

Application Documents

International Business Management MBA

Checklist without first university degree

Please send the following documents by post:

- 1. Printout of your online-registration/application for admission**
Please make sure that you filled out the online registration on the zfh homepage completely before you dispatch it. Please print out and sign the application for admission before you send it back to the zfh with the certified copies (see below) by post.
- 2. Europass CV with a photo**
Do not forget the date and signature! You can either add a passport photo or scanned photo.
- 3. Proof of university entrance qualification (certified copy and certified translation)**
Entry qualification for a university (of applied sciences)/German school leaving examination/ master craftsman's degree or a similar qualification/ for admission as qualified persons: Admission according to the legal provisions in Rhineland-Palatinate
- 4. Proof of the required work experience after having received the university entrance qualification for a minimum of three years in the commercial field**
e. g. an employer's reference, letter of recommendation, current confirmation of the employer, etc.; the area of responsibility must be demonstrated in the document.
- 5. Proof of English language skills**
at least level B2 (CEFR), e.g. IELTS level 5.5, CAE, BEC, or higher/equivalent proof, which is no older than 5 years
- 6. Certificate of health insurance** if you have a residency in Germany or if you do not live in Germany but should visit Germany during your enrolment at the HWG Ludwigshafen, you are obliged to make sure that you have a health insurance during the duration of the complete affected semester. Please ask your health insurance to submit your data to the University of Business and Society Ludwigshafen by using the following "Absendernummer": H0000719
- 7. Certificate(s) of de-registration** (in case you had been enrolled at a university in Germany) and **Certificate(s) of non-objection** (in case you dropped out of a university in Germany)

Please note: If a change of name lead to different names given on your documents, please enclose an evidence of your change of name, e.g. a marriage certificate.