

Checklist for Applicants 2024 (MMF)

The selection criteria and respective weights in the final selection rank are:

- i. Bachelor's degree in economics, finance or business administration or a similar subject providing proof of your analytical/ quantitative foundation (GPA 51%)
- ii. Motivational letter (15%)
- iii. Recommendation letter (15%)
- iv. Proof of quantitative skills (19%)

In order to evaluate these criteria the selection committee requires the following application documents. Please submit all documents via uni-assist. Applicants with a foreign degree must additionally send documents as (certified) hardcopies via postal mail. Please follow the instructions below. Missing documents and incomplete applications cannot be considered. Later submission after the deadline, May 15th, is not possible.

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**

If your final diploma has not been issued yet:

- Certificate of enrollment in a Bachelor's degree program **and**
- Preliminary diploma or transcript of records¹, listing all passed examinations and an average grade. This preliminary diploma or transcript of records must be issued by the same office that also issues final diplomas.
- **Important for applicants with a foreign degree: the copy of your bachelor's degree including the final GPA and the transcript of records must be certified. The same holds for your certificate of enrollment and the preliminary transcript of records if you have no complete diploma yet. If applicable, accompanied by a certified translation into German or English (see uni-assist's [information on certifications and translations](#)).**

2. **Motivational letter** (in English, not exceeding 750 words)

¹ At the time of application, as per university-wide stipulations, your transcript must show you have completed at least 80% of the credit points required for graduation from your program.

3. **One recommendation letter written by a Professor or another qualified person (in English)**

- Alternative 2: form “recommendation_letter_alternative_mmf” (download on our website) completed and signed by a Professor or another qualified person
- Alternative 3: written statement by the examination office of your undergraduate studies which indicates the percentile rank of your (preliminary) GPA

4. **Proof of English language proficiency** to be rendered by either of the following:

- **TOEFL** (at least 95 iBT).
- **IELTS Academic Test** (band score of at least 7)
- **UNicert** (at least level 3)
- **Cambridge Certificate** (General/ higher education; at least C1)

Proof of those results (scan copy / pdf) must also be uploaded with your online application via uni-assist, else your scores will not be considered. Please be aware that after successful admission you must be able to provide proof of the certificate. If your Bachelor degree program’s sole language of instruction was English, you are exempted from submitting a language certificate. Instead, please provide proof of your English proficiency by uploading a document confirming the language of instruction of your Bachelor program issued by your university.

5. The admission committee evaluates your quantitative skills based on the amount of ECTS (10%) and the respective weighted grade average (9%) of quantitative courses in your transcript of records. Please note that the admission committee decides which of the modules were sufficiently quantitative. If in doubt, please provide associated module descriptions as well. Ungraded modules cannot be considered. As an alternative, you can provide proof of your quantitative skills by submitting a GRE, GMAT or GMAT Focus score report. The admission committee will only consider the percentile of the quantitative section (19%). GRE, GMAT or GMAT Focus scores must be reported to us via institutional reporting during the admission process at the latest. The GRE institution code is 4258. Proof of those results (scan copy / pdf) must also be uploaded with your online application via uni-assist, else your scores will not be considered.

6. Plain, i.e. uncertified, copy of the **university entrance qualification** (e.g. Abitur, high school diploma, A-Levels, International Baccalaureate).

7. Additional information on your application entered in the “**application_info_nameofapplicant_masterprogram**” file. Please download this

file during the online application process on the uni-assist platform. We also provide this file in our download section if you want to prepare in advance. Prior to uploading the file to uni-assist, please rename the filled-in PDF inserting your full name and "MMF" for "masterprogram", e.g.: "application_info_JaneDoe_MMF.pdf".

8. Applicants who obtained their Bachelor's degree in China, Vietnam or India: Original APS certificate.
9. Optional: Other documents supporting your application (curriculum vitae, references from previous employment or internships, scholarship awarded, etc.).

Important for applicants with a foreign degree: additionally to uploading the documents to uni-assist you must send documents (1), (6) and (8) physically via postal mail. The documents must arrive by May 15th. Please send the hard copies directly to uni-assist:

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

An online application is sufficient if, at present, you cannot send hard copies via physical mail. Originals or certified copies of all documents not provided in physical form during the application process must be handed in as hard copies upon receiving a positive decision of the admission committee. We encourage you to submit hard copies with your application in advance if that is possible. Please note that you should in any case first complete your online application before sending any documents via physical mail.