



1. How can I apply?

The University of Applied Sciences Kaiserslautern has authorized **uni-assist** to pre-check all the credentials. Please use uni-assist and start your application at: <https://www.hs-kl.de/en/studying/application/applying-for-a-masters-degree-course>.

- If you are a student without a German Bachelor degree, please use uni-assist. Students with a German Bachelor degree, please use the online-application portal of our university.
- Please note that we don't check credentials in advance.
- Students who applied via uni-assist in a previous semester and were admitted, but haven't yet started to study at the University of Applied Sciences Kaiserslautern, can use our online portal, instead of uni-assist.
Please contact us before you apply!

2. When can I start to study?

The program usually starts in winter term (start: September/October). The next deadline for applications is **May 31st for the winter term.**

3. What are the entry requirements?

The current admission requirements are:

1.) a degree (Diploma or Bachelor) in **Economics or Business Administration** from an accredited institution. Studies have to comprise 6 semesters with a workload of 210 ECTS credit points (or with a minimum workload of 180 ECTS upon submission to the Admissions Board). Candidates who do not have 210 ECTS credit points from their Bachelor degree course must complete an appropriate set of subjects to achieve the missing ECTS. **The equivalence of first degrees from other countries will be verified individually.**

2.) If English is not your native language: Sufficient knowledge of the English language (Level B2 GER) can be 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 6.0, 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 such from your previous university.

3.) approval by the Admissions Board normally based on an interview.

4. 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.

5. Do I need to have my IELTS certificate sent directly from the test center to you? Do I need to add a motivation letter, too? What documents are required for this?

Required documents:

- *Passport photo with family name / surname and first / given name on the back*
- *Curriculum vitae / Resumé*
- *Motivation letter*
- *Module choice*
- *Certified photocopies of:*
 - *School leaving certificate with a German or English translation by an officially recognised translator*
 - *Bachelor degree(s) or equivalent diploma(s) from a national/international higher education institution with a German or English translation by an officially recognised translator including final transcript(s) or documentation of equivalent marks/grades*
 - ***Proof of English proficiency***
 - *APS Certificate (only for Chinese, Mongolian and Vietnamese applicants)*

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

In the Master's program "International Management and Finance" the courses are held in English.



7. Do I have to do a language proficiency test?

*For applicants who are **not native speakers of English**:*

Sufficient knowledge of the English language (Level B2 GER) can be 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 6.0, 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 were in English, you can submit 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 English certificates like TOEIC, TOEFL and IELTS are generally valid for around 2 years.

9. I obtained my second degree while I was studying in an EU-country. The course was taught entirely in English. We did our Bachelor thesis in English as well. Is this sufficient proof of English proficiency, or is it not enough?

If all the courses of your Bachelor course of study were in English, you can submit 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. Do I need to have a German language certificate?

You don't need a German language certificate. Your studies in Zweibrücken include a German language and culture course.

12. Is the semester abroad compulsory for the double degree?

Please note that a period abroad at our partner university in Argentina for one semester is compulsory for the double degree. For the semester abroad you don't have to pay an additional fee, but you do have to finance your travel and



accommodation expenses. Please check if there are any restrictions in your country concerning a study visa for Argentina.

13. When will the semester abroad start? How is it organised?

*The semester in Argentina at the Universidad Nacional del Litoral (UNL) starts in the second semester of the Master's program. It lasts **6 months and starts in March**. The semester abroad includes an **internship of at least 6 weeks**, which is organised by the university. The university will also arrange for accommodation / an apartment. Personal matters like visa, insurance and arrival and departure arrangements are to be organised by the student.*

14. What are the requirements for the semester abroad in Argentina?

The students must participate in a Spanish language course, which is organised by the university, before they travel to Argentina.

15. What about the contact letter for the DAAD scholarship?

If you want to apply for a DAAD scholarship, you have to prove that you have already contacted us. Write us an email saying that you are interested in one of our study programs and when you want to apply. Then we will reply to you. You just have to attach the email correspondence to your DAAD application.

16. 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 residences via the following website <http://www.studierendenwerk-kaiserslautern.de/kaiserslautern/>.

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

17. How much is the tuition fee?

*There is no tuition fee, but you will have to pay for your enrolment every semester and for your student card once. At the moment the enrolment fee is about **103.00 €** and the student card is about **8.00 €**. (If you have already completed a Master's degree in Germany, the subsequent Master study fee is 650.00 € per semester). These costs are also mandatory for non-EU students.*



18. Is it possible to receive financial aid as an international student?

International students can also apply for the following scholarships:

- <https://www.hs-kl.de/international/international-office/aktuelles>
- <https://www.hs-kl.de/hochschule/referate/wirtschaft-und-transfer/deutschlandstipendium/deutschlandstipendium-studierende/>

19. Is it possible to apply for this program if I have two Bachelor degrees (both in the field of tourism (tourism + hospitality management))?

*The academic requirements for admission to this course are proof of a degree in an **economics, business, management, or finance degree program** or equivalent. Whether or not your degree is equivalent will be decided by the Admissions Board.*

20. Besides the Bachelor's degree I also have a Master's degree in Economics. So can I apply for another Master's program?

*Yes, you can apply for a Master's program at the University of Zweibrücken. If your first Master's degree was completed in Germany, then the tuition fees are **650,00 € per semester**.*

21. Do you offer any language courses like the IELTS preparation course?

No.

22. Can I enroll through the online-portal or do I have to contact uni-assist?

*Applicants with a first degree from outside Germany have to send their application with all the necessary documents to uni-assist (Arbeits- und Servicestelle für Internationale Studienbewerber). The steps of the application process are clearly explained on the uni-assist website (www.uni-assist.de). During the online application process at uni-assist you will receive all the relevant information about admission requirements and the documents required. **The online application process will open at the beginning of May.***



23. Am I eligible to apply for the program if I am from a non-EU member country?

The country of origin, whether EU or non- EU, is irrelevant for admissions.

Applicants with a first degree from outside Germany have to send their application with all the necessary documents to uni-assist.

24. On the program's website it is mentioned that the student intake for 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 approval of requirements asked of the applicants.

25. Do you do a preliminary check of documents before application?

*Please understand that we **can't** check eligibility in advance or without your 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 and admission will only be granted if all admission requirements are fulfilled (first degree has to be completed).

Information about the elective modules:

Finance modules must be chosen from the core modules offered by FSM.