

## Master programme in Business Administration Important Information about applications Winter semester 2020/21

Version: January 2020

### Checklist: application documents relevant for upload area

- Transcript of Records (Please note especially here the information from page 2)\*
- Curriculum Vitae\*
- University Entrance Certificate/A-levels or international equivalent\*
- Bachelor's degree/undergraduate diploma
- Letter of Motivation/Letter of intent\*
- German Language Certificate\*
- English Language Certificate
- Transcript of Records (semester abroad)
- Other Qualifications
- Proof of work experience/Proof of internships
- Proof of affiliation to the best of that final year of the program

\* Marked documents are mandatory uploads.

For further information about the above mentioned application documents, please check the following pages.

**Applicants from Non-EU countries:** The above mentioned documents have to be submitted via the online application portal **and** by post. For further information, please read the document “general information about the application process (citizens of Non EU-countries)”.

## (1) Transcript of Records

Here, an overview of all credits earned, itemized according to courses (name of course, grade and ECTS credits), has to be uploaded in the form of a scan of the original document (for foreign applicants: upload of an additional certified translation). **Grades, which are not displayed according to the grading scheme of the Examination Regulations (§ 17 Prüfungsordnung Master BWL), have to be transformed.**

In case of a preliminary application without a final certificate, the Transcript of Records must also contain a preliminary average grade. Self-made transcripts from the internet without online verification or seal of the Registrar's Office will not be accepted and will lead to a letter of rejection.

## (2) Curriculum Vitae

The CV should contain statements about further relevant qualifications with which a fit for the desired course of studies is shown (e.g. semester abroad, relevant work experience, awards received during your studies, as well as further relevant skills, language skills). Please check for completeness. Statements about further qualifications in your CV have to be proven by appropriate documents and will otherwise not be considered for your application.

## (3) University Entrance Certificate/A-levels or international equivalent

The final grade as well as other performances or achievements which are performed during schooldays will not be considered for the admission process.

Applicants from abroad have to upload their **certificate of university entrance qualification**, which is equivalent to the Certificate of a German Higher Education Entrance Qualification. This document serves as proof for the registrar's office to verify if you are eligible for an admission to the University of Münster.

## (4) Bachelor's degree/undergraduate diploma

Proof of your undergraduate degree has to be uploaded in the form of a scan of the original document (for foreign applicants: upload of an additional certified translation). Should you not be able to provide a final certificate at the time of your application, you have to upload a preliminary certificate in which the grades of at least 140 credit points respectively are included.

## (5) Letter of Motivation/Letter of intent

The letter of motivation can be written in German or English language. It should provide insight into the motivation for and identification with the desired course of studies, the university and the future profession as well as the qualifications earned in the area of the selected Major and the adequacy for the demands of the faculty (max. 2 pages).

## (6) German Language Certificate

Proof of sufficient skills in German is only necessary, if German is not your mother tongue.

## (7) English Language Certificate

Proof of sufficient skills in English is not necessary but can be provided as further qualification. There are reasonable grounds for believing that applicants have a good grasp of English if they have studied at a university, spent a semester or served an internship in an English-speaking country. The same is true of persons who have successfully completed a BA course in which lectures, seminars and tutorials were held in English. Furthermore, one of the following official Language certificates are accepted: TOEFL, TOEIC, IELTS, Cambridge (minimum level B2). Applicants are required to hand in documents in order to substantiate their claims relating to their linguistic competence. Vague and general references to languages in a CV will not be deemed sufficient. English learnt at school or English course at university are not taken into consideration.

## (8) Transcript of Records (semester abroad)

If you studied a semester abroad, the Transcript of Records from the university abroad should be uploaded here. (For translating and converting foreign certificates/transcripts, please read the document "Translation and conversion of foreign certificates/transcript.")

## (9) Other Qualifications

Additional documents in which suitability for the desired course of studies is demonstrated could be e.g. proof of semesters spent abroad, proof of social or university commitments, awards or further language certificates. Further qualifications given in

your application can only be considered if sufficient proving documents are provided. Please upload these documents combined into one single pdf-file.

### **(10) Proof of work experience/Proof of internships**

This also applies to all further documents which are provided to prove work experience or internships.

### **(11) Proof of affiliation to the best of that final year of the program**

You can provide sufficient evidence by indicating your final grade in ECTS. The Admissions Committee will accept a certified ranking list showing that you were among the best ten percent of the final-year students in your age group. If you have not yet completed your course, the committee will accept a provisional certificate to the effect that you are among the best ten percent of the students in your age group. It is important that this certificate should be issued by an Examinations Office or signed by the Dean of the Faculty. Letters of recommendation are not accepted as proof.