Hochschule Kaiserslautern University of Applied Sciences
Betriebswirtschaft Zweibrücken

FAQ IMF

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/apply-from-abroad

2. When can I start to study?

This program starts once a year (winter semester in September/October). Deadline for application is ***May 31st for winter semester***

There is no master study fee only 149,00 Euro social fees per semester

Please note: Transportation ticket is not included in this fee

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 weeks before the application deadline ends. In other words, in the beginning/middle of May.

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 having 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), LanguageCert with a minimum of 60 points, or equivalent.

Please note: Medium of instruction is NOT accepted

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 normally based on interview.

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

Required documents:

- *Passport photo with family name / surname and first / given name on the back*
- *Curriculum vitae / Resumé (mandatory)*
- *Motivation letter (mandatory)*
- *Photocopies of:*
  - *School leaving certificate with a German or English translation by sworn translator*
  - *Bachelors Diploma(s) or equivalent diploma(s) from a national/international higher education institution with a German or English translation by sworn translator including final transcript(s) or equivalent marks/grades*
  - ***Proof of English (NO MOI !)***
  - *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 "International Management and Finance" the courses are in English

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.

Please note: Medium of instruction is NOT accepted

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?

Please note: Medium of instruction is NOT accepted

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

No.

11. Do I need to know German language certificate?

You don´t need a German language certificate. Your studies at UAS Kaiserslautern / Campus Zweibrücken include a German language and culture course.

12. How many ECTS does the semester abroad provide?

30 ECTS.

13. Is the semester abroad mandatory for the double degree?

Please note that a stay abroad at our partner university in Argentina or Italy for one semester is mandatory for the double degree. For the semester abroad you don't have to pay an additional fee but you have to finance your travel and accommodation expenses. Please check if

there are any restrictions in your country concerning a study visa for Argentina or Italy.

14. When will the semester abroad start? How is it organised?

The semester in Argentina at the Universidad Nacional del Litoral (UNL) starts in the second semester of the master's program (March) and it lasts 6 months. The semester abroad includes an obligatory internship of at least 6 weeks in Argentina, which is organised by UNL. The university will also organize an apartment. Personnel matters like Visa, Insurance and Arrival and Departure must be organized by the student.

The semester in Italy at Università Politecnica delle Marche (UNIVPM) starts in the second semester of the master's program (March) and it lasts 6 months. Students must search for accommodation on their own. Additionally, personnel matters like Visa, Insurance and Arrival and Departure must also be organized by the student. This program does not include an obligatory internship.

15. What are the requirements for the semester abroad in Argentina?

No prior knowledge of Spanish is required to enroll in this Master's program, as it is designed for beginners. However, students must attend a Spanish language course before starting their semester abroad in Argentina.

16. What are the requirements for the semester abroad in Italy?

No prior knowledge of Italian is required to enroll in this Master's program, as it is designed for beginners. However, students must attend an Italian language course before starting their semester abroad in Italy.

17. What about the contact letter for the DAAD scholarship?

If you wish to apply for a DAAD scholarship, you need to provide proof that you have contacted us. Simply send us an email stating your interest in one of our study programs and the intended time of your application. We will respond to your message, and you can attach this email correspondence to your DAAD application.

18. 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 https://www.studierendenwerk-kaiserslautern.de/en/housing/student-housing/online-application

If there is no room available you will have to live in a private apartment.
(https://www.studierendenwerk-kaiserslautern.de/en/housing/private-residential-market)

For more information, please see the document ***"How to find accommodation"*** *in the Downloads section of the programme page.*

19. 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 149,00€ and the student card is about 8,00€. These costs are mandatory also for non-EU students.

Please note: Transportation ticket is not included in this fee

20. 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-stabsstellen/wirtschaft-und-transfer/deutschlandstipendium/deutschlandstipendium-

studierende

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

The academic requirements for the admission are a 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.

22. *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 UAS Kaiserslautern / Campus Zweibrücken.

23. *Do you offer any Language courses?*

UAS Kaiserslautern / Campus Zweibrücken offers language courses during the semester and in semester breaks.

24. *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 (https://www.uni-assist.de/). During the online application process at uni-assist you will get all information about admission requirements and required documents. The online application board will open at the beginning of May.

25. *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.

26. *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.

27. *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).

28. *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 (mandatory)*
- *Motivation letter (mandatory)*
- *Copies of*
  - *bachelor's Diploma(s) or equivalent diploma(s) from a national/international higher education institution with a*

German or an English translation by sworn translator including final transcript(s) or equivalent marks/grades

- *School leaving certificate with German or English translation by sworn translator*
- *https://www.hs-kl.de/en/studying/application/apply-from-abroad*
- *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*

29. 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 by online upload in application portal.*
- *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 by online upload in application portal.*