



## MASTER IN ECONOMICS PROGRAM (MEP)

Economics & Politics

Finance

Information Systems & Network Economics

### INFORMATION SHEET FOR APPLICANTS Intake 2018

**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**
- **Curriculum Vitae**
- A one-page **statement of intent** (Why do you want to enrol for which program?)

In order to apply for the Program, the following document is **optional**:

- **Evidence of having taken the GRE (general test) - strongly recommended**  
GRE code number **7197 (Institution Code)** and **1801 (Department Code)**.

The admission board prefers the GRE score, since the GMAT is more tailored towards MBA programs. Since it is an optional application element you might as well add the GMAT score if you have already done it or intend to do so. However it does not have the same informative value as the GRE.

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
- TOEFL/IELTS score (ideally dispatched to us by ETS or a certified copy)
- GRE (optional)
- APS (for 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**, not when you apply!. Please do **not** send any original documents at this stage!

**Application deadlines:**

**First round closing date: March 15, 2018:**

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, 2018**

**Early applications are strongly encouraged.**

**PLEASE NOTE: Incomplete applications and applications received later than May 15, 2018 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 2018**, if your application was successful.

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