

## Master Betriebswirtschaft (Master of Science) - Information for **applicants with non-German bachelor degrees**

This information is valid for one of the following Master of Science programs:

- Finance and Controlling (taught in German)
- Business Innovation and Management Consulting (taught in German)
- Marketingmanagement (taught in German)
- Business Entrepreneurship and Digital Technology Management (entirely taught in English)

### 1. What are the steps in the application process?

	Steps	Time
First step:	<b>Apply via uni-assist</b> (which will take up to six weeks)	Deadline for application is 31 <sup>st</sup> of March 2017
Second step:	<b>Apply online at Munich University</b> of Applied Sciences ("Immatrikulationsamt")	starts 2 <sup>nd</sup> of May, ends 31 <sup>st</sup> of May
Third step:	If you fulfill all requirements, you will be invited via email to an <b>aptitude test</b> , which takes place at the <b>end of June</b>	17 <sup>st</sup> until 19 <sup>st</sup> of July
Fourth step:	If you have passed the aptitude test and are selected for the programme, you will receive a <b>letter of acceptance</b> via post.	End of July/August

### 2. Application Period

This Master Program starts on a yearly basis in the winter semester, ie. on **October 1st**.

The application at our faculty is possible between **2nd May till 31st May** of the year in which you would like to commence your studies, but please **take into account that you have to apply firstly via uni-assist, which takes up to six weeks**. (see 3. Recognition of foreign certificates).

### 3. Recognition of foreign certificates

In order to apply at Munich University of Applied Sciences (MUAS) candidates with a first degree from a non-German institute will have to prove that their Bachelor's degree is equivalent to a German first degree. This means that candidates have to apply at first to uni-assist to validate their degree. uni-assist is a membership corporation, which will assess your Bachelor's degree and decide if it meets the requirements for entering a Master's degree program in Germany. Please note that uni-assist charges an administration fee for their services ([Uni-assist fees](#)).

After this first verification process, you can apply to MUAS.

You find all relevant information for your application at uni-assist on their website:

<http://www.uni-assist.de/applying.html>

Please use this link to start the application process: <https://www.uni-assist.de/online/?lang=en>

#### Please submit the following documents to uni-assist:

- **certified** copies of the original bachelor degree certificate
- **certified** translations of the above if certificates are issued in another language than German or English
- **certified** copy of your official Diploma Supplement or in case that you did not receive this, a **certified** copy of your Transcript of Records
- Proof of English knowledge
- copy of your passport
- printed and signed copy of uni-assist's application form

Uni-assist will send a preliminary documentation (VPD) to you.

After you have received the preliminary documentation from uni-assist you have to apply to MUAS (online).

**Please upload all documents (including the VPD) via**  
[https://www.hm.edu/studieninteressiert/bewerbung/uebersicht\\_17/index.de.html](https://www.hm.edu/studieninteressiert/bewerbung/uebersicht_17/index.de.html)

Then the faculty of business administration will assess if you fulfill all requirements (s. “Qualifikationsvoraussetzungen” on the Website of MUAS) to enter this specific program. If this is the case, you will be invited to an aptitude test, see “6. Aptitude test”.

#### **4. Uncompleted Bachelor Certificates**

If you have not finished your Bachelor’s program, but will do so before the end of October 2017, you still have the opportunity to apply if you expect to fulfill all requirements. In this case you have to hand in a **certified transcript of records** by your current university at uni-assist. However, you will not receive a VPD. Therefore you can apply without a VPD to MUAS. We will still accept your application without a VPD.

#### **5. Tuition Fee**

Munich University of Applied Sciences does not charge tuition fees. However, all students pay a Student Union fee (52€) and a solidarity fee (62,5€) for the student public transportation pass (Semesterticket) per semester.

More Information can be found under [Living in Munich](#)

#### **6. Aptitude Test**

If your application complies with the stated requirements, you will be invited to participate in an aptitude test which takes place at the MUAS in Munich (Germany) **in July** 2017 (see 1. Application process). More information on this assessment event will be published on our website soon.

#### **7. Visa**

If you need a visa to study in Germany please contact the German Embassy in your home country for further details. In this case the VPD has another advantage: The document you receive from uni-assist can in most cases be used to apply for a visa in the visa section of the German Embassy / German consulate in your home country.