

## Application for Admission

Use only Adobe Reader products.  
Otherwise your application might not be processed.

Graduate School of Economics, Finance, and Management  
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### APPLYING FOR ADMISSION IN 2019

Application for \_\_\_\_\_

You may apply for several programs, but if doing so will need to submit separate complete sets of application for each program you are applying to.

Economics  Finance  Marketing

Please name the main field(s) of research interest in your program of choice \_\_\_\_\_

### PERSONAL INFORMATION

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Female Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_ Country \_\_\_\_\_

Male Nationality: \_\_\_\_\_ Passport No. \_\_\_\_\_

### Permanent mailing address

Street \_\_\_\_\_

City \_\_\_\_\_ ZIP \_\_\_\_\_

Country \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail \_\_\_\_\_

### EDUCATION AND EMPLOYMENT

#### Secondary school

City	Country	Graduation Year	Final Grade	Pass Grade	Max. Grade
_____	_____	_____	_____	_____	_____

#### University of the first registration in Germany (only if applicable)

City \_\_\_\_\_ Type (e.g. Uni, TU, Fh...) \_\_\_\_\_ Year \_\_\_\_\_ Semester \_\_\_\_\_

**Total of all semesters at German universities including the coming semester**

Number of Semesters _____	of which: Vacation Semesters _____
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**List all colleges and universities attended beginning with the most recent or current**

<b>1</b>	Name		City		Country		Degree	
	From	Until	Major		Grade	Pass Grade	Max. Grade	Progress*

<b>2</b>	Name		City		Country		Degree	
	From	Until	Major		Grade	Pass Grade	Max. Grade	Progress*

<b>3</b>	Name		City		Country		Degree	
	From	Until	Major		Grade	Pass Grade	Max. Grade	Progress*

<b>4</b>	Name		City		Country		Degree	
	From	Until	Major		Grade	Pass Grade	Max. Grade	Progress*

(\*) If a degree certificate is not available yet, please refer to the instructions on page 4 section 2c.

**List employment experience beginning with the most recent or current**

Employer	From	Until	Occupation/Title

**LETTERS OF EVALUATION**

Ask two qualified referees who know your academic qualifications well to provide evaluations for you using the evaluation form available at <http://www.gsefm.eu/for-prospective-students/application/application-dossier.html> in addition to a written statement. Please list their names below. At least one evaluator has to be an active faculty member of a university. The letters must be submitted in sealed envelopes or by email from the evaluators directly.

Name	E-Mail Address	Position	Institution

## TEST SCORES

**GRE/GMAT General** (The GRE may be substituted for by the GMAT only for Finance, Management, and Marketing.)

_____ taken on _____	(*) Not obligatory
Verbal Score* _____	Quantitative Score _____
Verbal Percentile* _____	Quantitative Percentile _____
	Analytic Score* _____
	Analytic Percentile* _____
If not yet taken, indicate when test will be taken _____	
(Under no circumstances can scores be accepted after May 31.)	

**TOEFL/IELTS** (Please only select one.)

<input type="radio"/>	I attach a diploma/degree certificate from a secondary school with English as the official language of instruction (The secondary school must have been attended for at least two years.)
<input type="radio"/>	I attach proof of at least one year of successfully completed university-level studies in a degree being exclusively taught in English language
<input type="radio"/>	I have taken the following test _____ on _____ Score _____

**APS certificate** (For further information please visit [www.aps.org.cn](http://www.aps.org.cn).)

<input type="radio"/>	I do not have a degree from China, Vietnam, or Mongolia
<input type="radio"/>	I have a degree from China, Vietnam, or Mongolia and attach my APS certificate
<input type="radio"/>	I have a degree from China, Vietnam or Mongolia and will take the APS test on _____

## LANGUAGES

	Writing	Reading	Speaking	Native Language
English	_____	_____	_____	□
	_____	_____	_____	□
	_____	_____	_____	□
	_____	_____	_____	□

Carefully read these instructions:

## SUBMITTING YOUR APPLICATION

Please send two files, in total not bigger than 5 megabytes in one email to [gsefm.exams@wiwi.uni-frankfurt.de](mailto:gsefm.exams@wiwi.uni-frankfurt.de):

- 1) This application form (please save it with the filename LASTNAME\_FIRSTNAME\_DEGREE\_PROGRAM\_form.pdf)
- 2) Supporting documentation (Filename: LASTNAME\_FIRSTNAME\_DEGREE\_PROGRAM\_docu.pdf) in English in the following order:
  - a) cover letter including a statement as to whether financial aid is being sought.
  - b) short essay (see 2 questions) (max. 2000 words each).
  - c) scans of all degree certificates and final transcripts from universities and diploma from secondary education. If a degree certificate is not yet available, please provide:
    - I. the most recent transcript listing all courses and
    - II. a confirmation from the university's office of academic records including:
      - the full name of the study program
      - whether the program is conducted full time or part time and on campus or distance
      - the regular time required to graduate
      - a confirmation that the program is or can be completed by September 30, 2019
      - current CGPAIf not originally issued in German or English, please submit an additional English translation.
  - d) APS certificate (only if applicable, in reference to APS certificate on page 3)

In addition:

- 3) TOEFL or IELTS and GRE (alternatively GMAT if applying for Finance, Management, or Marketing programs) results shall be transferred directly to GSEFM by the institution administrating the examination. GSEFM's institution code for TOEFL and GRE is 7276. You do not need a department code. GSEFM's institution codes for GMAT are 7HK-9Q-90, 7HK-9Q-96, 7HK-9Q-92, 7HK-9Q-26, 7HK-9Q-23, 7HK-9Q-97 depending on the program.
- 4) Two confidential English language letters of evaluation shall be sent by email by the evaluators to [gsefm.exams@wiwi.uni-frankfurt.de](mailto:gsefm.exams@wiwi.uni-frankfurt.de). Alternatively, they can be sent in sealed envelopes by the evaluators or by yourself to the address provided at the top of this form. The letters of evaluation consist of the evaluation form and a written statement. At least one of the letters of evaluation shall be provided by an active faculty member of a university. It is advisable to submit specific letters of evaluation for each program focusing on your particular strengths in the respective area.

- I declare that the information provided is correct and complete. I am aware that my enrollment is to be rescinded in accordance with §66 para. 3 of the Higher Education Act of the State of Hesse (Hessisches Hochschulgesetz) if I provide false or incomplete information.
- I confirm that I have not definitively failed any examination in a master's or Ph.D. program in a related field. (If any examination has been definitively failed, please provide further information in the supporting documentation.)

## SURVEY

How did you find out about GSEFM degree programs?

Choose one

If other, please specify

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