

## *Master of Business Administration*

### *Focus "FACT" or "MARKT" (German taught)*

Please note, that this program is not a traditional MBA program. You can find information about our MBA program at the following link:

<https://www.ku.de/en/study-offer/master-of-business-administration-mba>

**ATTENTION:** These two specializations are taught in **German**. German skills on level Goethe C1, DSH 2, TestDaF 4-4-4-4 or telc C1 Hochschule are required to start these programs.

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

#### How to Apply:

**International applicants who obtained their Master's entrance qualification outside the EU must apply through uni-assist (<https://www.uni-assist.de>).**

Please note that only the country in which you earned your Master's entrance qualification for the field of "Business Administration" determines whether you are required to apply via uni-assist. Master's programs or additional bachelor's programs started or completed within the EU are not relevant in this context. Please also keep in mind that the United Kingdom is **no longer** a member of the EU.

If you belong to this applicant group, please submit your application exclusively via uni-assist.de. Neither registration nor an additional application through the KU portal is required. In fact, doing so may cause processing issues. Once your application has been successfully reviewed, uni-assist will forward your documents directly to us.

All other applicants can apply directly via our application portal: [studien-service.ku.de](https://studien-service.ku.de)

Further information on the KU application process are to be found here:

<https://www.ku.de/en/study-at-the-ku/information-for-foreign-nationals/student-office/application-and-enrollment/information-for-foreign-nationals>

#### Application Requirements:

- Bachelor's degree in business administration or a field closely related. Furthermore, the degree must be equivalent to a German academic bachelor's degree. If you are not sure, whether your previous course of studies 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)).

- The GMAT/GRE is no longer required for these specializations.

## Admission

All complete applications will be reviewed and may undergo an aptitude assessment process. All applicants who complete the process with an aptitude score (German equivalent grade) of 2.0 or better will be granted admission. Please note that the aptitude score might differ from your bachelor degree grade.

### Important information for applicants from non-EU countries

In the aptitude assessment process, applicants from non-EU countries can improve their grade by **up to 0.5 grade points**. This means you must have completed your Bachelor's degree with a **German equivalent grade of 2.5 or better** to be considered for admission.

During the aptitude assessment, **bonus points** may be awarded based on:

- **Relevant prior knowledge** for your chosen specialization
- **Professional experience and/or internships** related to that specialization

Please note: The aptitude assessment takes place **only after** your documents have been formally reviewed by **uni-assist.de**. The assessment is carried out by faculty involved in the specific specialization.

We kindly ask you **not to contact us about possible bonus points** for your individual application. Our administrative team is not involved in the assessment and thus cannot provide advance information on this matter.

### Required application documents are:

1. Complete resume (C.V.) showing all of your educational stages
2. Documents regarding your secondary school education
  - 2.1 Original or certified true copy of your **secondary school (high school or similar) leaving certificate** (digital copies upon application)
  - 2.2 original or certified true copy of German, English, or French translation of the named certificates (digital copies upon application)
  - 2.3 Your school-leaving certificate should show all individual grades as well as the overall grade achieved
  - 2.4 In order to convert the final grade on your certificate into a German equivalent grade, we

need the official grading scale of your school. This scale must show both the highest achievable grade (e.g. 100%; A+; 10 etc.) and the lowest passing grade. (e.g. 40%)

2.5 Where applicable: university entrance examination certificate from your home country (original and translation; see above); (digital copies upon application)

### 3. Documents regarding your bachelor degree

3.1 Original or certified true copy of your university leaving certificate (bachelor degree certificate or equivalent); (digital copies upon application)

3.2 German, English, or French translation of the named certificates (digital copies upon application)

3.3 Full transcript of your bachelor studies (all semesters/terms)

3.4 The transcript must show the grades of all modules as well as the overall grade achieved for the degree program. (digital copies upon application); If your average grade is not shown on your transcript, please attach an official document from your university stating your average grade to your application documents.

3.5 In order to convert the final grade on your certificate into a German equivalent grade, we need the official grading scale of your university program. This scale must show both the highest achievable grade (e.g. 100%; A+; 4 etc.) and the lowest passing grade for your study degree program (e.g. 40%, 1.5 etc.).

**Please note:** Applications that do not include this information will be excluded, as we cannot calculate the German equivalent grade of your bachelor's degree without it.

### Further Documents:

4. Proof of English Skills (e.g. by TOEFL score of 78 or better, IELTS exam 5.5 or better; bachelor or master degree taught in English - confirmation of university required-etc.)
5. Proof of German skills on level B2/C1 upon application; Goethe C1, TestDaF 4-4-4-4 or equivalent (see above) upon enrolment
6. Proof of program-related work experience or internships (if applicable)
7. Proof of study or work abroad experience abroad (outside of your home country) - if applicable
8. Applicants who have completed previous periods of study in China, India or Vietnam: APS certificate

Deadlines for application for the summer and winter semester as well as the link to the application portal can be found here:

<https://www.ku.de/en/study-offer/business-administration-fact-master>

<https://www.ku.de/en/study-offer/business-administration-markt-master>

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

We are looking forward to your application.