

APPLICATION GUIDELINE

With this guideline we would like to provide you with important and detailed information about the MBA application process. In case of difficulties with the classification of your final degree or compliance with other requirements, please contact us: mba@h-da.de. We will be glad to assist you!

Tip

To ensure a smooth admission procedure for national and international applicants, you should consider some important points:

- Contact us in good time, to clarify your questions or doubts.
- Make sure that your application dossier is complete and that the documents are in the required form. In-complete dossiers will not be processed.
- Initiate your admission process as soon as possible. The recognition of foreign diplomas, visa issuance procedures and relocation to another country or town take time.

Admission requirements

1. Graduation from a first degree programme
2. An above-average economics or non-economics university degree
3. An equivalent of 210 credit points (CP) according to the European Credit Transfer System (ECTS). Appropriate professional experience can be recognized up to a maximum of 30 CP.
4. Adequate basic knowledge of Business Administration. Applicants who do not have adequate basic economic knowledge are expected to take preparation courses
5. A minimum of three years of professional experience after graduation
6. Comprehensive knowledge of the English language and a corresponding test certificate

Programme start and admission deadline

The MBA programme starts in October (winter semester). The preparation courses take place in September and in March.

Admission deadlines:

For applicants with German university degrees:

15 July

For applicants with foreign university degrees:

1 June

Application for the programme

The application is completed online.

Online portal for applicants with a German university degree:

www.h-da.de/studium/studienangebot/bewerbung/

Once you have applied online, you are required to send your complete application documents (one single PDF) via e-mail to h_da: mba@h-da.de

Online portal for applicants with foreign university degrees:

www.uni-assist.de/online-application.html

The appraisal of your application dossier is conducted by Uni-Assist Berlin. Uni-Assist insures that the submitted university certificates are equivalent to German university degrees, i.e. whether they qualify in principle for admission to university studies in Germany.

Please register in the Uni-Assist portal. Create your application form and submit it electronically to Uni-Assist. Once this is done, please print it out, sign it and send the signed application form along with the your complete application documents, that have to follow the standards of Uni-Assist (http://www.uni-assist.de/standards_en.html) via mail to the following address:

Hochschule Darmstadt
c/o uni-assist e.V.
Geneststraße 5
10829 Berlin
GERMANY

A submission of your documents to h_da is not necessary, Uni-Assist will submit your dossier after approval to the MBA Examination Board at h_da for further processing.

The handling fees must be paid in full before expiration of the deadline; otherwise the application can neither be processed nor forwarded to h_da. More information at:
<http://www.uni-assist.de/fees-payment.html>.

Application documents

- Copy of Passport
- Letter of Motivation (1 page max.)
- School-leaving certificate with a summary of the subjects and marks*
- Evidence of payment of the Uni-Assist handling fees (only for applicants with foreign university degrees)
- University degree* (certificate and the corresponding subject and grade summary in full)
- Employment references documenting a minimum of three years of professional experience after graduation *
- One of these certificates (not older than 2 years), documenting sufficient English knowledge*:
 - TOEFL internet based score 88 or better
 - IELTS minimum band score 6.5 or better
 - Cambridge Certificates:
 - FCE - First Certificate of English (General English, B2), Grade A
 - BEC Vantage (B2), Grade B or better
 - BEC Higher (C1), Grade C or better
- Alternatively: registration for English certificate, that has to be taken before the semester starts (in case that the English certificate has not already been completed at the time of application)
- Confirmation of enrolment/ de-registration if you have previously studied in Germany

*** Important advice for applicants with foreign university degrees:** Please submit officially authenticated copies and sworn translations of these documents, if you apply via Uni-Assist. More information at:
http://www.uni-assist.de/standards_en.html.

From application to matriculation

Applicants who are admitted to the MBA programme will need to confirm their acceptance by signing the study contract. The matriculation takes place after receipt of payment of the tuition and semester fees of the first semester.

MBA Scholarship

Scholarships are awarded for outstanding candidates applying for the MBA programme. Further information at
<https://mba.h-da.de/mba/find-out-more/scholarships/>.

Contact

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