

MBA Application Process

Application Checklist



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 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

English proficiency certification

Please submit a **TOEFL** or **IELTS** score report. Our institution code for TOEFL is 0239. You are welcome to upload a screenshot / test taker report once you have received it. However the official institution report has to be sent for verification in any case. In certain cases, you may qualify for a waiver from our language requirement. Applicants who are native English speakers, who have earned a degree from a university where the programme was taught exclusively in English, or who have spent a minimum of one year studying/working in English may qualify for a waiver. Please note that if you earned your degree in a non-English speaking country, you have to submit proof from your university that the medium of instruction was English.

Letter of recommendation

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.