

Further Notes

Some important general notes:

- Before applying, you have to study carefully the official website of the programme (including the FAQ for applicants):

<http://goo.gl/IL6KGz>

**Make sure that this is really the programme which suits your goals and interests!
Make sure that you understand that this is not a programme in business
administration, accounting, finance, or management.**

- Please note that the application process is exclusively handled by the *Master Service Centre* (MSC), neither by the school of economics, nor by the programme coordinator.
- Applications after the deadline (15th of July) are not possible.

Important notes about the uploaded documents:

- Make sure that scanned PDF files are readable.
- Do *not* upload the same documents multiple times.
- Do *not* upload term papers, seminar papers etc.! This increases file size and processing time, and will not be considered by the admission commission.
- Recommendation letters are *not* important.
- Documentation of practical job skills are *not* important because the master programme is research-oriented. Hence, an extensive documentation of practical job skills should be omitted. Exception: practical experiences in academic and research institutions.
- Keep your motivation letter short (1 page).
- You can apply even if the documents are not yet complete (e.g. in many cases the diploma certificate is available only after the application deadline). Send the missing documents as soon as possible to the MSC, even after the deadline.
- If you can prove that you have absolved your previous study programme completely in English language, we will consider this as equivalent to the required English test.

What happens then?

- After you have sent your documents to the MSC, it will check them, translate the grades into our grading system and check the formal requirements. Afterwards, the admission commission has access to your documents in the application database and will start to assess your qualification in economics, mathematics, and statistics. The commission then indicates its decision in the database, and the MSC will inform you about the result.
- This happens *continuously*, i.e. we will not wait until the application deadline. Therefore it is not possible to speed up the process for particular applications. Documents are processed, and decisions are made *as soon as possible*! Note, that about 80-90% of the applicants need a visa and therefore require an early decision.
- We have a very high number of applications which exceeds our capacities drastically. Therefore, we apply our criteria in a strict manner.

Final hint: the faculty does not charge any tuition fees but also does not provide any scholarships. Please make sure that you will be able to finance your study.