

*Master of Business Administration (M.Sc.)*

*Focus Digital Customer Experience & Service Design*

Please note, that this program is not a traditional MBA program. Information on our MBA program you may find under <https://www.ku.de/en/study-offer/mba>

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

Moreover, applicants to this specification should be aware, that the program includes a mandatory stay of study at the **Toulouse Business School (France)** and therefore is **limited to five (!) places overall**.

**Requirements:**

Basic requirements are, of course, a Bachelor's degree, which must be formally equivalent to a German Bachelor. **The Bachelor's degree has to be in the field of business administration or very similar.** If you are not sure, whether your previous course of studies formally qualifies for your chosen degree program at our university, you may have a first check at the anabin databank ([www.anabin.de](http://www.anabin.de)).

**Required application documents are:**

**General documents**

- Full CV starting with date and grade of your **secondary higher education** ((high school leaving / A-levels etc.) leaving year
- Copy of Passport

**Language Skills**

- Proof of **English** Skills (e.g. by TOEFL score of 78 or better, Goethe exam B 2; IELTS band bachelor or master degree in English - confirmation of university required- etc.)
- 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)
- Proof of **French** skills on level A 2 or better (no French 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)
- Proof of **further foreign language** skills (if applicable)

## Higher Secondary Education

- Original or certified true copy of your **secondary higher education** ((high) school leaving / A-levels etc.) **certificate** as well as original or certified true copy of German, English, or French translations of the named certificates
- Your school leaving certificate should show your average grade
- To convert the grade of your school 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
- If applicable: university entrance examination certificate from your home country
- Applicants who have completed previous periods of study in China, Vietnam or Mongolia: APS certificate

## Bachelor Studies

- Original or certified true copy of your university leaving certificate (bachelor degree or equivalent) as well as original or certified true copy of German, English, or French translations of the named certificates
- Full transcripts (original or certified true copy) of your bachelor studies as well as original or certified true copy of German, English, or French translation
- Your transcript should show the average grade of your university degree
- 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 (where necessary: German, English, or French translation)

## Further Studies/Additional Skills

- 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
- Proof of study or work abroad experience other than those gained in your home country (if applicable)
- Proof of program-related work experience or internships (if applicable)
- Proof of voluntary work (if applicable)

Deadline for application is **15 June** for the following winter term and **15 January** for the summer term. The selection process will start 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.

We are looking forward to your application.

The application portal will be open for “DICE” from 1 April (likely) to 15 June in winter and 1 December (likely) to 15 January for the summer semester.

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