

# Application Documents

## International Business Management MBA

### Checklist with first university degree

Please send the following documents by e-mail first and after admittance 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/ or admission as qualified persons: Admission according to the legal provisions in Rhineland-Palatinate

**4. Completed university degree (certified copy and certified translation\*)**

- Certified copy of degree certificate
- Certified copy of official academic transcript/record of results
- Diploma supplement/module content from your institution for all completed modules

You need a good grade average for direct admission (at least 2.5 when translated to the German grade system). In case your grade average is less than required, you must pass a colloquium.

**5. Proof of the required work experience after the first academic degree for a minimum of one year 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.

**6. Proof of English language skills**

at least level B2 (CEFR), e.g. IELTS level 5.5, CAE, BEC, or higher/equivalent proof, which is not older than 5 years. If you studied in English, a letter of your university that the medium of instruction was English is sufficient too.

**7. 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**

**8. Certificate(s) of de-registration** (of all your previous enrolments at a university in Germany) and **Certificate(s) of non-objection** (in case you dropped out of a university in Germany)

**9. Copy of your passport**

\*Information about the requirements regarding certified certificates and certified translations can be found here: <https://www.uni-assist.de/en/how-to-apply/assemble-your-documents/certified-copies-and-translations>