

## Checklist for the application to the Master of Science in International Economics and Economic Policy through uni-assist

For applicants with a German degree:

**Important: The whole application process is carried out online with the possibility to upload all necessary documents.**

**Please upload the following documents through the online application system (uni-assist):**

1. Previous degree(s) including the final grade (GPA) and a transcript of records.

**OR without a final diploma:**

- Certificate of enrollment in bachelor degree **and**
  - Preliminary diploma or transcript of records, which includes all passed examinations and an average grade. This preliminary diploma or transcript of records must be issued by the same office that also issues the final diplomas.
2. Motivational letter (in English, not more than 750 words).
  3. Proof of sufficient English skills (TOEFL or IELTS Score Report), unless you are an English native speaker or have completed a degree program that has been taught entirely in English. In the latter case, please provide sufficient proof by uploading a document regarding the language of instruction issued by the university.
  4. Simple copy of the university entrance qualification (high school diploma, Abitur, etc.).
  5. Other documents that might be relevant to us, but are not required (curriculum vitae, references from jobs or internships, scholarships, etc.).

## For applicants with a foreign degree:

**Important: Please note that applicants with a foreign degree have to send additional documents by mail/ postal service. Please find a list of these documents below.**

### **Please upload the following documents to uni-assist:**

1. Motivational letter (in English, not more than 750 words).
2. Proof of sufficient English skills (TOEFL or IELTS Score Report), unless you are an English native speaker or have completed a degree program that has been taught entirely in English. In the latter case, please provide sufficient proof by uploading a document regarding the language of instruction issued by the university. Simply uploading the required test score reports is sufficient for the application process.
3. Other documents that might be relevant but not required (curriculum vitae, references from jobs or internships, scholarships, etc.).

### **Please send the following documents additionally in paper form directly to uni-assist:**

4. Signed application form.
5. **Certified** copy of the bachelor degree including the final grade (GPA) and a transcript of records. If applicable, certified translation into German or English.

#### **OR without a final diploma:**

- Certificate of enrollment in bachelor degree **and**
  - **Certified** copy of the current transcript of records including all passed examinations and an average grade. If applicable, certified translation into German or English. This preliminary transcript of records must be issued by the same office that also issues the final diplomas.
6. Simple copy of the university entrance qualification (A levels, high school diploma etc.).
  7. For applicants who received their bachelor degree in China, Vietnam or Mongolia:  
**APS certificate in original form.**

### **Please send all required documents to:**

**Goethe-Universität Frankfurt  
Master-Abteilung  
c/o uni-assist e.V.  
11507 Berlin  
Germany**

## Additional information:

- Please note that you should first complete your online application before sending any documents via regular mail. The application system is usually open from April **until May 15<sup>th</sup>** every year for applications for the respective winter term. Please also make sure that your (certified) documents in paper form arrive at uni-assist until the deadline.
- You should upload all documents to your online application, even if you have to send them by mail. However, this does not replace the requirement to send the specific documents in paper form to uni-assist.
- Please note that requesting a delivery of an original score report of TOEFL or IELTS to us **does not replace** the need to upload proof of those results to your online application.
- Originals or certified copies of all documents that are not required in paper form during the application process, have to be provided **after** a positive decision of the admission committee and will be needed to finalize the enrollment into the program.