

Logistics – International Management & Consulting MBA

Checklist without first university degree

I. 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. Abitur, Fachhochschulreife or equal qualification
- Certified translation* in addition to the original version of the university entrance qualification in case another language than German or English is used in the document

2. Previous periods of study in Germany (if applicable)

- 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 the required work experience for a minimum of three years (after the university entrance qualification) in business administration, technology or IT, 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 C1 (CEFR), e.g. IELTS score 7/ TOEFL score 95/ CAE, or equivalent proof

5. Europass CV / CV in tabular form

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

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. 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“ H0000719 of Ludwigshafen University of Business and Society. The health insurance company will report the status of your insurance directly to the university.

- Officially certified copies* of your university entrance qualification

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/>