



Checklist for a successful application to the **Master's program Business Administration** at the University of Augsburg

Dear Applicant,

You can use this short checklist to check your application on your own. Please note, that detailed information, e.g. on language certificates, proof of credits, transcript of records and the application procedure, can only be found on the following application homepage:

<https://www.uni-augsburg.de/en/fakultaet/wiwi/studies/betriebswirtschaftslehre-msc/bewerbungsverfahren/>.

You will find a number of FAQs on the homepage as well. However, if you still have questions about the application, please contact master-bwl@wiwi.uni-augsburg.de.

Application Deadlines:

Application deadlines are June 15th for the winter semester and December 1st for the summer semester. Further dates and information can be found on the application homepage mentioned above.

Application Process:

1. Creating your digital application portfolio (one PDF document)
2. Submitting the application in the application portal (vibs) (Status: „Eingegangen“)
3. Confirm invitation to the selection interview via e-mail, if applicable

Admission Requirements

- ☐ Completed Bachelor's degree (or other equivalent degree) OR proof of 140 credit points (LPs) in a current degree program.
- ☐ Proof of the credit points (LPs):
 - at least 18 credit points from Methods of Business and Economics
 - at least 18 credit points from Economics modules and
 - at least 50 credit points from Business Administration modules
- ☐ Proof for English language proficiency (at least): B2
- ☐ Proof for German language proficiency (at least): C1
Only relevant for applicants without a German-language course of study.

A detailed overview of the proof of credit points and language skills can be found on our application homepage.



1. Creating your digital application portfolio (one PDF document)

For applicants with a German-language course of study (in the following order):

- ☐ **CV** (tabular, 1-2 pages, without further appendices)
- ☐ Proof of **English skills**, level B2 (GER/CEFRL)
- ☐ **Bachelor's certificate** or equivalent degree including a **Transcript of Records**.

If you have not yet received the certificate, the following proofs (**official certificates**) must be enclosed with the application:

- ☐ **Transcript of Records**,
- ☐ the **average grade** achieved,
- ☐ the **number of credit points** included in the calculation of the average grade

Students of the University of Augsburg apply for the "**Notendurchschnittsbescheinigung**" (certificate of grade point average) by e-mail at the student information office (ssc@zv.uni-augsburg.de).

For applicants without a German-language course of study (in the following order):

- ☐ **CV** (tabular, 1-2 pages, without further appendices)
- ☐ Proof of **German skills**, level C1 (GER/CEFRL)
- ☐ Proof of **English skills**, level B2 (GER/CEFRL)
- ☐ APS certificate (only for applicants from China, India and Vietnam)
- ☐ **Bachelor's certificate** or equivalent degree including a **Transcript of Records**

If you have not yet received the certificate, the following proofs (**official certificates**) must be enclosed with the application:

- ☐ **Transcript of Records**,
- ☐ the **average grade** achieved,
- ☐ the **number of credit points** included in the calculation of the average grade

Important: If your original documents are **not written in German or English**, then these documents must be attached to the application file as **a certified copy or as a certified translation by a sworn translator in Germany** with visible and legible



2. Submitting the application in the application portal (vibs)

- ☐ Register in the application portal (vibs) and "**Start application**"
- ☐ "**Add application**", fill in and upload the application documents as an application folder (a single PDF document) with the following designation:
ApplicantNumber_Bewerbungsmappe (e.g., 123456_Bewerbungsmappe)
- ☐ "**Application submitted**" in the application portal (Status: „Eingegangen“)



3. Confirm invitation to the selection interview via e-mail

After the end of the selection process (approx. one week after the cut-off deadline), you will receive an invitation to the selection interview at the e-mail address you entered in the vibs portal - if you received a score between 12 and 20 in the aptitude-based procedure.

- ☐ **Confirm** e-mail invitation and **attach** your CV
- ☐ **Save** the link to the Zoom call
- ☐ **Participate** in the interview (if necessary, cancel informally in advance via e-mail)