



Frankfurt School

# APPLICATION CHECKLIST



Learn more

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1

**Complete online application**

2

**MBA office review of application documents**

3

**Admission interview**  
Frankfurt School MBA  
Admission Test, if applicable

4

**Admission and scholarship decision**

5

**Enrolment and deposit**

In addition to answering the questions in the online application, please upload the following materials (only pdf, word or jpg files) as part of the admissions process:

- Transcript of records and diploma/ degree award certificate**  
Please include certified translations in English or German if the originals are in another language.
- CV in English**
- Copy of your passport**
- Case study essay**  
In the online application you will be able to download an article about a current business/ management issue. Please read the text and write a brief (ca. 500 words) response to the questions provided.
- Additional documents (if applicable)**  
Proof of relevant work experience, extracurricular activities, additional training/ education or the like, which can be useful in support of your application, should be submitted with the online application.

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## Admission test score report

Enter your GMAT or GRE score in the online application. Please note, that we can only consider your application for an admission interview once we have received your score report. You are welcome to upload the unofficial report / test taker report once you have received it. However, the official institution report also needs to be sent to us for verification. Our institution code for the GRE is 7573 and the code for the GMAT is FCB-RP-36.

As an alternative to the GMAT/GRE, we offer an internal Frankfurt School MBA Admission Test upon request for qualified candidates (for a fee of 100 USD - waived for FS alumni). The test will assess your approach to problem solving, communication, numerical & factual data management, logical thinking. If you are interested in our internal admissions test, please tick the box. Please note, the test is administered online via a shared link.

## English proficiency certification

Please submit a TOEFL or IELTS score report. You are welcome to upload a screenshot of your results. However, we would also need the official institution report from ETS. Our institution code for the TOEFL is 0239. In certain cases, you may qualify for a waiver from our language requirement. Applicants who are native English speakers, who have earned an academic degree taught in English, or who have spent a minimum of one year studying/working in English may qualify for a waiver.

## Certified/Notarized diploma

Once admitted to the programme, we will need a **certified/notarized hard copy** of the first academic degree (typically Bachelors degree). A copy can be sent directly to the Admissions team or brought in-person.

## Reference letters (2 in total)

The first letter should be from your current or most recent employer. If you are self-employed or work for a family business, please ask for a letter from a client or someone who does business with you. The second letter can be from another work supervisor, former professor, or someone who has worked with you in an organisation, club, or project. Please ask your referees to either submit a signed letter on official institution letterhead or to use our Frankfurt School MBA Recommendation Form (found online) and upload the documents to your application. You may also send your reference requests directly to your referees through our online application system.