

Check list MBA Logistics – International Management & Consulting

The following supporting documents must be attached to your printed application for admission during the online registration. Please attach this check list to your application documents. Please make sure that the documents are readable otherwise your application cannot be considered valid.

1. **A europass CV and a passport photo**
(Do not forget the date and signature! Instead of a passport photo, it is also possible to use a scanned photo in your CV.)
2. **Proof of English language skills**
(at least IELTS score 7, CAE, BEC higher or equivalent proof which is still valid)
If you don't have a proof of your English language skills or improved skills since your last test a chargeable English test can be taken at the Hochschule Ludwigshafen.
3. **Proof of university entrance qualification (certified copy)**
(Entry qualification for a University (of Applied Sciences)/German school leaving examination/Master craftsman's degree or a similar qualification/ for admission as qualified persons: Admission according to the legal provisions in Rhineland-Palatinate)
4. **Online-Registration and application for admission**
(Please make sure that you filled out the online registration on the ZFH homepage completely before you dispatch it. Please print out and sign the application for admission before you send it back to the ZFH with the certified copies (see below) by post.)
5. **Certificate of health insurance or exemption from mandatory health insurance** (if you are younger than 30 years)
6. **Certificate(s) of de-registration**
(all of your previous enrolments at a university in Germany)
7. **Certificate(s) of non-objection**
(in case the student dropped out of a university in Germany)

⇒ **Admission with first university degree:**

8. **Proof of a completed degree at a technical college/university (certified copy)**
(Transcript/Master's transcript **and** diploma/Master's degree certificate **or** Bachelor degrees: Bachelor certificate **and** transcript **incl.** proof of the achieved ECTS points **plus** Diploma Supplement)
9. **Proof of the required work experience after the first academic degree for a minimum of one year** in business administration, technology or IT (e.g. an employer's reference, letter of recommendation, current confirmation of the employer, etc.; the activities practised must be demonstrated in the document.)

If only 180 ETCS points were achieved in the first university degree, an extra module must be taken.

⇒ **Admission without first university degree:**

10. **Proof of the required work experience for a minimum of three years** (e.g. an employer's reference, employment contract, current confirmation of the employer, etc.; the activities practised must be demonstrated in the document.) in business administration, technology or IT.