



FULL-/PART-TIME MBA

APPLICATION CHECKLIST

www.fs.de



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

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 FS Admissions Test (FS AT) on our campus in Frankfurt upon request (other locations may be possible). This test will assess your critical thinking, your ability solve problems and your comprehension skills. If you are interested in our internal admissions test, please tick the box "FS AT" in the online application.



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ENGLISH PROFICIENCY CERTIFICATION

Please submit a TOEFL or IELTS score report. You are welcome to upload a screenshot of your results/the test taker report once you have received it. 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 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.

REFERENCE LETTERS (2 IN TOTAL)

Letter 1 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. Letter 2 can be from another work supervisor, a 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 and upload the documents to your application. You may also send your reference requests directly to your referees through our online application system.

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.

COPY OF YOUR PASSPORT

