


Checklist for your Master's application

This checklist contains **all the documents that** basically have to be uploaded for a successful application to Worms University. On the following pages, you will find **explanations** that you should **always** take into account.

Do you have any **questions about** the checklist or your application in general? Simply write us an e-mail at studieren@hs-worms.de.

Hint:

- ⇒ **The application process is paperless!** Please do not send us any documents by post/ in paper form
- ⇒ We ask you to upload  the documents in the application process at the point when you are asked to do so.
- ⇒ Make sure your documents are **complete** and **legible**
- ⇒ The documents must be uploaded as a PDF file
- ⇒ At the end of the application process, there is a special section where you can upload additional documents that do not fit into the previous categories. If you upload additional documents here, please provide us with information or details in the "Comments" field.

Overview of possible application documents or information

-  Details of vocational training
-  Certificate of service
-  Proof of higher education entrance qualification¹
-  Current curriculum vitae
-  English language certificate²
- General information on study history (in Germany and abroad)³
- Details of all previous periods of study at a **German** higher education institution⁴
-  Bachelor's degree certificate or a performance overview with current grade point average and ECTS information if the Bachelor's degree programme has not yet been completed⁴
-  Link to the module manual⁴
-  Exmatriculation certificate (only if you have already exmatriculated)⁴
- For **foreign** educational qualifications:
 -  Proof of German language skills⁵
 -  Payment voucher for the certificate processing fee⁶
- For **dual** study programmes:
 -  Employment contract for dual studies with a cooperation partner of Worms University of Applied Sciences⁷
 - Documents on further subject-related admission requirements, especially for an application for
 - M.A. Global Trade Management / M.A. Entrepreneurship:** Suitability questionnaire within the online application⁸
 - MBA Aviation Management / MBA Business Travel Management:** Aptitude test is carried out in advance via the study programme⁹

¹ In order to be able to study at Worms University of Applied Sciences, you need a **higher education entrance qualification** - e.g. the general or subject-linked higher education entrance qualification or the advanced technical college entrance qualification or a vocational qualification. We have compiled information on this for you [here](#).

² Some degree programmes also require **proof of a specific language level** (e.g. English B1, B2 or C1). You can always find these and other specific requirements on the **info pages** of the respective degree programme.

³ You must tell us whether you have already studied at other universities, and if so, where and for how long.

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⁴ If you have **previous study periods** at another **German** higher education institution, you must upload the following documents:

Clearance certificate: This is a certificate that states whether or not you have lost the right to take examinations in your degree programme at other universities. The certificate is usually issued by the examination offices. Sometimes this information is also available on the transcript of records.

Performance certificate with all passed and failed examination performances: The certificate must be up to date (i.e. close to the time of application) and provide information on all achievements taken, including attempt count and ECTS information.

Link to the module handbook: Please provide us with the link to the module handbook of your degree programme(s) that you studied at Worms University of Applied Sciences before applying. This is only necessary if you have also completed coursework.

Exmatriculation certificate: If you have already exmatriculated from a university, please upload a corresponding certificate. If you have not yet exmatriculated, it must be uploaded as soon as possible in the case of admission to Worms University of Applied Sciences, but at the latest by the end of the first semester. Of course, you can wait for the result of the admission procedure until you exmatriculate at your current university.

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⁵ If you are applying with a **foreign educational qualification, i.e. if** you did not acquire your higher education entrance qualification in Germany, you must provide evidence of **German language skills at the C1 level of** the Common European Framework of Reference (CEFR) for studying at Worms University. [Here](#) we have compiled further information for you in this regard. Please note that the proof must be submitted **within the application phase**, otherwise your application cannot be considered for the selection procedure.

*Note: The requirement to provide proof does **not apply** if you have applied for a degree programme that is taught exclusively in English.*

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⁶ If you are applying with a **foreign educational qualification**, i.e. you did not acquire your higher education entrance qualification in Germany, you are required to pay a **certificate processing fee of €25.00** in accordance with the State Fee Ordinance. The fee must be paid **once** for all applications submitted, regardless of whether you are applying for one or more degree programmes. Should you have an official recognition of your home educational certificates including the grade conversion, you are exempt from this fee - important: please enclose this certificate recognition with your application.

Please note that your application will only be processed once the deposit slip has been submitted.

The fee must be paid **within the application** period, otherwise your application **cannot** be considered for the selection procedure.

Please transfer the certificate processing fee to the following account and upload the proof of payment directly to the online application:

Receiver	Worms University
Bank	Rheinhessen Savings Bank
IBAN	DE59 5535 0010 0021 7268 75
SWIFT-BIC	MALADE 51 WOR
Intended use	Surname, first name, applicant number, date of birth

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⁷ For **dual degree programmes**, proof of a **training or internship contract** with a cooperation partner of Worms University of Applied Sciences is obligatory.

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⁸ If you are applying for the **Master's programme Global Trade Management (GTM)** or the **Master's programme Entrepreneurship (ENT)**, you must complete an **aptitude questionnaire**. The questions are asked digitally in the applicant portal. In addition, we also provide you with a printable version of the questionnaire:

[Suitability Questionnaire Global Trade Management](#)

[Entrepreneurship aptitude questionnaire](#)

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⁹ You will find more information about the aptitude test on our homepage

[Aviation Management \(MBA\) | Business Travel Management \(MBA\)](#)

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