



## 1. How can I apply?

The University of Applied Sciences Kaiserslautern has authorized **uni-assist** to pre-check the credentials. Please use uni-assist and start your application at: <https://my.uni-assist.de/>

- If you are a student without a German bachelor's degree please use uni-assist. Students with a German Bachelor please use the Online-application portal of our university.
- Students that already applied a semester before via uni-assist and got admission, but didn't start to study at Hochschule Kaiserslautern because of VISA issues, have received an extension letter. In case you already have received an extension, you can use our online-portal, instead of uni-assist.  
**Please contact us before applying!**
- Please notice that we don't check the credentials in advance.

<https://www.hs-kl.de/en/studying/application/applying-with-foreign-education-certificates>

## 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 31<sup>st</sup> for winter semester and December 1<sup>st</sup> for summer semester.**

There is no master study fee only 139,00 Euro social fees per semester

## 3. When does the window for Application start?

You can send your application as soon as the application portal has been opened. This usually happens 4-6 weeks before the application deadline ends. In other words: it usually starts for the Winter Semester by the end of April, and for the Summer Semester by the beginning of August.



## 4. What is the entry requirement?

The actual admission requirements are:

- 1.) Degree (Diploma or Bachelor) from an accredited institution in **Economics or Business Administration with an average grade of at least 2.9 (German GPA).**

Studies have to contain 6 theoretical semesters with a workload of 210 ECTS credit points (with a workload of 180 ECTS upon request to the Admissions Board). Candidates who have less than 210 ECTS credit points from the bachelor are obliged to do a tailor-made study plan to reach the absent ECTS. **The equivalence of a foreign first degree has to be verified individually.**

**Tip:** If you have proof of at least one year of work experience after your graduation, it can significantly strengthen your application. Please make sure to submit an official document from the company you worked at – ideally signed and stamped.

2.) If English is not native language: Sufficient knowledge of the English language (Level B2 GER) 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 5,5, Cambridge English: First (FCE), Cambridge English: Business Vantage (BEC Vantage), LCCI EfB Level 2 (Distinction), LCCI EfB Level 3 (Pass), Minimum requirement of 60 points from Languagecert on your English-language degree program website under application requirements, or equivalent.

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

**Tip:** Proof of German language skills – or any other language – can strengthen your application. Please don't forget to include official documentation (e.g., a certificate) as evidence of your language proficiency.

- 3.) Approval by the Admissions Board is normally based on interview.



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

Required documents:

- Photo of your passport with family name / surname and first / given name on the back
- Curriculum vitae / Resumeé
- Motivation letter
  
- photocopies of:
  - School leaving certificate with a German or English translation
  - Bachelors Diploma(s) or equivalent diploma(s) from a national/international higher education institution with a German or English translation including final transcript(s) or equivalent marks/grades
  - **Proof of English**
  - APS Certificate (only for Chinese, Mongolian, Indian and Vietnamese applicants) <https://www.uni-assist.de/tools/laenderhinweise/>

**6. What's the course language? Are the courses in English or German?**

For the master's program "Financial Service Management" the courses are in English. German is not required.

**7. Do I have to do the language proficiency test?**

Applicants who are **not native speakers of English:**

Sufficient knowledge of the English language (Level B2 GER) 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 5,5, 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 have been in English,



*you can provide 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 your English certificates like TOEIC, TOEFL and IELTS are generally valid for around 2 years.*

**9. I obtained my 2nd degree while I was studying in an EU-Country. The course was taught entirely in English. We wrote our bachelor thesis in English as well. Is it a good proof of English proficiency, or it's not sufficient enough?**

*If all the courses of your Bachelor course of study have been in English, you can provide 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 dorm via the following website*

*<http://www.studierendenwerk-kaiserslautern.de/kaiserslautern/>.*

*If there is no room available you will have to live in 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 the enrolment every semester and the student card once. At the moment the enrolment fee is about **139,00€** and the student card is about **8,00€**.*

*These costs are mandatory also for non-EU students.*

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



Also the international students can apply for the following scholarship:

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

**14. Is it possible to apply for one of the programs having two bachelor degrees (both in the field of tourism (tourism + hospitality management))?**

The academic requirements for the admission are proof of a degree in an **economics, business, management, or finance degree program** or equivalent. If your degree is equivalent needs to be decided by the admission boards of admission.

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

Yes, you can apply for a master's program at the University of Zweibrücken.

**16. Do you offer any Language courses?**

The University in Zweibrücken offers language courses during the semester and in semester breaks.

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

Applicants with a first degree from outside of Germany have to send their application with all needed documents to uni-assist (Arbeits- und Servicestelle für Internationale Studienbewerber). The steps of application are well explained on the website of uni-assist ([www.uni-assist.de](http://www.uni-assist.de)). During the online application process at uni-assist you will get all the information about admission requirements and required documents. The online **application board will open approx. at the beginning of April / October**

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



***member country?***

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

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

*No. The program is **not restricted**. The number of admissions is based on the **quality of the applications** and the **proved requirements of the applicants**.*

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

*Please understand that we **can't** check eligibility in advance and without an official application. In other words, we neither check nor give feedbacks on CVs, Grades, ECTS, Motivation Letters, etc.*

*Uni-assist is entirely responsible for the verification and assessment of foreign degrees, marks and certificates. Please note that we don't offer any preregistration, 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.)  
Photo of your Passport with family name / surname and first / given name(s) on the back*





- Curriculum Vitae / Resumeè ( *mandatory* )
- Motivation letter ( *mandatory* )
- <https://www.hs-kl.de/en/studying/application/translate-to-englisch-wichtige-unterlagen>
  - bachelor's Diploma(s) or equivalent diploma(s) from a national/international higher education institution with a German or an English translation including final transcript(s) or equivalent marks/grades
- School leaving certificate with German or English translation
- Proof of English language proficiency (see above: No 7)
- APS certificate (only for Chinese, Mongolian, Indian and Vietnamese applicants)

### **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 ( online upload )
  - 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 ( online upload )

### **23. How many ETCS does the semester abroad provide?**

30 ECTS.

### **24. Is there a possibility of obtaining a double degree?**

Yes. During the second semester, students have the opportunity to participate in a



*mobility module and obtain a double degree. This is possible through partnerships with the Università Politecnica delle Marche (UNIVPM) in Ancona, Italy, or the University of the Sunshine Coast (USC) in Australia.*

**25. What would be my Double Degree in, if I do it in Australia?**

*In addition to your Master's degree in Financial Services Management in Germany, you will have a Master's degree in International Business in Australia.*

**25. How much would it cost for a double degree in Australia?**

*The total costs for the Double Degree in Australia (flight from Germany and back, costs of living, Partner University's tuition) are around 12.000 EUR. From which around 7.000 EUR are the costs of Tuition.*

**26. What would be my Double Degree in, if I do it in Italy?**

*In addition to your Master's degree in Financial Services Management in Germany, you will have a Master's degree in International Economics and Commerce in Italy.*

**27. How much would it cost for a double degree in Italy?**

*The costs for the Double Degree in Italy (costs of living and accommodation) are around 700-900 EUR per month. There are no tuition fees from the partner university in Italy.*