

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 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.
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.

TOEFL or IELTS scores must be reported to us via institutional reporting during the admission process at the latest. Proof of those results (scan copy / pdf) must be uploaded with your online application via uni-assist, else your scores will not be considered. We accept TOEFL and IELTS results obtained up to five years ago.²

4. **GRE or GMAT** Score Report
 - **GRE:** To qualify for admission to the Master in Money you must score at least in the 50th percentile in the Quantitative Reasoning section of the test. The GRE scores and percentiles stated in the online application

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.

² Results obtained more than two years ago must be proven by hard-copy certificate (not the test taker copy) during the admission process.

system must be identical to the scores and percentiles reported on the official GRE score report. The GRE institution code for the Master in Money and Finance is 4258.

- **GMAT:** Applicants who have not taken the GRE can satisfy the minimum entry requirement if they have scored at least in the 50th percentile in the Quantitative section of the GMAT test. The GMAT scores and percentiles stated on the online application system must be identical to the scores and percentiles reported on the official GMAT score report. The GMAT institution code for the Master in Money and Finance is 7HK-B0-40.

GRE or GMAT scores must be reported to us via institutional reporting during the admission process at the latest. Proof of those results (scan copy / pdf) must be uploaded with your online application via uni-assist, else your scores will not be considered. We accept GRE and GMAT results obtained up to five years ago.³

5. Plain, i.e. uncertified, copy of the **university entrance qualification** (e.g. Abitur, high school diploma, A-Levels, International Baccalaureate).
6. 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”**.
7. Optional: Other documents supporting your application (curriculum vitae, references from previous employment or internships, scholarship awarded, etc.).

³ Results obtained more than two years ago must be proven by hard-copy score report during the admission process.

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.

TOEFL or IELTS scores must be reported to us via institutional reporting during the admission process at the latest. Proof of those results (scan copy / pdf) must be uploaded with your online application via uni-assist, else your scores will not be considered. We accept TOEFL and IELTS results obtained up to five years ago.⁴ If you have 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. **GRE or GMAT** Score Report

- **GRE:** To qualify for admission to the Master in Money you must score at least in the 50th percentile in the Quantitative Reasoning section of the test. The GRE scores and percentiles stated in the online application system must be identical to the scores and percentiles reported on the official GRE score report. The GRE institution code for the Master in Money and Finance is 4258.
- **GMAT:** Applicants who have not taken the GRE can satisfy the minimum entry requirement if they have scored at least in the 50th percentile in the Quantitative section of the GMAT test. The GMAT scores and percentiles stated on the online application system must be identical to the scores and percentiles reported on the official GMAT score report. The GMAT institution code for the Master in Money and Finance is 7HK-B0-40.

GRE or GMAT scores must be reported to us via institutional reporting during the admission process at the latest. Proof of those results (scan copy / pdf) must be uploaded with your online application via uni-assist, else your scores will not be considered. We accept GRE and GMAT results obtained up to five years ago.⁵

⁴ Results obtained more than two years ago must be proven by hard-copy certificate (not the test taker copy) during the admission process.

⁵ Results obtained more than two years ago must be proven by hard-copy certificate (not the test taker copy) during the admission process..

4. **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 records⁶, 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.
5. Plain, i.e. uncertified, copy of the **university entrance qualification** (e.g. high school diploma, A-Levels, International Baccalaureate).
6. Applicants who obtained their Bachelor's degree in China, Vietnam **or India (new)**: **Original APS certificate.**
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. 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 (4) – (6). These 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
Germany**

⁶ 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.

Due to the pandemic 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.