

MASTER IN ECONOMICS PROGRAM (MEP)

Economics & Politics

Finance

Information Systems & Network Economics

INFORMATION SHEET FOR APPLICANTS Intake 2022

In case you are interested in applying to the M.Sc. Economics for the intake 2022, here you can find some useful information guiding your through the process.

In order to apply for the Program, you should complete the online application form and upload the following documents during the application period from March 15, 2022 08:00 to **May 15, 2022, 23:59**

- Complete the online application form at the Campus Management Center of the University of Freiburg. The online application form will be available on our website on March 15, 2022.
 - First step: [self-registration](#).
 - Second step: Start the application after confirming your e-mail.
 - We accept applications for Winter Semester 2022/23
 - This is the information of our program:

* Degree	Master of Science	ⓘ
* Major/Minor	Major	ⓘ
* Field of study	Economics	ⓘ
* Form of studies	Consecutive Master programme	ⓘ
* Course of study	Master of Science, Economics, Major, PO 2011	ⓘ
* Which study semester do you wish to begin your studies in?	1. subject related semester	ⓘ
Type of Admission	With special prerequisites for admission	

You will be required to upload the following documents:

- Scanned copy of your certificate of **first degree**, e.g. B.A./B.Sc or equivalent from a state-recognized institution of higher education

Degree not available?

If you have not completed your first degree at the time of application, or due to covid19 you cannot obtain your official diploma, it is sufficient if you upload a document stating when you expect to complete your studies. However, in case of admission, you will need to be able to present the official degree upon enrolment in October.

More than one degree?

If you have more than one degree please click on the option “Add previous university studies” after having introduced the information from your first degree. A new dialogue will open for your second degree.

Once you are required to upload your degrees, please combine the documents from the different degrees into one single document. There are some free programs available for combining documents such as pdf24.

- Scanned copy of the **transcripts of records** from your previous education listing all the courses you have taken and the marks obtained. No certification of the copy is required. If you have more than one degree, please combine the documents into one single pdf.
- In case your documents are not in one of the accepted languages, you must upload a scanned copy of the **official translation** of your certificate of **first degree** and of the **transcripts** listing all the courses you have taken and the marks obtained. The copy does not need to be certified, but the translation must be **official and certified**.

Accepted languages for original documents not requiring official translations: German, English, French, Spanish, Portuguese, and Italian.

- **Curriculum Vitae** (in English or in German)
- A one-page **statement of intent** (in English) - *Why do you want to enrol in this program?*
- If you have graduated from a University in China, Mongolia or Vietnam, please enclose an APS-certificate to be issued by the German Embassy
- Signed declaration in English or German of not having lost the right to examination in another Master in Economics program or similar.
 - Please follow the [Template](#) on our website.
 - You can sign it electronically (does not need to be printed)

Please sign the declaration! If the declaration of the right of examination does not follow the template or it is no signed, your application will be incomplete and could be rejected!

- Evidence of sufficient command of **English at the level C1**:
 - **Minimum TOEFL: 95** ; or
 - **Minimum IELTS: 7.0**; or
 - **Cambridge Certificate in Advanced English (CAE)**; or
 - **Native speaker.** Please notice that applicants from countries where English is the administrative language but English is co-official with other local languages, might still be required to provide additional evidence of sufficient command of English.
 - **Here you can find a more detailed overview of the accepted certificates:**
<https://www.studium.uni-freiburg.de/en/student-services/language-certificates>

The test scores do not need to be sent per post. They must be presented upon enrolment in October. TOEFL code number: **7197 (Institution Code)** and **84 (Department Code)**

You do not need to submit your official English certificate yet

In case you cannot take the examination for the English certification before the application deadline or you do not know the results yet, you can still submit your application without specifying your English level. In case of admission, you will have to present a valid certificate of English knowledge upon enrolment in October.

• **Other documents:**

Other tests such as GRE, GMAT or recommendation letters can also be uploaded if they are combined in one single document. They will only be considered in case the applicant does not have a strong background in Economics and the Admission Board evaluates the application.

• **Certification of completion of the application:**

At the end of the application process, you will be required to print and sign that the application is complete. You can sign the document electronically, without printing the document.

Please sign the document! If the declaration of completion of the application is no signed, your application will be incomplete and could be rejected!

List of application documents to be uploaded online (irrespective of the number of programs you apply for):

1. Scanned copy of your **original Bachelor degree** (combined with any other degrees) if available.
2. Scanned copy of your **original transcript** (or combined transcripts from your previous degrees)
3. Scanned copy of the **official translation** of your original **Bachelor** and **transcripts of records** (if not in German or English or other accepted languages)
4. Scanned copy of the evidence of command of English (if available)
5. Curriculum Vitae
6. Letter of intent
7. **Signed** declaration of not having lost the right to examination.
8. **Signed** declaration of completion of the application.
9. **Optional:** Scanned copy of the GRE, recommendation letters or other tests.
10. For applicants with Bachelor degree from China, Mongolia, Vietnam: Scanned copy of the APS Certificate.

Translated documents must be certified as authentic. Moreover, documents in languages other than German or English (or other accepted languages discussed before) 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! [Here](#) you can find more information on certified copies.

Application deadlines:

Following the deadline, the admission board will evaluate all complete applications. Applicants are notified of early acceptance, rejection or postponement of the decision via the email address that you have registered online with. The link for the online application will be provided on the day the application period starts, March, 2022, 8:00 (Berlin time).

Final application deadline May 15, 2022.

PLEASE NOTE: You cannot upload or fix any document later than May 15, 2022, 23:59 and they will not be considered by the Admission Board!

You will receive an e-mail confirming receipt of your application. We intend to inform by **mid July 2022** the latest, if your application was successful.

For a faster processing of your application, we advise you to do the following:

- 1) Apply as soon as possible – Applications are processed by order of reception.
- 2) Make sure all required documents are uploaded and properly signed. Incomplete or unclear applications might require more time to process.