



APPLICATION CHECKLIST



Apply here!

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Online Application

2

MBA office review

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 awarded 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**
During 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**
Proof of relevant work experience, extracurricular activities, additional training/ education, which can be used to support 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 the Business Test Methods upon request for qualified candidates (please state in online application form). The test comes with preparation materials, lasts 2 hours and costs 100 USD. It is designed as a Multiple Choice Question Aptitude Test using verbal and quantitative questions to elicit our candidates' approach to problem solving, communication, numerical & factual data management and logical thinking.

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 certification 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 (two 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 and upload the documents to your application. You may also send your reference requests directly to your referees through our online application system.