

## Checklist for the application to the Master of Science in **Money and Finance** 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's 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).

If you have a bachelor's degree of an institution with English as the sole language of instruction and from a majority English speaking country, you do not need to submit TOEFL or IELTS scores. Instead, please provide sufficient proof of your English skills by uploading a document regarding the language of instruction of your bachelor program issued by the university.

A list of majority English speaking countries can be found on the website of the UK Visas and Immigration Department.

<https://www.gov.uk/student-visa/knowledge-of-english>

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.

4. GRE or GMAT Score Report (PDF, screenshot or scan)
5. Simple copy of the university entrance qualification (high school diploma).
6. 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:

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

1. Motivational letter (in English, not more than 750 words).
2. Proof of sufficient English skills (TOEFL or IELTS Score Report).

If you have a bachelor's degree of an institution with English as the sole language of instruction and from a majority English speaking country, you do not need to submit TOEFL or IELTS scores. Instead, please provide sufficient proof of your English skills by uploading a document regarding the language of instruction of your bachelor program issued by the university.

A list of majority English speaking countries can be found on the website of the UK Visas and Immigration Department.

<https://www.gov.uk/student-visa/knowledge-of-english>

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.

3. GRE or GMAT Score Report (PDF, screenshot or scan)
4. Other documents that might be relevant but not required (curriculum vitae, references from jobs or internships, scholarships, etc.).
5. Certified copy of the bachelor's 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's 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's degree in China, Vietnam or Mongolia: APS certificate in original form.

**Important: Applicants with a foreign degree have to send documents (5) – (7) additionally by mail/ postal service. These documents must arrive until June 15<sup>th</sup>. Please send documents (5) – (7) as hard copies directly to uni-assist:**

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

**Due to the current situation the online application is sufficient if you cannot send documents as hard copies per mail at the moment. Originals or certified copies of all documents that are not provided in paper form during the application process, have to be**

**handed in as hard copies after a positive decision of the admission committee. They must be shown in person at the program coordinator's office upon arrival to finalize the enrollment. We encourage you to send hard copies if that is possible.**

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.