



APPLICATION CHECKLIST



Apply here!

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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 Submission

- Enter your GMAT or GRE score in the online application.
- Your application for an admission interview will only be considered upon receipt of your score report.
- Initial upload of the unofficial report/ test taker copy is acceptable; however, the official institution report must also be sent for verification.
- Our institution codes are as follows: GRE - 7573, GMAT - FCB-RP-36.
Please note - minimum score for TOEFL is 90 points, and minimum score for IELTS is 7.0 Points

Alternative Testing Option: Business Test Methods

We offer the Business Test Methods as an alternative to the GMAT/GRE for qualified candidates (please indicate interest in your online application).

- The test includes preparation materials, has a duration of 2 hours, and costs 100 USD.
- Designed as a Multiple Choice Question Aptitude Test, it assesses candidates' skills in 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. Please note- minimum score for TOEFL is 90 points, and minimum score for IELTS is 7.0 Points. In certain cases, you may qualify for a waiver from our language certification requirement.

Applicants can qualify for a waiver if they meet any of the following criteria:

- They are native English speakers.
- They have earned an academic degree with courses taught in English, regardless of their native language.
- They have a minimum of one year of experience studying or working in an English-speaking environment.

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.