

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 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, 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/applying-with-foreign-education-certificates>

2. When can I start to study?

This program starts twice a year (winter semester in September/October and summer semester in March). Deadline for application is

May 31st for winter semester and December 1st for summer semester.

There is no master study fee only 103,00 Euro social fees per semester (if you already have a master degree, master study fee is 650,00 Euro per semester for a second study course).

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.



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**. 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.

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) or equivalent.

If English was your language of instruction, please submit a confirmation of your previous university.

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 / Resumeé
- Motivation letter
- Module choice
- Certified 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**
- APS Certificate (only for Chinese, Mongolian and Vietnamese applicants)

6. What's the course language? Are the courses in English or German?

For the master's program "Financial Service Management" 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.

*If all the courses of your Bachelor course of study have been in English, you can provide a **diploma supplement** or an equivalent document from your university and you don't have to do an English test.*

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?



If all the courses of your Bachelor course of study have been in English, you can provide a diploma supplement or an equivalent document from your university and you don't have to do an English test.

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

No.

11. 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 <http://www.studierendenwerk-kaiserslautern.de/kaiserslautern/>.

If there is no room available you will have to live in a private apartment. (<http://www.studierendenwerk-kaiserslautern.de/zweibruecken-en-US/housing/>)

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 **103,00€** and the student card is about **8,00€**. (if you already have a German master degree, master study fee is 650,00 Euro per semester for second study course). These costs are mandatory also for non-EU students.*

12. 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/wirtschaft-und-transfer/deutschlandstipendium/deutschlandstipendium-studierende/>

13. Is it possibly to apply for one of that programme 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.

14. 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 University of Zweibrücken. If that is a second master program, the tuition fees are **650,00Euro per semester (only in case your 1st Master was obtained in Germany)**.*

15. Do you offer any Language courses like IELTS preparation course?

The University in Zweibrücken offers language courses during the semester breaks. There are also international known skill tests for English (TOEIC) and French (TFI)

16. 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 (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 / November***

17. 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.



18. 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?

The number of admissions is based on the **quality of the applications** and the **proved requirements of the applicants**.

19. 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. uni-assist is 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).

20. 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
- Motivation letter
- Certified copies of
<https://www.hs-kl.de/en/studying/application/translate-to-englisch-wichtige-unterlagen>
 - 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**
- Proof of English language proficiency (see above: No 7)
- APS certificate (only for Chinese, Mongolian and Vietnamese applicants)
- Filled in and signed form of module choice (will be provided in application portal to download)



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

21. 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
 - 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.