

# Application Guide\*

## for

### Master's programs at Hof University Graduate School (General Management, Operational Excellence, Software Engineering for Industrial Applications)

As of November 4, 2020

**Before applying for one of our Master's programs, please read this Application Guide carefully. It will help you prepare the required documents and speed up your application process.**

#### Application deadlines

- Applications have to be submitted via our application portal: [https://www3.primuss.de/cgi-bin/bew\\_anmeldung/index.pl](https://www3.primuss.de/cgi-bin/bew_anmeldung/index.pl)
- The application period for winter intake is between April 15 and May 31.
- The application period for summer intake is between November 05 and November 30.
- Most admission letters will be issued in June for winter intake and December for summer semester intake.

#### List of documents required for application

During the application process, you will be asked to upload documents in at least **8 different sections** (see below).

Please note that you have to **upload at least one relevant document** in each of the mentioned sections. Otherwise, the Examination Board will not review your documents and your application will be rejected as incomplete.

In particular cases, you might be asked to upload other documents as well. For example, applicants from **China, Mongolia or Vietnam** need to present an APS certificate with their application.

All documents have to be submitted **in digital form/as a scanned copy**. The Examination Board only considers documents uploaded in the application portal during the application period. Documents sent via post or email are not accepted. The documents do not have to be certified by your local embassy.

The Examination Board accepts **documents issued in German or English**. In case your original documents were issued in another language, please upload **the original documents together with an officially certified translation** into German or English.

If you are asked to upload new documents, please do not forget to **re-upload all documents of the respective section**.

\*Please note that this guide makes no claims to be complete and is subject to modifications and amendments without prior notice.

## Upload sections in the application portal

### 1. Degree certificate

- Please upload your Bachelor's Degree Certificate
- The Bachelor's degree has to be conferred by an **accredited university** and has to be (at least) **equivalent to a 180 ECTS German Bachelor's degree**.
- The university where you completed your previous studies **has to be listed as H+ in the anabin database** set up by the German Ministry of Education: <https://anabin.kmk.org/anabin.html>. In case your university is not listed there, it is your own responsibility to provide the evidence of accreditation of your university/study program. The Examination Board will review the documentation provided.
- In case you have completed other study programs (Bachelor level or higher) in addition to the mentioned studies, please also upload the respective documents (degree certificate and transcript of records, see below).
- **Provisional degree certificates** can only be accepted in individual cases. They have to confirm clearly that the study program has been completed successfully. Usually, they have to be recently issued (not older than one year at the time of application).
- Without any form of proof that your previous degree has been successfully completed, you cannot be admitted to the Graduate School Master's programs.

### 2. Transcript of Records

- Please upload an official **marksheet/Transcript of Records/list of modules and grades** for all study programs you completed with a degree certificate (in addition to the degree certificate uploaded in the section above).
- The document has to be issued by your university and has to contain the **list of all your modules and grades in all semesters/study years**.
- The document will be rejected if pages/semesters are missing.

### 3. Certificate of work experience

- Please upload proof of **at least one year of work experience after completion of your Bachelor's degree**.
- Usually, applicants can prove their work experience by submitting one document ("service certificate", "Arbeitszeugnis"). The document has to contain at least the following information: Date of joining, date of leaving (if applicable), date of issue, position in the company, weekly hours/full-time job. If this information is not included in one document, you can upload several documents.
- Your work experience can only be proven through documents confirming that you worked for the company. A work contract or offer letter does not show that you really worked for the company. Therefore, **work contracts and offer letters are not sufficient** as proof of work experience. In individual cases, they can however be uploaded to add information missing in the service certificate (or similar).
- **Internships** can be considered in individual cases, but **only in combination with other relevant work experience**.

#### 4. Certificate of English language

- Please upload proof of your English language proficiency.
- You can prove your English language proficiency by uploading an official test score document. **The minimum scores accepted are 90 (TOEFL) or 6,5 (IELTS)**. Please do not submit test score documents with a lower score as they cannot be considered.
- In individual cases, other English test score documents (minimum level B2) can be accepted. This is decided by the Examination Board after reviewing the entire application.
- Language certificates should not be older than 3 years (dating back from your intended study begin at Hof University, i.e. March 15 or October 1)
- **We also accept a confirmation from your university that your Bachelor's program was fully conducted in English language** as proof for English proficiency. This document not necessarily has to be a separate "language of instruction letter". It is sufficient if the language of instruction is clearly mentioned on the official degree certificate or transcript of records. However, if this is the case, we kindly ask you to upload the document twice, in the respective sections.

#### 5. Certificate of German language

- You need to prove **German language skills with a minimum level A1** according to the CEFR (Common European Framework of Reference for Languages) **at the moment of your application**. This requirement cannot be waived.
- Hof University accepts official test score documents (e.g. **Goethe, telc, ÖSD**).
- In individual cases, other certificates can be accepted if they contain at least the following information: name and address of issuing institution, responsible persons/teachers, level according to the CEFR, content and grade of the exam.
- **Attendance certificates are not sufficient** as proof of basic German language skills.
- Language certificates should not be older than 3 years (dating back from your intended study begin at Hof University, i.e. March 15 or October 1).
- For language certificates proving a level higher than A1, the same rules apply as for German A1.
- **Only for "Software Engineering for Industrial Applications"**, the German language certificate is not mandatory at the moment of the application. Basic German language skills can be acquired during the first academic year at Hof University.

#### 6. Motivation letter

Please upload a **personal motivation letter (1-2 pages) for the specific Master's program you are applying for**. The document has to contain at least the following information:

- Why are you interested in this specific Master's program at Hof University Graduate School?
- Which aspects of the Master's program are particularly interesting for you?
- What is your educational/professional background? Why are you especially qualified for the program?
- Why studying in Germany? Your background regarding Germany/German language?

If you apply for several programs, please also submit different motivation letters. If you upload a motivation letter directed to another study program/university, this can be a reason for rejection.

## 7. Curriculum Vitae/Resume

Please upload your curriculum vitae (1-3 pages). The document has to contain at least the following information:

- Your **personal data**: last name, first name, address, birth date.
- Your **previous studies**: exact dates (month/year), name of the institution (college and university, if applicable), city/country, name of the study program(s). Please also mention studies you did not yet finish.
- Your **work experience**: exact dates, name of the company/employer, position, city/country
- Your **language skills**: especially your German and English language level should be clearly indicated.

Please respect a chronological order and **make sure that the uploaded documents and the CV correspond with each other**. An incomplete or inconsistent CV can be a reason for rejection of your admission.

## 8. Passport/ID-card

- During the application process, you also have to upload a copy of your passport/ID-card.
- In case of a name change: if your name on the documents does not correspond to the name in the passport/identity document, you have to submit an official document confirming the name change (e.g. marriage certificate).
- Please make sure that in your application, you indicate your name (family name and given name) as mentioned in your passport/ID-card.

## Reasons for the rejection of documents

If your documents were rejected in the application portal, please read the information on required documents carefully. You can also find an explanation in the application portal.

Frequent reasons for the rejection of documents are:

- You only uploaded the (certified) translation and not the original document. Please note that you need to upload both the original documents and their translation in German or English. The translation alone is not sufficient.
- Your document was not signed (correctly). A signature/name/stamp is missing.
- The issuing date of the document is missing.
- Your document has been modified. For example, if someone changed the dates manually in a computer written document, the document might not be accepted.
- Poor quality of the scanned copy. Please make sure to upload all documents in a high quality.
- The uploaded documents were issued for a different person.
- A document was uploaded in the wrong section.

Please do NOT upload this kind of documents:

- Language certificate for languages other than English or German. Your French, Russian, etc. language skills do not have any influence on your admission.
- Documents confirming your participation in sports events, competitions, workshops etc. will not be considered for admission purposes.
- Recommendation letters from teaching staff. You need to prove the completion of your Bachelor's program with the degree certificate and the mark sheets. There is no need for personal recommendations. This kind of documents will not be considered.

## Procedure after submission of application

After the submission of your application, the examination board will check your documents. Please have a look on the online application portal regularly in order to avoid delays regarding admission. For example, you could be asked to upload an alternative document (see above).

If you have any questions concerning the application process, please contact [admission@hof-university.de](mailto:admission@hof-university.de).

**We hope that you found this information useful for your application at Hof University Graduate School. Should this guide not have answered all your questions, please feel free to contact us on [graduate.school@hof-university.de](mailto:graduate.school@hof-university.de)**

**Looking forward to meeting you in Hof soon!**