



Application information for the master's degree program in International Management for applicants with foreign university degrees

The RheinMain University of Applied Sciences is a member of the uni-assist Association (Service Center for International University Applications) – www.uni-assist.de

All university applicants who earned their first university degree in a foreign country and intend to apply for a master degree program must – regardless of nationality – apply through uni-assist.

For the application please use the uni-assist online-portal:

www.uni-assist.de

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General admission requirements and information

Candidates who received their first university degree (e.g. bachelor, “diplom” certificate) in a foreign country may apply for a master degree program in Germany if their foreign degree is equivalent to a German degree.

- Proof of a foreign university degree

The foreign university degree must have been awarded by a recognized university in a foreign country. For the master degree program in International Management this first degree must normally be equivalent to a **German eight-semester bachelor’s degree**.

The admission requirements for international applications vary according to your country of origin. Please inform yourself thoroughly before applying by referring to the relevant information at:

<http://anabin.kmk.org>

For the evaluation of your university degree, the following documents must be included in your application:

- Final secondary school transcript with a listing of subjects and grades
- University transcript (e.g. bachelor or “diplom”) with a listing of subjects and grades

Foreign transcripts must be submitted as notarized (by a notary/lawyer or municipal office) copies.

Foreign notarizations will only be accepted when they are issued by any of the following:

- a German embassy or consulate,
- the school or university which issued the transcript,
- German notary/lawyer,
- public authorities with official seals (e.g. municipal office, city hall, mayor).

All original documents must be accompanied by a German translation (exception: English documents!).

The translation must be prepared by a state-certified translator.

Either the original translation or a notarized copy must be submitted.

Specific entrance requirements for the master's degree program in International Management

This master's program is a one-year program and is taught in English. Applicants are not required to prove German language skills, only sufficient knowledge of English.

Eligibility for admission

- Final degree (bachelor or diploma) in a degree program normally comprising eight semesters in Economics or Business Administration (University of Applied Sciences or university).
- The student's final mark (grade average) must be at least "Good" (ECTS- Grade B or Grade 2.5 in the German system).
- Sufficient knowledge of English with at least C1 level according to the Common European Framework of Reference for Languages.
- Further information about the recognized examinations can be found on our website at: www.hs-rm.de/en/faculties/wiesbaden-business-school/faculty-wiesbaden-business-school/international-management-ma
This knowledge of English must be proved at the latest at registration by producing a relevant language certificate
- Motivation statement (approx. 1 page) which outlines the applicant's personal and professional background, as well as her/his motivation to pursue this master's degree.
- In addition, very often final selection is based on an assessment interview and test in Wiesbaden.

Application deadlines:

For admission to a winter semester: July 15

For admission to a summer semester: January 15

Country specific information:

Chinese applicants must include the original certificate of the Academic Review Board (APS) of the German Embassy in Beijing or Shanghai.

Further information is available at: www.aps.org.cn

All applicants from Mongolia must include the original certificate of the Academic Review Board (APS) of the German Embassy in Ulaanbaatar.

All applicants from Vietnam must include the original certificate of the Academic Review Board (APS) of the German Embassy in Hanoi.

Information about the uni-assist procedures

For the application you are required to use the uni-assist online-portal:

www.uni-assist.de

Please print out the online application form, sign it and send it with all the required documents to uni-assist (see the checklist on page 9).

We advise to apply well in advance so that you still have the possibility to send missing documents within the deadline if necessary.

The uni-assist application procedure will verify that your foreign degree is equivalent to a German four-year university degree. In addition, uni-assist will calculate your grade point average.

If you have not yet satisfied all of the official requirements, uni-assist will inform you and request that you submit any missing documents.

Please include your e-mail address in your application, so that uni-assist can contact you quickly and easily with any questions!

Should you fulfill all of the requirements, uni-assist will forward your application to the RheinMain University of Applied Sciences.

Any additional admission requirements of your chosen master's program (see "Specific entrance requirements for the International Business Administration master' degree program") will be evaluated by the department itself. Any decisions will be based upon your submitted documents.

ADDRESS

Please send your application to the following address:

uni-assist e.V.
D-11507 Berlin

Please always include, if possible, **your e-mail address**. If you live far away, a correspondence address in Germany would also be useful – helping to avoid long mail deliveries and enabling us to contact you more quickly! Maybe you have friends or relatives living in Germany whose address you could use?

Payment and money transfer

Valid from March 1, 2018 in one application semester these handling fees apply:

Costs for the first desired course of study: 75.00 EUR

For each additional desired course of study: 30.00 EUR

- You pay **per desired course of study**. A desired course of study can be an application for a bachelor or master's course.

- Are you reapplying for a **new semester**? If so, the fee is 75.00 EUR again for the first desired study course and 30.00 EUR for every other desired course of study.
- These costs are the same for all forms of application. The fees cover registration, handling and checking of your documents and the assessment of your educational certificates, irrespective of the results of this procedure.

Example for one application semester

University 1	
Desired course of study A	75.00 EUR
Desired course of study B	30.00 EUR
University 2	
Desired course of study C	30.00 EUR
Total	135.00 EUR

Your application to ASSIST will only be processed when payments have been made. In order to accelerate the pre-check of your application at uni-assist, please include a copy of the transfer slip from your bank with the application, indicating the date and the amount of money transferred to uni-assist.

Please transfer your fee to uni-assist's account (see below) at the same time as sending your documents:

Payee: uni-assist e.V.
 Name of bank: HypoVereinsbank
 IBAN: DE62100208900019055272
 BIC/SWIFT code: HYVEDEMM488

For "Purpose of Payment" on the transfer slip, please state your:

Citizenship
 Date of birth
 Family name and
 First name

If you transfer the money from a foreign bank account, please note that you may be required to pay an international transaction fee.

Alternatively, you can pay by credit card (VISA – or Master Card), please use the form "debit/credit card" on the next page. To do so, fill in the form and ask the holder of the card to sign it.

Payment by credit card

VISACARD
EURO / MASTERCARD

Amount in euros: _____

Card holder: _____

Card number: _____

Card Verification Value 2 (CVV2)* _____

Valid until (month/year): _____

Signature of credit card holder

****Your “Card Verification Value 2 (CVV2)” consists of the last three digits of the number on the back of your credit card near your signature!***

Registration

After the letter of admission has been received, registration takes place at the RheinMain University of Applied Sciences.

Registration is only possible on the date printed in the admission letter.

Enrollment fees

The fees per semester are approx. 300 euros (including the fee for the ‘Studentenwerk’ which provides the student dorms, cafeterias etc. and the student ticket which allows you the free use of regional public transportation in most parts of Hesse and some places in Rhineland-Palatinate as well).

Find out more about the semester fee here:

www.hs-rm.de/en/studying-with-us/study-organization

Storage period for applications

Should you decide not to register at our university, we hereby inform you that your application materials will be kept on file by uni-assist for no longer than one year.

Your data will be stored digitally for a period of four years, during which time it will only be accessible to uni-assist and our university.

Applications which are sent directly to the RheinMain University of Applied Sciences will be destroyed one year after the application process has been completed.

Should you be admitted, you will need to show all your original documents when you register!

Notice regarding storage of personal data

According to paragraph 18, section 1 of the Hessian Data Protection Law of January 7, 1999 (GVBI I, p. 98), the RheinMain University of Applied Sciences is required to inform all applicants regarding the storage of personal data in a computer database.

In the course of the computerized admissions procedure, applicants’ personal data is processed and stored.

The processing of your application is not possible without your consent to this data processing and storage.

The following data will be stored (Paragraph 4, Hessian Allocation Regulations of June 7, 2001 GVBI I, p. 292 of June 28, 2001):

First and last name(s), date and place of birth

Gender

Address, nationality

Admission-relevant data

This data will be deleted in accordance with Paragraph 4, Section 2 of the Hessian Allocation Regulations as follows: for the summer semester by September 30 at the latest, for the winter semester by March 31 of the following year.

The purpose of the processing of this data is the allocation of university placements and the generation of letters of admissions and rejection in the admissions process (Paragraph 11 of the Hessian Data Protection Law).

Further information and important addresses

Questions about the application procedure, evaluation of transcripts, DSH (German) examination:

- RheinMain University of Applied Sciences
International Office
Kurt-Schumacher-Ring 18
65197 Wiesbaden, Germany

Tel.: +49 611 9495-1570
e.mail: international@hs-rm.de
www.hs-rm.de/international

Questions about registration:

- RheinMain University of Applied Sciences
Department of Student Affairs
Kurt-Schumacher-Ring 18,
65197 Wiesbaden, Germany

Tel.: +49 611 9495-1560
e-mail: studienbuero-wiesbaden@hs-rm.de

Information and advice about studying in general, about specific degree programs and planning one's studies:

- RheinMain University of Applied Sciences
Student Advising
Kurt-Schumacher-Ring 18
65197 Wiesbaden, Germany

Tel.: +49 611 9495-1590
e-mail: studienberatung@hs-rm.de

All of the above offices can also be reached centrally through the Student Information Center (S!C) of the RheinMain University of Applied Sciences:

- RheinMain University of Applied Sciences
Student Information Center (S!C)
Lower Level (Building A)
Kurt-Schumacher-Ring 18
65197 Wiesbaden, Germany

The S!C's i-Point (information desk):

Tel.: +49 611 9495-1555
e-mail: ipunkt@hs-rm.de

Mon. - Wed.: 9:00 a.m. – 3:00 p.m.
Thurs.: 9:00 a.m. – 5:00 p.m.
Fr.: 9:00 a.m. – 1:00 p.m.

Checklist for your application paperwork

- Printed online application form from uni-assist (completed and signed)
- copies of foreign transcripts
 - final secondary school transcript with a listing of subjects and grades (simple copy)
 - university transcript (e.g. bachelor or “diplom”) with a listing of subjects and grades (notarized copy)
- Notarized copy of a certified German translation of the foreign university transcript. Only translations by state certified translators will be accepted. No translation is required for documents in English.
- TOEFL test result (see p. 2)
- Motivation statement
- Official documentation of previous periods of university study in Germany
- Copy of your passport
- Bank transfer slip documenting the payment of the application fee to uni-assist