

Application Checklist - MIM Program

The following is a complete list of documents required for your application to the Master's program in International Management Asia-Europe (MIM) at the HTWG Konstanz. You may submit copies when sending in your application, however please turn in originals or notarized copies when enrolling in the program.

The completed and signed original application form	[_]
Secondary school diploma / qualifications required to study at a German university (complete)	[_]
Diploma from your first university degree or complete transcript: ➤ Completed first university degree with a minimum grade point average of 2.5 according to § 3 Par. 1 No 1 ZuSMA/Section II. Please note: the German grade point average ranges from 1.0 (best) to 5.0. If you have not yet completed your degree: ➤ Your current transcript along with a certification from your university including your preliminary grade point average	[_]
For applicants with a degree from a foreign university: Diploma from your first university degree as well as a transcript ➤ Translated into German or English. Certificate from a German Studienkolleg (Center for International Students) ➤ Diplomas / certificates approved by the Studienkolleg Konstanz (at the HTWG Konstanz) (!) If you have not completed the DSH language test, please display proof that you have registered for the language test (before October 4th)	[_]
Verification of advanced English skills ➤ Can be done either (1) via one of the following standardized, internationally recognized tests: a) IELTS International English Language Testing System (Level 6.5) b) TOEFL Test of English as a Foreign Language (paper test, minimum 580 points) c) Internet-based TOEFL Test of English as a Foreign Language (minimum of 92 points) d) Cambridge Certificate in Advanced English (Grade A or B) ➤ Or (2) based on your school or university diploma. Please note: if you use a non-standardized verification of your English proficiency, we reserve the right to confirm your English communication skills in a short oral interview.	[_]
At least one letter of recommendation using our sample form (Download can be found on our program website)	[_]
If you were enrolled at a German university other than the HTWG Konstanz - University of Applied Sciences Konstanz last semester: ➤ A current certificate of enrollment including the major and the semester of study If you were enrolled at a German university recently, but not last semester: ➤ The last <u>exmatriculation confirmation</u> , also including the major and the semester of study	[_]
Curriculum vitae in tabular form (including current email address)	[_]
A current photo (passport photo format - containing your name and date of birth hand-written on the back - or in digital format saved as: firstname.lastname.jpg).	[_]