



1. How can I apply?

The University of Applied Sciences Kaiserslautern has authorized **uni-assist** to pre-check all the credentials. Please use uni-assist and start your application at: <https://www.hs-kl.de/en/studying/application/applying-for-a-masters-degree-course>.

- If you are a student without a German Bachelor degree, please use uni-assist. Students with a German Bachelor degree, please use the online-application portal of our university.
- Please note that we don't check credentials in advance.
- Students who applied via uni-assist in a previous semester and were admitted, but haven't yet started to study at the University of Applied Sciences Kaiserslautern, can use our online portal, instead of uni-assist.
Please contact us before you apply!

2. When can I start to study?

This program starts twice a year (winter semester in September/October and summer semester in March). Deadline for application is

May 31st for winter semester and December 1st for summer semester.

There is no master study fee only 103,00 Euro social fees per semester (if you already have a master degree, master study fee is 650,00 Euro per semester for a second study course).

3. What are the entry requirements?

The current admission requirements are:

1.) a degree (Diploma or Bachelor) in **Economics or Business Administration** from an accredited institution. Studies have to comprise 6 semesters with a workload of 210 ECTS credit points (or with a minimum workload of 180 ECTS upon submission to the Admissions Board). Candidates who do not have 210 ECTS credit points from their Bachelor degree course must complete an appropriate set of subjects to achieve the missing ECTS. **The equivalence of first degrees from other countries will be verified individually.**

2.) If English is not your native language: Sufficient knowledge of the English language (Level B2 GER) can be verified by ... TOEIC Listening and Reading



with a score of at least 785, TOEIC Speaking and Writing with a score of at least 310, TOEFL(iBT)-test score of at least 87 points, TOEFL(ITP)-test score of at least 543 points, IELTS 6.0, Cambridge English: First (FCE), Cambridge English: Business Vantage (BEC Vantage), LCCI EfB Level 2 (Distinction), LCCI EfB Level 3 (Pass) or equivalent.

If English was your language of instruction, please submit a confirmation of such from your previous university.

3.) approval by the Admissions Board normally based on an interview.

4. When does the window for application start?

You can send your application as soon as the application portal has been opened. This usually happens 4 weeks before the application deadline ends.

5. Do I need to have my IELTS certificate sent directly from the test center to you? Do I need to add a motivation letter, too? What documents are required for this?

Required documents:

- *Passport photo with family name / surname and first / given name on the back*
- *Curriculum vitae / Resumé*
- *Motivation letter*
- *Module choice*
- *Certified photocopies of:*
 - *School leaving certificate with a German or English translation by an officially recognised translator*
 - *Bachelor degree(s) or equivalent diploma(s) from a national/international higher education institution with a German or English translation by an officially recognised translator including final transcript(s) or documentation of equivalent marks/grades*
 - ***Proof of English proficiency***
 - *APS Certificate (only for Chinese, Mongolian and Vietnamese applicants)*



6. What's the language of instruction? Are the courses in English or German?

In the Master's program "Financial Services Management" the courses are held in English.

7. Do I have to do a language proficiency test?

*For applicants who are **not native speakers of English**:*

Sufficient knowledge of the English language (Level B2 GER) can be verified by TOEIC Listening and Reading with a score of at least 785, TOEIC Speaking and Writing with a score of at least 310, TOEFL(iBT)-test score of at least 87 points, TOEFL(ITP)-test score of at least 543 points, IELTS 6.0, Cambridge English: First (FCE), Cambridge English: Business Vantage (BEC Vantage), LCCI Efb Level 2 (Distinction), LCCI Efb Level 3 (Pass) or equivalent.

*If all the courses of your Bachelor course of study were in English, you can submit a **diploma supplement** or an equivalent document from your university and you don't have to do an English test.*

8. How long are the English certificates valid?

The results of English certificates like TOEIC, TOEFL and IELTS are generally valid for around 2 years.

9. I obtained my second degree while I was studying in an EU-country. The course was taught entirely in English. We did our Bachelor thesis in English as well. Is this sufficient proof of English proficiency, or is it not enough?

If all the courses of your Bachelor course of study were in English, you can submit a diploma supplement or an equivalent document from your university and you don't have to do an English test.

10. Do I need a GMAT or GER to apply?

No.



11. Where can I get help to find an apartment in Zweibrücken?

There are no apartments offered by the University. You will have to apply for a room in the student residences via the following website <http://www.studierendenwerk-kaiserslautern.de/kaiserslautern/>.

If there is no room available, you will have to rent a private apartment. (<http://www.studierendenwerk-kaiserslautern.de/zweibruecken-en-US/housing/>)

12. How much is the tuition fee?

*There is no tuition fee, but you will have to pay for your enrolment every semester and for your student card once. At the moment the enrolment fee is about **103.00 €** and the student card is about **8.00 €**. (If you have already completed a Master's degree in Germany, the subsequent Master study fee is 650.00 € per semester). These costs are also mandatory for non-EU students.*

13. Is it possible to receive financial aid as an international student?

International students can also apply for the following scholarships:

- <https://www.hs-kl.de/international/international-office/aktuelles>
- <https://www.hs-kl.de/hochschule/referate/wirtschaft-und-transfer/deutschlandstipendium/deutschlandstipendium-studierende/>

14. Is it possible to apply for this program if I have two Bachelor degrees (both in the field of tourism (tourism + hospitality management))?

*The academic requirements for admission to this course are proof of a degree in an **economics, business, management, or finance degree program** or equivalent. Whether or not your degree is equivalent will be decided by the Admissions Board.*

15. Besides the Bachelor's degree I also have a Master's degree in Economics. So can I apply for another Master's program?

*Yes, you can apply for a Master's program at the University of Zweibrücken. If your first Master's degree was completed in Germany, then the tuition fees are **650,00 € per semester**.*



16. Do you offer any language courses like the IELTS preparation course?

No.

17. Can I enroll through the online-portal or do I have to contact uni-assist?

*Applicants with a first degree from outside Germany have to send their application with all the necessary documents to uni-assist (Arbeits- und Servicestelle für Internationale Studienbewerber). The steps of the application process are clearly explained on the uni-assist website (www.uni-assist.de). During the online application process at uni-assist you will receive all the relevant information about admission requirements and the documents required. The online **application process will open at the beginning of May.***

18. Am I eligible to apply for the program if I am from a non-EU member country?

The country of origin, whether EU or non- EU, is irrelevant for admissions. Applicants with a first degree from outside Germany have to send their application with all the necessary documents to uni-assist.

19. On the program's website it is mentioned that the student intake for this program is typically 15 students per semester. Is this number fixed for every semester?

*The number of admissions is based on the **quality of the applications** and the **approval of requirements asked of the applicants.***

20. Do you do a preliminary check of documents before application?

*Please understand that we **can't** check eligibility in advance or without your official application. Uni-assist is responsible for the verification and assessment of foreign degrees, marks and certificates.*

Please note that we don't offer any preregistration and admission will only be granted if all admission requirements are fulfilled (first degree has to be completed).



21. What kind of documents do I have to submit ?

- *(All submitted materials have to be in English or German.)*
Passport photo with family name / surname and first / given name(s) on the back
- *Curriculum Vitae / Resumé*
- *Motivation letter*
- *Certified copies of*
 - *Bachelor degree(s) or equivalent diploma(s) from a national/international higher education institution with a German or English translation by an officially recognised translator including final transcript(s) or documentation of equivalent marks/grades*
 - *School leaving certificate with a German or English translation by an officially recognised translator*
- *Proof of English proficiency (see above: No 7)*
- *APS certificate (only for Chinese, Mongolian and Vietnamese applicants)*
- *Filled in and signed form of module choice (will be provided in application portal to download)*

For students of postgraduate studies in Germany additional

- *„Unbedenklichkeitsbescheinigung“ (clearance certificate) for programs which are not completed*
- *Deregistration / withdrawal certificate*
- *If completed: Certificates of Master's degree*

22. Who do I have to send the requested documents to?

- *If you apply through uni-assist website, you will have to send all required documents directly to uni-assist*
- *If you apply through our university application portal (**only possible with a bachelor degree obtained in Germany**) you will have to send all required documents to our university.*



Information about the elective modules:

- *With the application for admission to the summer semester, students use a form to select three modules each for the summer semester and winter semester*
- *Students who are admitted late to the winter semester have to choose from the 4 modules already specified and can participate in the election in the next summer semester.*
- *In addition, an optional module must be specified.*
- *From the requests of the applicants, those 4 modules are selected per study program which have received the most votes. These modules are then offered.*
- *Provided that requests and actual offerings match, students will be admitted to the program for the three modules they have selected.*
- *If a desired module is not offered, the selected optional module will be chosen without further consultation and admission will be granted accordingly.*
- *If two or more modules cannot be offered, a consultation meeting will take place to match student preferences with what is available.*
- *In addition to the four modules chosen per degree program, students may also participate in modules of another degree program, provided that according to the examination regulations this module is also open for the student's own degree program.*