

Application Documents MBA - Leading Business Transformation 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 in economics with at least 180 ECTS or (if applicable) or University degree in a field other than economics with at least 180 ECTS (if applicable)

- 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. Initial vocational qualification in business administration (if applicable)

4. Europass CV / CV in tabular form (max. 2 pages)

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

5. Proof of English language skills

at least level C1 (CEFR), e.g. IELTS score 7/ TOEFL score 95/ CAE, or equivalent proof (alternatively, employer's confirmation of at least two years of employment in an English-speaking business environment)

6. Proof of relevant work experience

- for a minimum of two years for applicants holding a degree in a field other than economics
- for a minimum of one year for applicants holding initial vocational qualification in business administration

(relevant professional experience is defined as professional experience in the field of business administration)

7. 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.

If there are still places available on the programme, applicants without current professional experience may be admitted. Before commencing the degree programme, an individual agreement must be reached with the Director of the programme as to how the proper implementation of the transfer projects can be ensured, for example through internships or practical tasks.

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" H0003095 of HTW Saar. The health insurance company will report the status of your insurance directly to the university.

If you have private health insurance, please apply for an "exemption from health insurance" from a statutory health insurance company of your choice, also stating the sender number "H0000846". The statutory health insurance company will then send us all the relevant data.

- Officially certified copies* of your first university degree

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

Please enclose a sufficiently stamped envelope if you wish to have the officially certified copies sent back to you. Otherwise they will be destroyed after digitisation.

*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/>