

Pre-experience Master's 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 (if already applicable) degree award certificate

If you have not yet received your final transcript, please upload the latest official version. Please include certified translations in English or German if the originals are in another language.

CV / Resume in English (not more than 2 pages)

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 has to be sent for verification in any case.

Our institution code for the GRE is 7573 and the codes for the GMAT are as follows:

- Master of Finance FCB-RP-85
- Master in Management FCB-RP-56
- Master of International Business FCB-RP-35

As an alternative to the GMAT/GRE, we offer an internal **FS Admissions Test (FS AT)**. This will assess your critical thinking, ability to solve problems and text comprehension skills. The test can be taken during our Assessment Centre days on our campus in Frankfurt or at our representative's offices in Pune/India, Beijing/China, Sao Paulo/Brazil, Nairobi/Kenya and Lagos/Nigeria (other locations upon request). If you are interested in our internal admissions test, please tick the box "FS AT" in the online application.

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.

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