



Please read this information carefully to ensure that you prepare all necessary documents for your online-application package.

**Requirements:**

- **Bachelor's degree in business administration/economics or psychology** or a field very closely related. Furthermore, the degree must be **formally equivalent** to a German academic bachelor's degree. If you are unsure whether your international bachelor's degree is formally equivalent to a German degree, you can conduct an initial self-assessment at the anabin databank ([www.anabin.de](http://www.anabin.de)).
- International applicants, who obtained their **university degree** (Bachelor's or comparable) **outside of the EU need to apply through uni-assist** (<https://www.uni-assist.de>)!

**Please note:** Only the country in which you completed your bachelor's degree with which you are applying for BaP is relevant for the question of whether you have to apply via uni-assist or not. Master degree programs or additional bachelor degree programs started or completed in Germany/the EU are irrelevant in this regard. Furthermore, please take into consideration, that the UK is **not** a member of the EU.

**Required application documents *for all applicants are:***

1. **Full resume (C.V.)** showing **all of your educational stages**, starting with the last three years of your **secondary school**.
2. **Higher Secondary Education**
  - 2.1 Original or certified true copy of your **secondary higher education** ((high) school leaving certificate / A-levels etc.) **certificate**
  - 2.1.2 Original or certified true copy of German or English translations of the named certificates. Your (high) school leaving/A-levels etc. certificate must show your **final graduation grade!**
  - 2.2 To convert the grade of your secondary school leaving certificate into a German grade, we would need the official grading system of your school. So please prepare for uploading a copy of the official grading system.
  - 2.3 If applicable: university entrance examination certificate from your home country
3. **Bachelor Studies**
  - 3.1 Original or certified true copy of your **university leaving certificate** (bachelor degree or equivalent)
  - 3.1.2 Original or certified true copy of German or English translations of the named certificate (where necessary)
  - 3.2 Full transcripts (original or certified true copy) of your bachelor studies



- 3.2.1 Original or certified true copy of official German or English translation (where necessary) of the transcript
- 3.3 Your transcript (as well as the translation) must show the average grade of your university degree.
- 3.4 To convert this grade into a German grade, we would need the official grading system of your university. So please prepare for uploading a copy of the official grading system for your specific program.
- 3.5 Proof of modules taken in your bachelor studies in statistics/mathematics (10 ECTS points): Only 5 ECTS points are required upon application; 5 more must be achieved by the end of the second term of our master degree program Business & Psychology at the latest; registration is under caution until then

#### Further Documents/Additional Skills

- 4. Proof of English Skills (e.g. by TOEFL score of 78 or better, IELTS exam 5.5 or better; bachelor degree taught in English - confirmation of university required- etc.)
- 5. Proof of German skills on level A 2 or better (no German skills are required upon application; however, level A2 must be achieved by the end of the second term of the program at the latest; registration is **under caution** until then)
- 6. If applicable: further degrees (bachelor and/or master); be prepared to upload them in the same fashion as your school leaving and first bachelor degree certificates
- 7. If applicable: Proof of work experience or internships in the professional fields relevant to the course of study
- 8. If applicable: Proof of stays abroad (work experience, internships or school exchange)
- 9. If applicable: Proof of a voluntary or other social commitment over a period of at least 12 weeks
- 10. Applicants who have completed previous periods of study in China, India, Mongolia or Vietnam: **APS certificate**



Please answer the following questions. Where possible, provide relevant supporting documents in either German or English for questions 2–5. Compile both the questionnaire and the supporting documents into a PDF titled "*Additional Information*" and include it with your application documents for uni-assist.de.

EU-applicants will be required to answer these questions in our KU application portal.

1. Please name the single most relevant course from your own Bachelor studies for the Master Business & Psychology and explain how this course has motivated and prepared you for the program:

\_\_\_\_\_ (70 words)

2. Please name the five most relevant study modules (courses) during your Bachelor studies in the areas of mathematics and statistics:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

How many (ECTS) credits have you earned in the field of mathematics and statistics during your Bachelor studies? \_\_\_\_\_ credits

3. Please name your two most important extracurricular activities:

1. \_\_\_\_\_

2. \_\_\_\_\_

For how many months have you devoted at least 10 hours per month to these activities?

\_\_\_\_\_ months

4. Please name – if applicable - volunteer work you did since leaving (high) school:

1. \_\_\_\_\_

2. \_\_\_\_\_

For how many months have you devoted at least 10 hours per month to these activities?

\_\_\_\_\_ months

5. Total duration of foreign study or work experience while at school, at university or during your working career (in months). Please only consider stays abroad in countries with a different official language than your country of origin: \_\_\_\_ months

**Regarding the application procedure:**

- A) International applicants, who obtained their relevant bachelor degree outside of the European Union, Iceland, Liechtenstein or Norway: please apply through **uni-assist.de** only. Please do not register in the KU –application portal, since this will cause problems when your application file will be transferred from uni-assist.de to us.
- B) Applicants with a relevant bachelor degree from within the European Union. Also, all German citizens, regardless of the country they obtained their bachelor degree from: please apply through our KU-application portal <https://bewerbung.ku.de/>

**Group A:** Please apply via <https://www.uni-assist.de/> with all required documents (digital uploads of originals or certified true copies) from **1 April to 15 May 2025**.

**Do I not need to send you my VPD?** We do not work with the VPS system. Once your documents have been successfully checked, we will have access to them through uni-assist. Moreover, the result of the assessment will be made available to us, too.

We have installed the necessary interfaces between the two systems (uni-assist and the KU application portal). Thus, the interface will now create an applicant account for applicants who are formally fulfilling the basic admission requirements. Under this account, former communication between you as an applicant and the KU can be conducted. Applicants, who did not pass the first formal check of uni-assist, will not be taking part in the selection process. You will receive the corresponding notification from uni-assist. Applicants, who were formally approved by uni-assist, will receive the notification of either their acceptance or their rejection through the KU application portal after the KU selection committee has set up the above-mentioned ranking list.

**Group B:** Please apply via <https://bewerbung.ku.de/> with all required documents (digital uploads of originals or certified true copies) from **1 April to 15 June 2025**.

The selection process will start soon after the deadline. According to the outcome, a ranking will be set up, and the limited number of places will be distributed according to this ranking. Therefore, please be aware, that **early admission is not possible**.

For further information regarding the admission requirements etc., please send an email to [welcome@ku.de](mailto:welcome@ku.de).

We are looking forward to receiving your application!