

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

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).

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

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.

We are looking forward to your application.