

Application Documents Motorsport-Management MBA Checklist without university degree

Please note: The listed documents have to be sent by e-mail as PDF files to admission@zfh.de. If you are admitted to the course of study, copies of the university entrance qualification must then also be provided in officially certified form. Usually you will have to send the officially certified copies 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
If you are admitted to the course of study, copies of the university entrance qualification must then also be provided in officially certified form.*
- 3. 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.***
- 4. Proof of the required work experience:** at least three years of creditable professional experience with sufficient connections to the content of the chosen degree programme.
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.
- 5. Proof of English language skills**
at least level B2 (CEFR), e.g. IELTS level 5.5, CAE, BEC, or higher/equivalent proof
- 6. Europass CV with a photo**
Please provide exact data (DD/MM/YYYY) and do not forget the date and signature.
- 7. 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)
- 8. Certificate of health insurance**

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/>