

## Checklist for applications to the Master of Science in Money and Finance through uni-assist

Applicants with a German degree:

**Important: The entire application process takes place online. All necessary documents must be uploaded.**

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, if your final diploma has not been issued yet:
  - Certificate of enrollment in a Bachelor's degree program and
  - Preliminary diploma or transcript of records, 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. Note that you must have completed your undergraduate studies by September 30. In this case, your degree certificate must be submitted by January 15 at the latest.
2. **Motivational letter** (in English, not exceeding 750 words)
3. **Proof of English language proficiency** to be rendered by either of the following:
  - **TOEFL** score of at least 100 (iBT). The TOEFL institution code for the Master in Money and Finance is 4258.
  - **IELTS** Academic Test with a band score of at least 7.

Requesting delivery of an original TOEFL or IELTS score report to us does not replace the need to upload proof of those results to your online application. While scanned documents suffice for application purposes, an original TOEFL/IELTS test score report must be submitted prior to enrollment. We accept TOEFL and IELTS results obtained up to five years ago.

If you completed your undergraduate studies in a majority English speaking country and if your Bachelor degree program's sole language of instruction was English,

you are exempted from submitting a TOEFL or IELTS score. 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. A list of majority English speaking countries can be found on the [website of the UK Visas and Immigration Department](#).

4. Plain, i.e. uncertified, copy of the **university entrance qualification** (e.g. Abitur, high school diploma, A-Levels, International Baccalaureate).
5. Optional: Other documents supporting your application (curriculum vitae, references from previous employment or internships, scholarship awarded, etc.).

## For applicants with a foreign degree:

Please upload the following documents through the [online application system](#) (uni-assist):

1. **Motivational letter** (in English, not exceeding 750 words).
2. **Proof of English language proficiency** to be rendered by either of the following:
  - **TOEFL** score of at least 100 (iBT). The TOEFL institution code for the Master in Money and Finance is 4258.
  - **IELTS** Academic Test with a band score of at least 7.

Requesting delivery of an original TOEFL or IELTS score report to us does not replace the need to upload proof of those results to your online application. While scanned documents suffice for application purposes, an original TOEFL/IELTS test score report must be submitted prior to enrollment. We accept TOEFL and IELTS results obtained up to five years ago.

If you completed your undergraduate studies in a majority English speaking country and if your Bachelor degree program's sole language of instruction was English, you are exempted from submitting a TOEFL or IELTS score. 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. A list of majority English speaking countries can be found on the [website of the UK Visas and Immigration Department](#).

3. **Certified copy of your Bachelor's degree** including the **final grade (GPA)** and a **transcript of records** If applicable, accompanied by a certified translation into German or English (see uni-assist's [information on certifications and translations](#)).

OR, if your final diploma has not been issued yet:

- Certificate of enrollment in a Bachelor's degree program and
  - **Certified copy** of the current transcript of records listing all passed examinations and an average grade. If applicable, accompanied by a certified translation into German or English. This transcript of records must be issued by the same office that also issues final diplomas. Note that you must have completed your undergraduate studies by September 30. In this case, your degree certificate must be submitted by January 15 at the latest.
4. Plain, i.e. uncertified, copy of the **university entrance qualification** (e.g. high school diploma, A-Levels, International Baccalaureate).
  5. For applicants who obtained their Bachelor's degree in China, Vietnam or Mongolia: **Original APS certificate**.

6. Optional: Other documents supporting your application (curriculum vitae, references from previous employment or internships, scholarship awarded, etc.).

**Important: Applicants with a foreign degree must physically mail documents (3) – (5). These documents must arrive by June 15<sup>th</sup>. Please send hard copies of documents (3) – (5) directly to uni-assist:**

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

**Due to the current situation 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.**