



## **INTEGRATED MASTER PROGRAM IN ECONOMICS (IMP)**

Economics & Politics

Finance

Information Systems & Network Economics

### **INFORMATION SHEET FOR APPLICANTS** **Intake 2012**

**Dear applicant!**

Please read through this information sheet carefully before sending us your application.

In order to apply for the Program, the following documents are needed:

- **Fully completed application form**
- **Certificate of first degree**, e.g. B.A./B.Sc./Diplom or equivalent from a state recognized institution of higher education **and** transcripts listing all the courses you have taken and the marks obtained.

If you have not completed your first degree at the time of application you can apply with your latest transcript. However in case of admission you need to be able to present the degree upon enrolment in October.

If you have graduated from a university in **China, Mongolia or Vietnam**, please enclose an **APS**-certification, to be issued by the German Embassy.

- **Evidence of sufficient command of English** – TOEFL and IELTS score are the only proofs of English proficiency accepted by the admission board.

**Minimum TOEFL: 100 (internet-based)**; 250 (computer-based); 600 (paper-based)  
TOEFL code number **7197** (Institution Code) and **84** (Department Code)

**Minimum IELTS: 7.0**

- **Evidence of having taken the GRE (general test) - strongly recommended**  
GRE code number **7197** (Institution Code) and **1801** (Department Code).
- **Curriculum Vitae**
- **A one page statement of intent** (Why do you want to enrol for which program?)
- **Two academic letters of recommendation** from lecturers at a previous institution of study who are able to comment on scholarly attitude and applicant's motivation for participating in this program. In order to facilitate your referees' work, we would like you to provide him/her with our "Special Notes for Referees" (2 pages).  
**Your references should be sent either in a sealed and signed envelope together with your application OR directly to us by your referees.**

If you have not worked for a longer period of time prior to starting your postgraduate studies both references have to be academic ones. However, if you have worked for a longer period of time prior to starting your postgraduate studies **one** reference may be from your previous employer.

List of application documents (irrespective of the number of programs you apply for) :

- **Two** copies of the fully completed application form
- **Two certified copies** of your Bachelor degree
- **Certified copy** of your transcript
- Curriculum Vitae
- Letter of intent
- Two letters of recommendation
- TOEFL/IELTS score (ideally dispatched to us by ETS or a certified copy)
- GRE (optional)
- APS (regards applicants from China, Mongolia, Vietnam)

All copies must be certified as authentic. Moreover, documents in languages other than German or English must be translated into German or English and certified as legally binding translations. All other documents must be presented in their original form in German or English on enrolment. Please do **not** send any original documents at this stage!

**Application deadlines:**

**First round closing date: March 15, 2012:**

Following this first application deadline, the admission board will evaluate all complete applications. Applicants are notified of early acceptance, rejection or postponement of the decision until the second round is also completed.

**Final application deadline May 15, 2012**

**Early applications are strongly encouraged.**

**PLEASE NOTE: Incomplete applications and applications received later than May 15, 2012 will not be considered by the Admission Board!**

You will receive an e-mail from us confirming receipt of your application. We intend to inform you by **mid July 2012**, if your application was successful.

Please make sure that we have your **valid e-mail address** at all times!