

## Guide for Using the Online Application Portal of Goethe University for MSQ/Ph.D. Program Applications

This Version: November 27, 2023

Applications for the GSEFM MSQ and Ph.D. programs must occur via the online application portal of Goethe University that is accessible at

<https://www.goethe-campus.uni-frankfurt.de/qisserver/pages/cs/sys/portal/hisinoneStartPage.faces>

(click on the language flag in the lower right-hand corner of this page to open a menu that allows you to switch to the English language version of this portal.)

Submitting an application involves working through the two parts of the portal. In the first part (subsequently **Part 1: Self-Registration**) you will be asked to provide general information that Goethe University requires to create an account on the basis of which you can subsequently log into the program application portal. Within the portal for the MSQ and Ph.D. programs you will then be asked questions specific to your MSQ/Ph.D. program application, and will also be asked to upload various documents for your application dossier (subsequently **Part 2: Program Application**).

### Note:

As explained under

<https://gsefm.eu/applicants/faq.html>

in their first year at GSEFM all students enrolled in one of the Ph.D. programs at GSEFM are also automatically enrolled in the MSQ program (beyond ensuring that it is possible to earn a Master's (M.Sc.) degree along the way towards the Ph.D. degree, this is also due to university-level administrative reasons). From the second year onwards, students enrolled in one of the Ph.D. programs may de-register from the MSQ program, though it is not at all recommended to do so (in part as it irrevocably ends the option to earn a Master's degree at GSEFM). For the application portal this implies that **when applying for admission to a Ph.D. program at GSEFM, you will have to simultaneously also apply for the**

**respective track of the MSQ program** (and there is thus no option in the portal to apply for Ph.D. program admission only).

There is, however, the option to apply for admission to one of the tracks of the MSQ program only. For transition from one of the tracks of the MSQ program to the corresponding Ph.D. program, see again

<https://gsefm.eu/applicants/faq.html>

In particular, MSQ Program students during their first year of studies can qualify to also be enrolled in the Ph.D. program that corresponds to their MSQ program track from the second year of studies onwards.

Implication of the above:

The program application in Part 2 for all applicants, including those who are applicants for the Ph.D. programs, begins with choosing the track of the MSQ program for which an application is made. Those who wish to apply for Ph.D. program studies in addition to MSQ program studies will need to indicate so through an option within Part 2 (the details will be explained below in that section of this user guide that refers to Part 2).

## Part 1: Self-Registration

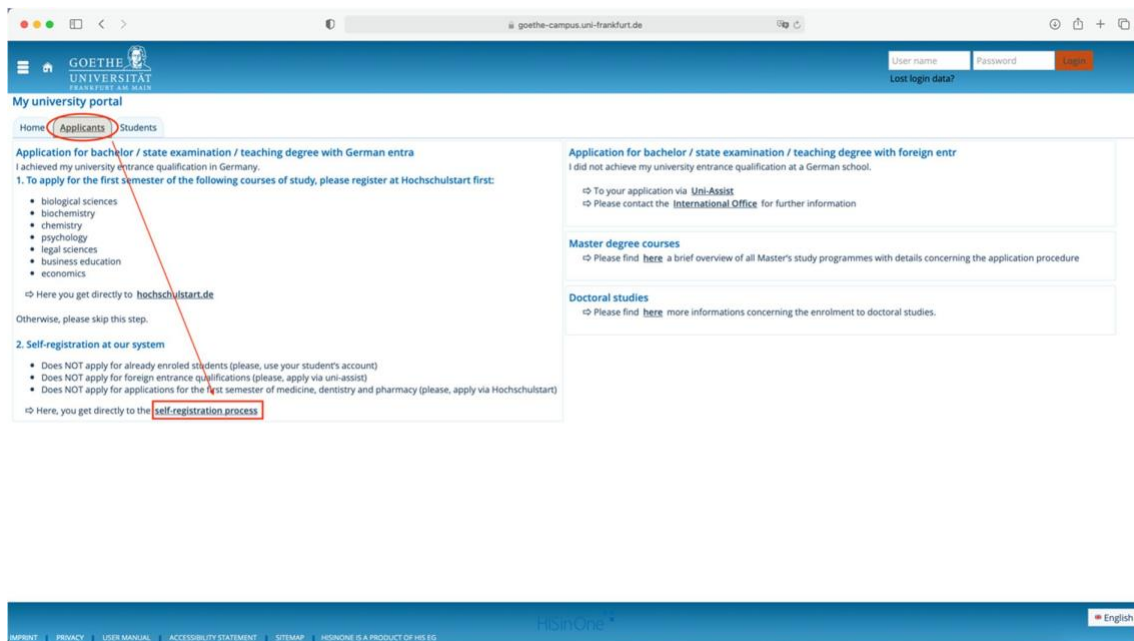
If at the time of application you are not already enrolled in a different degree program at Goethe University, you will need to start your application with the self-registration.<sup>1</sup>

Please note that while the self-registration process as documented below is strictly necessary, it is **not** necessary (and indeed not useful for applications to the GSEFM MSQ and Ph.D. programs) to enter any information through Uni-Assist (even if you obtained your university entrance qualification outside of Germany).

Following the link

<https://www.goethe-campus.uni-frankfurt.de/qisserver/pages/cs/sys/portal/hisinoneStartPage.faces>

(once more: click on the language flag in the lower right-hand corner of the page to open a menu that allows you to switch to the English language version of the portal) to start the self-registration process as shown in the following screenshot:



<sup>1</sup> Students who at the time of application are already enrolled in another degree program at Goethe University please directly move to Part 2.

The screenshot shows the registration interface for Goethe University Frankfurt. It includes a navigation bar with 'Home', 'Admission', and 'Registration'. The main content area is divided into three columns. The left column contains a 'Registration' header, a data privacy notice, and a section for 'Data transfer from hochschulstart.de' with input fields for 'Applicant ID (BID)' and 'Applicant Authentication Number (BAN)'. Below this is the 'Personal details' section with various text and dropdown input fields. The right column contains an 'Information' box with instructions and a warning about login credentials.

- Note that “Data transfer from hochschulstart.de” is not a mandatory field. For those who already have an account on hochschulstart.de this field allows for a convenient way to transfer their data. However, if you do not have such an account already, we recommend to skip this field and instead complete the fields under “Personal details”.
- Please make sure that you enter an address under which you can be **permanently** reached so as to enable GSEFM to get in touch with you (should your permanent address change during the application process, make sure not to forget informing GSEFM).
- After completing the mandatory fields, you will receive an e-mail (to the address that you provided during the self-registration) with your log-in data for Part 2 of the application system; these log-in data consist of your user name (“Benutzerkennung”) and the password that you chose during the self-registration:

**Online Application: Registration** Vollansicht ☆

Von: [No-reply@rz.uni-frankfurt.de](mailto:No-reply@rz.uni-frankfurt.de) 05.04.2022 um 19:23 Uhr

Welcome Mr. Xiaoming Kong,

we have reserved the following user data:

\*\*\*\*\*  
 username: a.zheng@gmx.net  
 password: your chosen password  
 \*\*\*\*\*

IMPORTANT: Please remember your user data, you will need them once in a while to log in to the application portal.

Please confirm your e-mail address with the following link:

[https://goethe-campus.uni-frankfurt.de/qisserver/pages/psv/selbstregistrierung/pub/mailverifizierung.xhtml?\\_flowId=selfRegistrationVerification-flow&token=57ebf95e-125e-4527-b17a-f356fcb46ada&navigationPosition=functions,mailVerification](https://goethe-campus.uni-frankfurt.de/qisserver/pages/psv/selbstregistrierung/pub/mailverifizierung.xhtml?_flowId=selfRegistrationVerification-flow&token=57ebf95e-125e-4527-b17a-f356fcb46ada&navigationPosition=functions,mailVerification)

If your e-mail program does not display a direct link, please copy the complete line into your browsers address bar.

Alternatively you could select the menu item 'E-mail Verification' and type in the following activation code: 57ebf95e-125e-4527-b17a-f356fcb46ada

This e-mail was generated automatically, please do not reply.

After successful verification, you will see the following screen.

The screenshot displays the 'E-Mail Verification' page of the Goethe University Frankfurt am Main. At the top, the university's logo and name are visible, along with a navigation menu. The main content area is titled 'E-Mail Verification' and contains a message indicating that the verification was successful. Below this message is a login form with two input fields: 'User name' and 'Password', and a green 'Login' button. To the right of the login form is an 'Information' box with a 'Welcome' message and an 'IMPORTANT' note. The footer of the page includes various links such as 'IMPRINT', 'PRIVACY', 'USER MANUAL', 'ACCESSIBILITY STATEMENT', 'SITEMAP', and 'HISINONE IS A PRODUCT OF HIS EG', along with the 'HisinOne' logo and a language selector set to 'English'.

At this point, do **not** log-in yet, but rather proceed to Part 2 below.

## **Part 2: Program Application**

To start the MSQ/Ph.D. program application, follow the link below to the track for which you are applying (as for Part 1, click on the language flag in the lower right-hand corner of the page that appears to open a menu that allows you to switch to the English language version of this part of the portal):

### **Master in Quantitative Economics**

[https://www.goethe-campus.uni-frankfurt.de/qisserver/pages/sul/common/entrancePage.xhtml?\\_flowId=onlineapplication-overview-flow&\\_flowExecutionKey=e6s1](https://www.goethe-campus.uni-frankfurt.de/qisserver/pages/sul/common/entrancePage.xhtml?_flowId=onlineapplication-overview-flow&_flowExecutionKey=e6s1)

### **Master in Quantitative Finance**

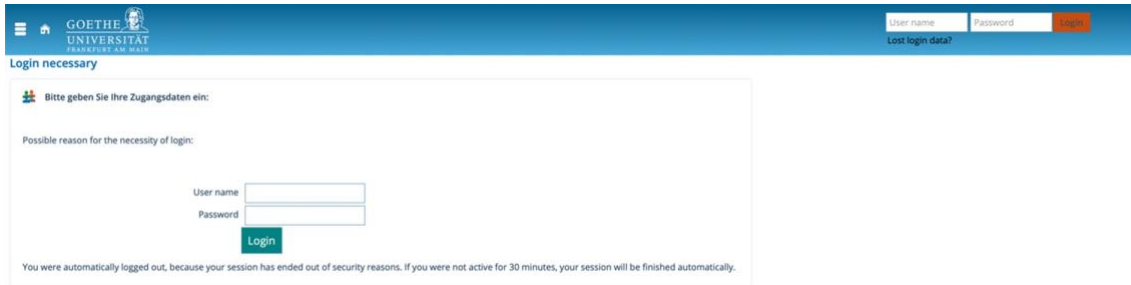
[https://www.goethe-campus.uni-frankfurt.de/qisserver/pages/sul/common/entrancePage.xhtml?\\_flowId=onlineapplication-overview-flow&\\_flowExecutionKey=e7s1](https://www.goethe-campus.uni-frankfurt.de/qisserver/pages/sul/common/entrancePage.xhtml?_flowId=onlineapplication-overview-flow&_flowExecutionKey=e7s1)

### **Master in Quantitative Marketing**

[https://www.goethe-campus.uni-frankfurt.de/qisserver/pages/sul/common/entrancePage.xhtml?\\_flowId=onlineapplication-overview-flow&\\_flowExecutionKey=e9s1](https://www.goethe-campus.uni-frankfurt.de/qisserver/pages/sul/common/entrancePage.xhtml?_flowId=onlineapplication-overview-flow&_flowExecutionKey=e9s1)

### **Master in Quantitative Accounting**

[https://www.goethe-campus.uni-frankfurt.de/qisserver/pages/sul/common/entrancePage.xhtml?\\_flowId=onlineapplication-overview-flow&\\_flowExecutionKey=e10s1](https://www.goethe-campus.uni-frankfurt.de/qisserver/pages/sul/common/entrancePage.xhtml?_flowId=onlineapplication-overview-flow&_flowExecutionKey=e10s1)



GOETHE UNIVERSITÄT FRANKFURT AM MAIN

User name Password Login

Lost login data?

**Login necessary**

Bitte geben Sie Ihre Zugangsdaten ein:

Possible reason for the necessity of login:

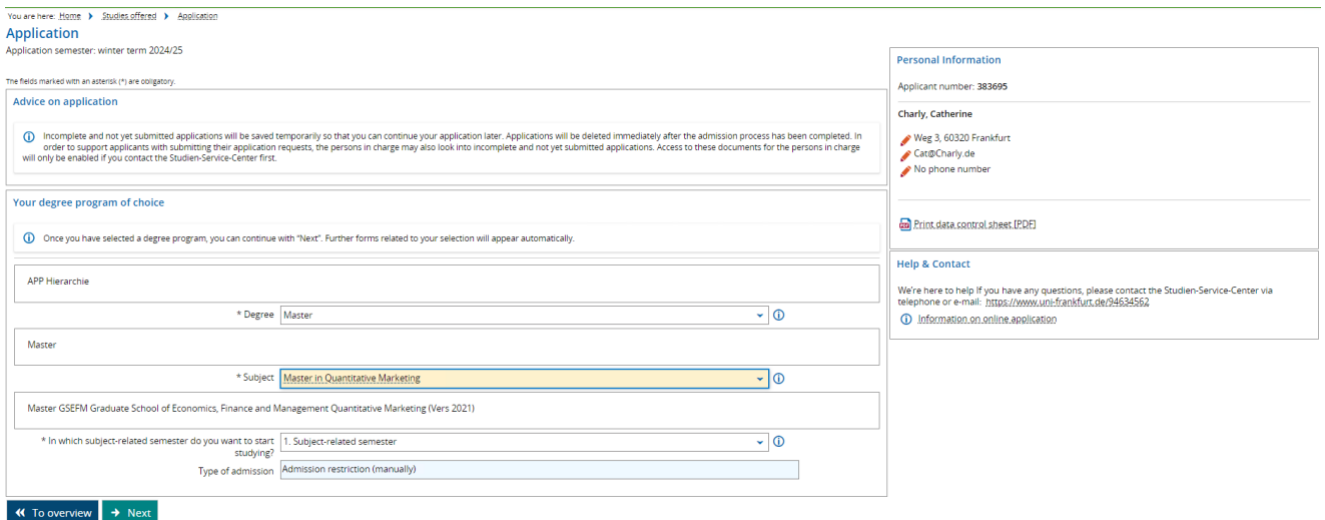
User name

Password

Login

You were automatically logged out, because your session has ended out of security reasons. If you were not active for 30 minutes, your session will be finished automatically.

After logging in with your credentials from Part 1, you can now start the program application. Supposing here as an example that you were to apply to the track in Quantitative Marketing, you will see the following screen:



You are here: Home > Studies offered > Application

**Application**

Application semester: winter term 2024/25

The fields marked with an asterisk (\*) are obligatory.

**Advice on application**

Incomplete and not yet submitted applications will be saved temporarily so that you can continue your application later. Applications will be deleted immediately after the admission process has been completed. In order to support applicants with submitting their application requests, the persons in charge may also look into incomplete and not yet submitted applications. Access to these documents for the persons in charge will only be enabled if you contact the Studien-Service-Center first.

**Your degree program of choice**

Once you have selected a degree program, you can continue with "Next". Further forms related to your selection will appear automatically.

APP Hierarchie

\* Degree

Master

\* Subject

Master GSEFM Graduate School of Economics, Finance and Management Quantitative Marketing (Vers 2021)

\* In which subject-related semester do you want to start studying?

Type of admission

Personal Information

Applicant number: 383695

Charly, Catherine

Weg 3, 60320 Frankfurt

Cat@Charly.de

No phone number

Print data control sheet [PDF]

Help & Contact

We're here to help if you have any questions, please contact the Studien-Service-Center via telephone or e-mail: <https://www.uni-frankfurt.de/9453455/>

Information on online application

← To overview → Next

You can now proceed with the program application (for further explanation of the steps involved, see below, “Starting Your Application”).

Notes:

By clicking on “To overview”, you will be shown the application request that you have started. Entries and uploads of documents you have made prior to clicking on “To overview” will be saved. However, when continuing your application you will not be able to jump back to the point at which you

stopped working on the application, but must rather click through all sections that you already completed when clicking on “To overview”.

The screenshot displays a web application interface for managing an application. At the top, there is a navigation bar with a search box and a timer showing 30 minutes. Below the navigation bar, the user is logged in as 'Charly, Catherine'. The main content area is titled 'Application' and shows the current semester as 'winter term 2024/25 - 1 Request'. A notification states 'There are no documents in your inbox yet.' The 'Unsubmitted requests' section shows a single request, 'Request #1', for the 'Master GSEFM Graduate School of Economics, Finance and Management Quantitative Marketing (Vers 2021), 1. Subject-related semester'. The request status is 'In preparation'. There are two buttons: 'Submit request' and 'Continue to edit request'. A note indicates that the application can be submitted until May 31, 2024. On the right side, the 'Personal Information' section shows the applicant number '383695' and contact details: 'Weg 3, 60320 Frankfurt' and 'Car@Charly.de'. There is also a link to 'Print data control sheet [PDF]' and a 'Help & Contact' section with contact information for the Studien-Service-Center.

- You can proceed with your application by clicking “Continue to edit request”. Also, you will see the semester for which you are applying (all applications are for “Wintersemester”/“Winter Term”) and the final application deadline. In the upper right corner of the screen, you can see a number (here: “30”) that indicates how many minutes you have left in the current session. After time runs out you will be logged out automatically but may log in again at any time. The pre-set time limit is a security feature of the portal and will not make you lose entries you have already made, as your work on the application will be saved automatically.
- At any time during your work on the application, you may print a data control sheet that documents the information that you have already entered by clicking on “Print data control sheet [PDF]”.
- You may log out at any time. In that case, too, the information that you have already entered will be saved, and you may complete your application at any time prior to the final application deadline.

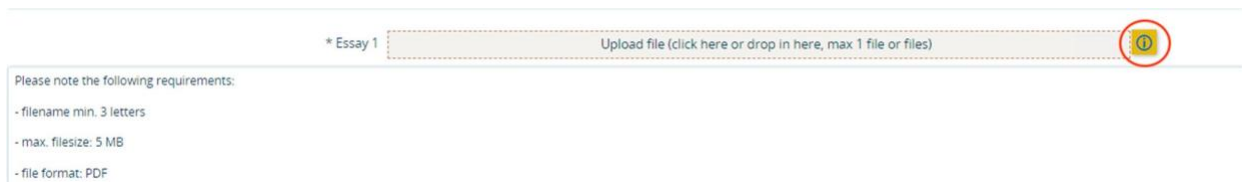


## Starting Your Application

### Note for Uploading of Documents:

For the uploading of documents to the portal adhere to the following requirements:

- (1) Make sure to include the documents in PDF format.
- (2) Make sure to adhere to the specified **size limit**.
- (3) Make sure to name your documents in a **self-explanatory** way (for example: JustusJonas\_BachelorDegreeCertificate), with the document names consisting of **at least three letters**, excluding special symbols. Requirements for uploaded documents may be seen by clicking the circled “i”.



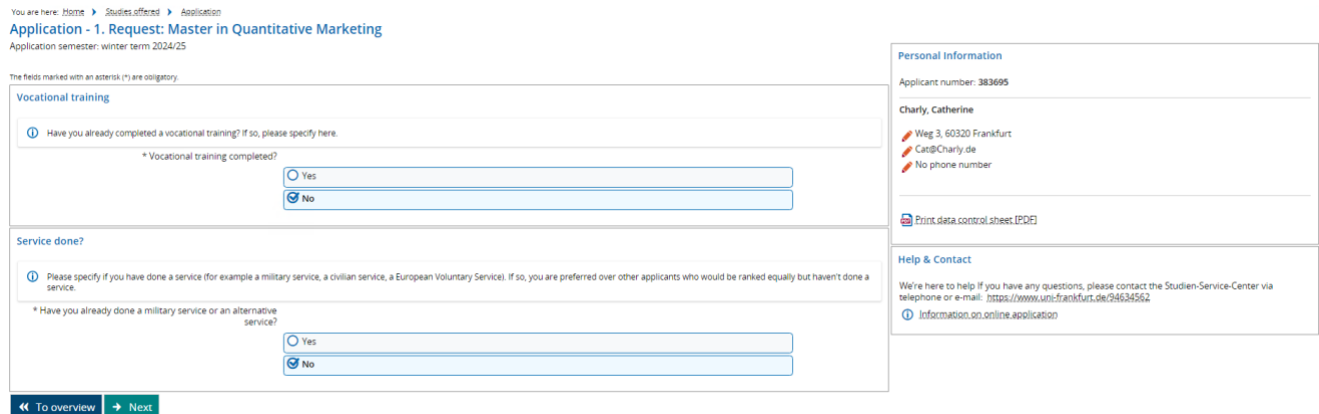
\* Essay 1:  ⓘ

Please note the following requirements:

- filename min. 3 letters
- max. filesize: 5 MB
- file format: PDF

Let us now turn to the steps of the application entries that need to be made in Part 2:

- 1) Vocational Training and Military or Social Service (the university collects this information for purposes of compiling summary statistics that it must maintain).



You are here: [Home](#) > [Studies offered](#) > [Application](#)  
**Application - 1. Request: Master in Quantitative Marketing**  
Application semester: winter term 2024/25

The fields marked with an asterisk (\*) are obligatory.

**Vocational training**

ⓘ Have you already completed a vocational training? If so, please specify here.

\* Vocational training completed?

Yes

No

**Service done?**

ⓘ Please specify if you have done a service (for example a military service, a civilian service, a European Voluntary Service). If so, you are preferred over other applicants who would be ranked equally but haven't done a service.

\* Have you already done a military service or an alternative service?

Yes

No

[Print data control sheet \(PDF\)](#)

**Personal information**

Applicant number: 383695

Charly, Catherine

Weg 3, 60320 Frankfurt  
Cats@Charly.de  
No phone number

**Help & Contact**

We're here to help if you have any questions, please contact the Studien-Service-Center via telephone or e-mail: <https://www.uni-frankfurt.de/94634562>

ⓘ [Information on online application](#)

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## 2) GSEFM Welcome (Step 1 of 14):

You are here: [Home](#) > [Studies offered](#) > [Application](#)  
**Application - 1. Request: Master in Quantitative Marketing**  
Application semester: winter term 2024/25

The fields marked with an asterisk (\*) are obligatory.

### GSEFM - Welcome

📘 Welcome! We are really looking forward to receiving your application. Should you have any questions while using this platform please feel free to have a look at our User Guide for help:  
<https://www.gsefm.eu/applicants/how-to-apply.html>

📌 Please confirm that you have read this information on the application process.  
\* Confirmation

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#### Personal Information

Applicant number: 383695

**Charly, Catherine**

- 📍 Weg 3, 60320 Frankfurt
- ✉️ Cat@Charly.de
- ☎️ No phone number

🖨️ [Print data control sheet \(PDF\)](#)

#### Help & Contact

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📘 [Information on online application](#)

## 3) Application for Financial Aid (1) (Step 2 of 14):

You can choose from the following options:

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

As explained under

<https://www.gsefm.eu/en/applicants/tuition-and-financial-aid.html>

GSEFM can grant/intermediate funding for those applicants who apply for one of the Ph.D. programs (in addition to applying for the corresponding track of the MSQ program). In case you are applying for MSQ “only” you will be directed to Step 4 of the application (applications for the “Deutschlandstipendium”, for which MSQ “only” students are eligible as well, will be invited by Goethe University at a later stage for enrolled students only). If you are receiving/will receive funding from an external source, you are asked to provide the name of the sponsor and the date until which you will receive this funding.

You are here: [Home](#) > [Studies offered](#) > [Application](#)  
**Application - 1. Request: Master in Quantitative Marketing**  
Application semester: winter term 2024/25

The fields marked with an asterisk (\*) are obligatory.

### GSEFM - Application For Financial Aid (Step 2 of 14)

📘 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. With this entry you are also specifying the degree program(s) that you are applying for.

\* GSEFM Financial Aid

📌 If you will receive an outside scholarship for part of the academy:

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

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#### Personal Information

Applicant number: 383695

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- 📍 Weg 3, 60320 Frankfurt
- ✉️ Cat@Charly.de
- ☎️ No phone number

🖨️ [Print data control sheet \(PDF\)](#)

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📘 [Information on online application](#)

In case your application is for Ph.D. also and you are requesting to be considered for financial aid, you are asked to list and rank your preferences for funding sources intermediated by GSEFM (see also <https://gsefm.eu/applicants/tuition-and-financial-aid.html>). Funding sources intermediated by GSEFM are: CMD, IMFS, IPP, SAFE:

Application semester: winter term 2024/25

The fields marked with an asterisk (\*) are obligatory.

### GSEFM - Application For Financial Aid Preferences (Step 3 of 14)

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

**Chair of Macroeconomics and Development (CMD)**  
The CMD stipend program is open for applicants for the Ph.D. Program in Economics who are interested in pursuing research in quantitative macroeconomics, labor, development, and gender economics. Research assistant positions can be offered after successful completion of the qualifying examinations. Please consult the CMD website for detailed information about the research areas of CMD.

**Institute for Monetary and Financial Stability (IMFS)**  
The IMFS stipend program is open for applicants for the Ph.D. Program in Economics who are interested in pursuing research in quantitative macroeconomic modelling, macroeconomic model comparison and/or monetary economics. Up to three first-year stipends may be awarded. Student assistant positions as well as teaching and research assistant positions can be offered after successful completion of the qualifying examinations. Please consult the IMFS website for detailed information about the research areas of IMFS.

**Interdisciplinary Public Policy (IPP)**  
The IPP is an interdisciplinary research unit at Johannes Gutenberg University Mainz. It offers funding for one excellent GSEFM candidate in the Ph.D. Program in Economics. The candidate should be interested in pursuing research in the broad field of public policy, involving many sub-fields such as applied microeconomics, behavioral economics, economics of education, international economics, macroeconomics and public economics. The IPP also runs a new state-of-the-art experimental laboratory and regularly offers summer schools and workshops with instructors and participants from all over the world. For further information, please consult the IPP website.

**Leibniz Institute for Financial Research SAFE**  
SAFE offers funding for up to three excellent GSEFM candidates for the entire duration of the program, including a monthly grant in the first year and a student/research assistant position after successfully completing the qualifying examinations. The SAFE funding program is open to applicants for the Ph.D. Program in Finance as well as to candidates for the Ph.D. Program in Economics who pursue finance as one field in their studies. SAFE will give preference to female applicants in case of equal qualification.

\* GSEFM - Eligible for Funding

\* First Preference

\* Second Preference

\* Third Preference

\* Fourth Preference

I am attaching a cover letter on funding to my application, 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.

\* Cover Letter For Funding

I understand and declare my consent that if nominated by GSEFM for stipends from one or more of these institutions, GSEFM will forward my Ph.D. Program application to the institutions in question.

\* Declaration

Please upload documents to provide your eligibility here.

\* Upload documents

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**Personal Information**

Applicant number: 383695

**Charly, Catherine**

Weg 3, 60320 Frankfurt  
Cat@Charly.de  
No phone number

[Print data control sheet \(PDF\)](#)

**Help & Contact**

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[Information on online application](#)

Make sure to check the box for eligibility for funding, to submit the cover letter requested, and declare your consent for forwarding.

#### 4) Essays (Step 4 of 14): See the explanations under

<https://gsefm.eu/applicants/requirements-and-deadlines.html>

You are here: [Home](#) > [Studies offered](#) > [Application](#)

### Application - 1. Request: Master in Quantitative Marketing

Application semester: winter term 2024/25

The fields marked with an asterisk (\*) are obligatory.

### GSEFM - Essays (Step 4 of 14)

**Please upload 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)

\* Essay 1

\* Essay 2

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[Information on online application](#)

#### 5) Passport Number (Step 5 of 14)

#### 6) Secondary School (Step 6 of 14): Please compile the relevant documents for your secondary school degree in one document and upload this document in this section.

The fields marked with an asterisk (\*) are obligatory.

#### GSEFM - Secondary School (Step 6 of 14)

|                                    |                      |
|------------------------------------|----------------------|
| * Secondary School                 | <input type="text"/> |
| * Secondary School City            | <input type="text"/> |
| * Secondary School Country         | <input type="text"/> |
| * Secondary School Graduation Year | <input type="text"/> |
| * Secondary School Final Grade     | <input type="text"/> |
| * Secondary School Pass Grade      | <input type="text"/> |
| * Secondary School Best Grade      | <input type="text"/> |

Compile the relevant certificates for your secondary school degree in one document and upload here  
\* Upload Secondary School Degree and Other Secondary School Documents

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#### Personal information

Applicant number: 383695

Charly, Catherine

Weg 3, 60320 Frankfurt  
Cat@Charly.de  
No phone number

[Print data control sheet \(PDF\)](#)

#### Help & Contact

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[Information on online application](#)

7) Prior universities (Step 7 of 14): You will be asked to document all universities you have attended up to the point of application, including degree certificates and transcripts (in-progress transcripts for studies not yet completed). This includes universities from which you obtained degrees or expect to obtain degrees from (degrees listed are “B.A.,” B.Sc.,” “Diplom,” “M.A.,” “Magister,” “MBA,” “M.Sc.,” “Ph.D.,” “Other” and “Exchange semester”), as well as universities attended as part of an exchange program or as part of pursuing degrees that are not listed. “Pass” and “best” grades refer to the respective grades that are specified in the degree program in question as the minimum passing grade and the best grade achievable. Please compile the relevant documents for each university in separate documents and upload these documents in this section. When compiling the document for each of your studies, please start with the degree certificate (if applicable), followed by the transcript of records and additional documents. You are asked to provide information and documents for every single university you were enrolled in (by clicking on “Add GSEFM – prior universities” in the lower left corner) and indicate the progress for each of your studies: “completed”, “in progress”, “dropped”, or “failed”. Please make sure to start with the most recent or current university.

The fields marked with an asterisk (\*) are obligatory.

#### GSEFM - prior universities (Step 7 of 14)

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

|           |                      |
|-----------|----------------------|
| * Name    | <input type="text"/> |
| * City    | <input type="text"/> |
| * Country | <input type="text"/> |
| * Degree  | <input type="text"/> |

If you have chosen “Other” at Degree please enter the name of the degree here (enter N/A if you haven't chosen “Other”):

|                |                      |
|----------------|----------------------|
| * Other Degree | <input type="text"/> |
| * From         | <input type="text"/> |
| * Until        | <input type="text"/> |
| * Major        | <input type="text"/> |
| * Grade        | <input type="text"/> |
| * Pass Grade   | <input type="text"/> |
| * Best Grade   | <input type="text"/> |
| * Progress     | <input type="text"/> |

Compile the relevant certificates for this university in one document, starting with the degree certificate, followed by the transcript of records and additional documents.  
\* Upload University Document

[Add GSEFM - prior universities \(Step 7 of 14\)](#)

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#### Personal information

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8) Letters of Evaluation (please name two referees) (Step 8 of 14): See the explanations under

<https://gsefm.eu/applicants/requirements-and-deadlines.html>

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The fields marked with an asterisk (\*) are obligatory.

**GSEFM - Letters of Evaluation (Step 8 of 14)**

**?** Ask two qualified referees who can assess your academic qualifications to provide confidential evaluations using the upload form available at <http://www.gsefm.eu/applicants/how-to-apply.html>, 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 two confidential letters of evaluation shall be sent preferably by e-mail by the referees to [gsefm.applications@its.uni-frankfurt.de](mailto: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.

\* Name (Referee 1)   
\* E-Mail Address (Referee 1)   
\* Position (Referee 1)   
\* Institution (Referee 1)   
\* Name (Referee 2)   
\* E-Mail Address (Referee 2)   
\* Position (Referee 2)   
\* Institution (Referee 2)

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9) GRE/GMAT/GMAT Focus (Step 9 of 14): See the explanations under

<https://gsefm.eu/applicants/requirements-and-deadlines.html>

You can choose from the following options:

1. GRE
2. GMAT
3. GMAT Focus
4. I will take GRE/GMAT/GMAT Focus and can provide the date when the test will be taken.

Make sure to document your quantitative score and quantitative percentile and upload the test certificate. In case you have not yet taken the test, please upload a statement indicating when the test will be taken.

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The fields marked with an asterisk (\*) are obligatory.

**GSEFM - Tests - GRE/GMAT/GMAT Focus (Step 9 of 14)**

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

\* GRE/GMAT  **?**  
Verbal Score   
Verbal Percentile   
\* Quantitative Score (enter N/A if test not yet taken)   
\* Quantitative Percentile (enter N/A if test not yet taken)   
Analytic Score   
Analytic Percentile/Data Insights Percentile

\* Upload GRE/GMAT/GMAT Focus certificate, if not yet taken, upload statement when test will be taken  **?**

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The fields marked with an asterisk (\*) are obligatory.

GSEFM - Tests - GRE/GMAT/GMAT Focus (Step 9 of 14)

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

\* GRE/GMAT

Verbal Score

Verbal Percentile

\* Quantitative Score (enter: N/A if test not yet taken)

\* Quantitative Percentile (enter: N/A if test not yet taken)

Analytic Score

Analytic Percentile/Data Insights Percentile

\* Upload GRE/GMAT/GMAT Focus certificate: if not yet taken, upload statement when test will be taken

Choose file (click here or drop in here, max 1 file or files)

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As explained under

<https://gsefm.eu/applicants/requirements-and-deadlines.html>

for all applicants it is highly recommended to submit the Quantitative Reasoning Score of the GRE General Test. Applicants to the MSQ program tracks / Ph.D. programs in Accounting, Finance or Marketing may submit the Quantitative Score of the GMAT/GMAT Focus as a substitute for the Quantitative Reasoning Score of the GRE General Test. While both tests also contain verbal and analytical writing (or data insight) sections, the admissions committee does not expect these other sections to be taken. The test scores may be complemented by other forms of documentation of strong quantitative skills, such as through successful completion of courses that are part of the curriculum of an internationally recognized degree program in mathematics or statistics. Such other documentation should also be uploaded here.

10) TOEFL/IELTS (Step 10 of 14): See the explanations under

<https://gsefm.eu/applicants/requirements-and-deadlines.html>

You can choose from the following options:

1. 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).
2. I attach proof of at least one year of successfully completed university-level studies in a degree program being exclusively taught in English language.
3. TOEFL iBT
4. TOEFL PBT
5. TOEFL CBT
6. IELTS

Be sure to specify which test you have taken as well as the score and upload the test certificate. In case you have (i) obtained a diploma/degree certificate from a secondary school with English as the

official language of instruction and the secondary school was attended for at least two years, and/or  
(ii) successfully completed at least one year of university-level studies in a degree program being exclusively taught in English language, make sure to attach a document confirming that information.

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The fields marked with an asterisk (\*) are obligatory.

GSEFM - Tests - TOEFL / IELTS (Step 10 of 14)

Please only select one:

\* TOEFL/IELTS

\* Score (enter N/A if not TOEFL or IELTS)

\* Upload TOEFL / IELTS Certificates or other proof as specified in the box above [Choose file \(click here or drop in here, max 1 file or files\)](#)

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The fields marked with an asterisk (\*) are obligatory.

GSEFM - Tests - TOEFL / IELTS (Step 10 of 14)

Please only select one:

\* TOEFL/IELTS

\* Score (enter N/A if not TOEFL or IELTS)

\* Upload TOEFL / IELTS Certificates or other proof as specified in the box above

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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 program being exclusively taught in English language.

TOEFL iBT  
TOEFL PBT  
TOEFL CBT  
IELTS

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### 11) APS certificate (Step 11 of 14):

You can choose from the following options:

1. I do not hold a degree from China, Vietnam or India.
2. I hold a degree from China, Vietnam or India and attach my APS certificate.
3. I hold a degree from China, Vietnam or India and will take the APS test.

If you have obtained a university degree from China, Vietnam or India, please provide an APS certificate. In case you have not yet taken the test, please upload a statement indicating when the test will be taken. If you do not hold a degree from China, Vietnam or India, select the first option, and simply upload an empty page. No further documents are required in that case (this section is included in the portal due to state requirements).

The fields marked with an asterisk (\*) are obligatory.

GSEFM - Tests - APS certificate (Step 11 of 14)

Please note: If the APS certificate does not apply to you, please simply upload an empty page. No further documents are required in that case.

\* APS certificate

\* Upload APS certificate; if not yet taken, upload proof when test will be taken

Choose file (click here or drop in here, max. 10 file or files)

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The fields marked with an asterisk (\*) are obligatory.

GSEFM - Tests - APS certificate (Step 11 of 14)

Please note: If the APS certificate does not apply to you, please simply upload an empty page. No further documents are required in that case.

\* APS certificate

\* Upload APS certificate; if not yet taken, upload proof when test will be taken

I do not hold a degree from China, Vietnam or India.

I do not hold a degree from China, Vietnam or India.  
I hold a degree from China, Vietnam or India and attach my APS certificate.  
I hold a degree from China, Vietnam or India and will take the APS test.

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12) Languages (Step 12 of 14): Please note that you may upload any language certificates you deem helpful for your application in the section “Additional Documents” at the end of Part 2 (see below).

The fields marked with an asterisk (\*) are obligatory.

GSEFM - Languages (Step 12 of 14)

\* Language

\* Writing

\* Reading

\* Speaking

[Add GSEFM - Languages \(Step 12 of 14\)](#)

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### 13) Declaration (Step 13 of 14)

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The fields marked with an asterisk (\*) are obligatory.

##### GSEFM - Declaration (Step 13 of 14)

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.

\* Declare

I confirm that I have not terminally failed any examination in a Master's or Ph.D. program in a related field. (If any examination has been terminally failed, please provide further information in supporting documentation.)

\* Confirmation

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### 14) Survey (Step 14 of 14): Please indicate how you learned about the GSEFM degree programs.

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The fields marked with an asterisk (\*) are obligatory.

##### GSEFM - Survey (Step 14 of 14)

How did you learn about GSEFM degree programs?

\* Choose one

if other, please specify

- Goethe University website
- GSEFM website
- Johann Gutenberg University website
- Technische Universität Darmstadt website
- DAAD International Programmes Germany website
- Recruitment event
- GSEFM faculty
- GSEFM student
- Other

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15) Additional Documents: You may provide additional documents that you did not already upload in any prior section in this section. The admissions committee generally finds it useful to receive a cover letter and a CV. In addition, if you deem it helpful for your application, you may also upload employment documents and/or language certificates.

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#### Application - 1. Request: Master in Quantitative Marketing

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The fields marked with an asterisk (\*) are obligatory.

##### GSEFM - Additional Documents

You may provide additional documents here (cover letter, CV, employment documents, language certificates etc.). Please note: Only upload documents here that you did not already upload in any prior section.

Upload Additional Documents  [Choose file \(click here or drop in here, max 10 file or files\)](#)

[Add GSEFM - Additional Documents](#)

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After completing all steps in Part 2, you will be shown a summary of the entries you made for your application. At this point you may still make changes and submit your application at a later point. Alternatively, you may confirm that the data you have submitted are correct as well as complete, and proceed with submitting your application.

Note:

Once the application is submitted, you may still withdraw it, but in the current version of the portal will not be able to edit it anymore. Thus, if you wanted to revise or add information to an application that was already submitted, you would need to withdraw that application and submit a new one instead, re-entering all other information as well.)

Thank you for your interest in the GSEFM degree programs. We look forward to reviewing your application and will inform you about the admissions decision as described under

<https://gsefm.eu/applicants/requirements-and-deadlines.html>