

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 2022

Application for _____

Economics Finance Accounting Marketing

Please specify the main field(s) of research interest in your program of choice _____

Note: You may apply for several programs, but if doing so will need to submit separate complete application sets for each program.

PERSONAL INFORMATION

Last Name _____ First Name _____ Middle Initial _____

Female Male Diverse Date of Birth _____ Place of Birth _____

Country _____ Nationality _____ Passport No. _____

Permanent mailing address

Street _____ City _____

Country _____ ZIP _____ Phone _____

E-Mail _____

EDUCATION AND EMPLOYMENT

Secondary school

City	Country	Graduation Year	Final Grade	Pass Grade	Best Grade
_____	_____	_____	_____	_____	_____

First university in Germany where registration as student occurred (only if applicable)

City _____ Type (e.g. Uni, TU, FH,...) _____ Year _____ Semester _____

Total number of semesters registered at German universities prior to a possible enrollment at GSEFM

Number of Semesters _____ of which: Semesters on Leave _____

List all colleges and universities attended, beginning with the most recent or current

1	Name		City		Country		Degree
	From	Until	Major		Grade	Pass Grade	Best Grade

2	Name		City		Country		Degree
	From	Until	Major		Grade	Pass Grade	Best Grade

3	Name		City		Country		Degree
	From	Until	Major		Grade	Pass Grade	Best Grade

4	Name		City		Country		Degree
	From	Until	Major		Grade	Pass Grade	Best Grade

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

List employment experience beginning with the most recent or current

Employer	From	Until	Occupation/Title

LETTERS OF EVALUATION

Ask two qualified referees who can assess your academic qualifications to provide confidential evaluations using the evaluation form available on the [GSEFM website](#), in addition to a written statement. Please list their names below. At least one referee shall be an active faculty member of a university. The letters must be submitted in sealed envelopes or by e-mail from the referees directly.

Name	E-Mail Address	Position	Institution

TEST SCORES

GRE/GMAT (General) (GRE scores may be substituted for by GMAT scores only for Finance, Accounting, and Marketing.)

_____ taken on _____		(*) Optional
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.)

- 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.)
- I attach proof of at least one year of successfully completed university-level studies in a degree being exclusively conducted in English language
- I have taken the following test _____ on _____ Score _____

APS certificate (For further information please visit www.aps.org.cn.)

- I do not hold a degree from China, Vietnam, or Mongolia
- I hold a degree from China, Vietnam, or Mongolia and attach my APS certificate
- I hold a degree from China, Vietnam or Mongolia and will take the APS test on _____

LANGUAGES

	Writing	Reading	Speaking	Native Language
English	_____	_____	_____	<input type="checkbox"/>
	_____	_____	_____	<input type="checkbox"/>
	_____	_____	_____	<input type="checkbox"/>
	_____	_____	_____	<input type="checkbox"/>

APPLICATION FOR FINANCIAL AID

- My application is for "Ph.D. and MSQ", and I request to be considered for financial aid.
- My application is for "Ph.D. and MSQ", and I will be in a position to fund the first year of studies without funding being granted or intermediated by GSEFM (external scholarships, own funds, etc.).
- My application is for "MSQ" and I thus do not request to be considered for financial aid at this stage.

Please note: All applicants admitted to GSEFM will at a later stage be invited to check their eligibility for a "[Deutschlandstipendium](#)", and to apply for that program (also), if eligible.

If you will (or expect to) receive an external scholarship for the academic year 2022/23 or beyond, please specify the institution granting the scholarship and when the funding period will end:

Institution Until

Please consult the information available on the [GSEFM website](#) about the stipends and scholarships available for Ph.D. students, paying particular attention to the eligibility criteria of each one of these funding options. Please indicate the funding sources for which you are eligible and would like to be considered:

First preference Second preference Third preference

Fourth preference Fifth preference

If any of the above have been selected, note and check the following:

- I am attaching to my application a cover letter on funding, that for each of the institutions I have selected explains (within at most five sentences for each institution) as to why I am interested in being funded by that institution.
- I understand and declare my consent that if nominated by GSEFM for stipends from one or more of these institutions, GSEFM may forward my Ph.D. Program application to the institution in question.

SUBMITTING YOUR APPLICATION

Please send the following two files, in total not larger than 5 MB in one e-mail to gsefm.applications@its.uni-frankfurt.de:

- 1) This application form (please save it with the file name LASTNAME_FIRSTNAME_DEGREE_PROGRAM_form.pdf).
- 2) Supporting documentation (file name: LASTNAME_FIRSTNAME_DEGREE_PROGRAM_docu.pdf) in English in the following order:
 - a) Two essays answering the following questions:
 - #1: Describe how in your academic work to date you have demonstrated expertise in making use of mathematical/statistical methods and/or other areas of logical reasoning. Make sure to include a short description of the methods you have used, and briefly explain why you chose to use those methods rather than alternative methods. (max. 2,000 words)
 - #2: Choosing an area of research within the program that you are applying for, outline the contents of a term paper that is supposed to (i) address a question that - within this area of research - is topical, (ii) review what conclusions can be reached on the basis of the current state of the literature, and (iii) make proposals how the literature may need to be extended so as to reach a sound conclusion (max. 2,000 words).
 - b) 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 degree program
 - whether the program is conducted full time or part time and on campus or in distant learning format.
 - the regular time required to graduate
 - a confirmation that the program is or can be completed by September 30, 2021
 - current GPA.
- For any document not originally issued in German or English, please submit in addition a translation into English.
- c) APS certificate (only if applicable, in reference to APS certificate on page 3).
- d) Cover letter on funding (only if applicable, in reference to page 3).

Further application documents:

- 3) TOEFL or IELTS and GRE (alternatively GMAT if applying for Finance, Accounting, or Marketing programs) scores shall be transferred directly to GSEFM by the institution administering 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.
- 4) Two confidential letters of evaluation in English language shall be sent preferably by e-mail by the referees to gsefm.applications@its.uni-frankfurt.de. They can also be sent in sealed envelopes by them 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 shall be provided by an active faculty member of a university. It is advisable to submit specific letters of evaluation for each program you are applying for, focusing on your particular strengths in the respective area.

I confirm that I have not terminally failed any examination in a Master's or Ph.D. program in the area of the program I am applying for, or a related area (if any examination has been terminally failed, please provide further information in the supporting documentation).

I declare that the information provided is correct and complete. I am aware that my enrollment is to be rescinded in accordance with §66 (3) of the Higher Education Act of the State of Hesse (Hessisches Hochschulgesetz) if I provide false or incomplete information.

SURVEY

How did you learn about the GSEFM degree programs?

Choose one

If other, please specify
