

## Master programme in Business Administration Important Information about applications

Winter semester 2020/21

Version: June 2020

Citizens from countries outside the European Union/European Economic Area without a German Higher Education Entrance Qualification and without a German university certificate (Bachelor degree)

Closing date for applications: **20.08.2020**

### General Information on the Application Procedure

Applications are to be submitted via the application portal of the Registrar's Office at the University of Münster. Here, applicants have to make general personal statements and answer programme specific questions for the application and admission procedure. Upon completion of the online application, you have to print out the online application document which then has to be signed by the applicant and added to the postal application documents. To make sure you include all necessary documents in your application please read the **"checklist application documents"** carefully on our website! Qualifications mentioned in the application can only be considered if appropriate proving documents are provided.

All necessary documents have to be sent to the „Studierendensekretariat“ (Registrar's Office) of the WWU Münster (see address below) or dropped off in the letter box at the main gate of the Schloss (Schlossplatz 2) in Münster until the **15.07.2020**.

Westfälische Wilhelms-Universität Münster  
Studierendensekretariat  
Schlossplatz 2  
48149 Münster  
Germany

**Note:** Please do not submit original documents, but only certified copies! Also, you should not include stamps, since no documents will be returned or sent back!

**IMPORTANT:** Legally binding are the documents submitted postally, **additionally** all documents have to be uploaded via the online application portal in pdf according to the **"checklist application documents"**.

Please check the following website and contact the "Studierendensekretariat" (<https://www.uni-muenster.de/studium/en/studierendensekretariat.html>) for questions and information regarding the coronavirus

After receiving your postal application, the registrar's office will send to you an acknowledgement of receipt via email. This email can only be delivered successfully if the inbox of your email account is not already full! Please make sure to check your email account in advance.

Applicants who have not yet completed their studies at the time of application can apply preliminary. For that purpose you have to provide a preliminary average grade and the current amount of credits earned (at the time of application) as a replacement for your university certificate and final grade.

## Online Application Portal

### General Information

To sign up for the Online Application Portal you have to provide a valid email-address. Otherwise the application process cannot be continued successfully.

Should you notice important mistakes after submitting your application, please send an email to the following email address [masterbuero@uni-muenster.de](mailto:masterbuero@uni-muenster.de). Examples for important mistakes are: wrong Major selected, wrong final grade. Please refrain from reporting minor mistakes which have no impact on the assessment of your application (e.g.: wrong date of birth).

Upon completion of the online application you will receive an email from the registrar's office as confirmation (within one working day). In this email you will also get further information on when the decisions (letter of admission or notification of rejection) will be forwarded by the registrar's office.

### Business Studies - Major/ Minor

Combination of subjects

- a) Major
- b) Minor

Please note that you cannot combine any Major with any Minor. All possible combinations can be found at:

<https://www.wiwi.uni-muenster.de/fakultaet/en/study/master/business-administration/study>.

**Important:** In case of a successful application you will be accepted for the Major you applied for. You cannot change your Major once you have been accepted. You can only apply for one Major! However, your choice of a Minor is non-binding at the time of application and will be finalized at the beginning of the winter semester.

### Do you belong to the best 10 percent of your graduation year?

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.

## Please state the achieved credit points at the end of your studies

Please include the credits earned for your Bachelor Thesis in the respective area (e.g. your Major) in your statement of credits earned.

First you have to enter all credits earned during your Bachelor degree which can be assigned to your Major. In the following, you have to enter the number of credits earned in the areas of business economics (including the credits assigned to your Major), economics and mathematics and statistics.

Courses which cannot be assigned to these areas are not considered relevant. They are not relevant for your application and are therefore not to be included (e.g. business law, business informatics, soft skills/key qualifications, languages).

Courses which you will still complete in the current semester are to be entered in the respective text-field including the ECTS. (Example 1: „Marketing II (6 ECTS)“ / Example 2: „Finance Seminar (12 ECTS)“). Should no credit points be given, the course will not be counted and it will be held to your disadvantage.

Note: The entered and summated courses show the exceedance or non-exceedance of the credit points thresholds in the respective areas (Major (12 ECTS), business economics (40 ECTS), economics, mathematics and statistics (all together 30 ECTS)) given in the access and admissions regulations:

<https://www.wiwi.uni-muenster.de/fakultaet/en/study/master/business-administration/applicationadmission>.

## Final grade

Here, you have to enter your final grade or preliminary average grade. The grade has to be officially certified.

Please note: According to the admission requirements **a minimum GPA/final grade of 2.9** (according to the German grading system) is mandatory. You cannot apply with a grade worse than that or rather will receive a letter of rejection. Foreign gradings should be converted using the “Modifizierte bayerische Formel” (see document „Translation and conversion of foreign certificates/transcripts“).

## Business Studies - Thesis

If you don't know the title of your thesis yet, please enter „still to be determined“ in the text field “Title”.

## Upload-Area

Important: When uploading, please adhere to the maximum file-size allowed! **You will find detailed information on all documents which have to be uploaded in the “checklist application documents” on our homepage.**