

Checklist Application Documents

General rule: each document uploaded is part of the application and will be considered during the review process. At enrollment, the original (or certified) documents must be submitted for comparison. If there are significant discrepancies, enrollment may be denied.

Confirmation form (signed)

This form is available for download during the online application.
It is used to confirm that the information provided is correct.
It indicates that incorrect information may result in revocation of enrollment..

Without this document and without your signature, your application is INVALID!

Letter of Motivation

The letter of motivation should express the reasons for choosing this course of study.
It can be the deciding factor in borderline applications.
German profile -> in German, English profile -> in English.
The letter of motivation is addressed to the head of the corresponding profile

Curriculum vitae (tabular)

Serves to get an impression of previous career and, if applicable, to identify practical experience.

Bachelor's certificate

The certificate must be available in German or English.
If the certificate is not yet available, there are 2 options :

1) Studies have already been completed but the certificate has not been issued yet

Please upload an official confirmation from your university that you have completed your studies and with what final overall grade.

Exception: Internal applicants -> final grades are requested internally

2) Studies have not yet been completed but at least 150 ECTS have been achieved

Please upload a current certified average grade of your university, this can also already be on the transcript of records.

Exception: Internal applicants -> the average grades will be requested internally.

If the Bachelor thesis is still pending: Upload proof of submission/registration

Transcript of Records (most recent version)

At least 150 ECTS must already have been successfully completed (= booked with grade and ECTS). Performance overviews that students can retrieve themselves are accepted. These will be compared with the final official original at the time of enrollment & must match.

Language certificate(s)

Common language credentials will be accepted. English profile line requires English = C1
Further explanation can be found under "Which language certificates are accepted".

If applicable, evidence of education, practical experience, time spent abroad

(if applicable, APS Certificate (applicants from China, Vietnam und Mongolia))