

Checklist application documents: Master

Please submit certificates and proofs only as a **simple copy**, as the application documents will be destroyed after completion of the procedure!

Please do **not** submit any photos or application folders.

Registration Office

Heilbronn University

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Germany

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www.hs-heilbronn.de

Mandatory

- General certificate of education or other school leaving certificate
- Certificate of the first degree awarded relevant to this application
- Certificate of the first degree awarded relevant to this application
- Document "[Vorläufige Bachelorbescheinigung](#)"
(only if you will award by a German university and have not finished yet)
- Transcript of records
- Proof of reached ECTS (if not included in the certificate of your Bachelor's degree)
- Certificates of exmatriculation
- Chronological curriculum vitae (with signature) in German
(or English – only: MIBIM / MITM / MSEM)
- Post stamps 1 x 0,70 € – only for applicants from Germany
- Proof of your German language knowledge e.g. DSH or TestDaF
(native speaker of German exempted)
- Proof of your English knowledge (if necessary)
- Detailed justified explanation of hardship claim (if necessary)

Applicants who awarded by a non-German institution have to hand us in the following documents (applicants for „Medizinische Informatik“ / “Medical Informatics” exempted):

Non-German degree certificates must be handed in with a German translation (or English translation for MIBIM / MITM / MSEM).

- Applicants with a **non-German degree** have to send their application documents to the Studienkolleg Konstanz (Center for International Students) at Konstanz University at first. Its eligibility must be confirmed by them.

Address:

Studienkolleg für die Hochschulen Baden Württemberg

Brauneggerstraße 55

D- 78462 Konstanz

Application form and information on the website of the [Center for International Students](#)

- If you were awarded your first degree by a Chinese, Vietnamese or Mongolian institution, its eligibility must be also confirmed by the APS (Akademische Prüfstelle), German Embassy [Peking](#) or [Ulan-Bator](#) or [Hanoi](#).

Additional for **Automotive Systems Engineering (MAS)**

- "Bewerberblatt"

Additional for **Betriebswirtschaft und Kultur-, Freizeit- und Sportmanagement (MBK)**

If available:

- Proof of vocational experience of a cohesive commercial internship of at least 5 months passed in 2nd semester of the relevant first degree at the earliest.

Additional for **Business Analytics, Controlling & Consulting (MAC)**

- Letter of motivation

Additional for **Business Administration in Transport and Logistics (MTL)**

If available:

- Proof of vocational experience

Additional for **Electrical Systems Engineering (MEL)**

- "Bewerberblatt"

Additional for **International Business & Intercultural Management (MIBIM)** and **International Tourism Management (MITM)**

If available:

- Proof of an continuous qualificatory international experience of at least 6 months
- Letter of motivation (approximately 2 pages)

Additional for **Additional for Maschinenbau (MMA)**

- "Bewerberblatt"

Additional for **Additional for Mechatronik und Robotik (MMR)**

- "Bewerberblatt"

Additional for **Medizinische Informatik (MIM)**

If available:

- Letter(s) of recommendation (in German or German translation)
- Further documents for applicants with a non-German relevant Bachelor's degree regarding http://www.uni-heidelberg.de/studium/interesse/int_bewerbung/ and http://www.uni-heidelberg.de/studium/interesse/int_bewerbung/verfahren/index.html

Additional for **Nachhaltige Tourismusentwicklung (NTE)**

- Letter of motivation

Additional for **Technical Management (MTM)**

If available:

- 6 ECTS-Credits from an economic subject

Additional for **Unternehmensführung/Business Management (MU)**

If available:

- Proof of study or work stay in an English speaking country of at least 4 months e.g. Transcript of Records or job reference.
- Letter of motivation