to be provided if the documents are written in another language other than German or English

You need a good grade average for direct admission (at least 2.5 when translated to the German grade system). In case your grade average is less than required, you must send a letter of motivation and pass a colloquium.

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)

3. 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 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

which is not older than 5 years. If you studied in English, a letter of your university that the medium of instruction was English is sufficient too. If you do not have a proof, please take this free test: <https://www.efset.org/ef-set-50/> and send us the certificate.

5. Europass CV with a photo

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

6. Copy of your passport

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- II. Please send a printout of your online registration / application for admission via e-mail to admission@zfh.de. Do not forget to sign the online application form.
- III. If you are insured with a German health insurance company, please inform them of the „Absendernummer“ H0000719 of University of Business and Society Ludwigshafen. The health insurance company will report the status of your insurance directly to the university.

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/>