

Doctoral Programme 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:

- CV / Resume in English (no more than 2 pages) and list of publications (if existent)**
- Certified copy of your University Entrance Qualification (Abitur, A-levels or equivalent)**
- Certified copy of your University Degree Certificate or equivalent and academic transcript of records**

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.
- Admission test score report**

Upload 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 code for the GMAT is FCB; Programme code: FCB-RP-82
- English proficiency certification**

(TOEFL IBT min. score of 100/IELTS min. score of 7.0)

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.

Applicants who are native English speakers or who have earned a degree from a university where the programme was taught exclusively 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.
- 2 Recommendation letters**

Two letters of recommendation from a former academic tutor or from another person in an academic environment.
- Statement of purpose and research interest**

Description of a possible research project, 2-5 pages, demonstrating how the candidate plans to apply his/her particular interests, skills and expertise to the pursuit of his/her academic objectives.