



YOUR APPLICATION FOR THE **MASTER'S PROGRAMS**
AT THE UNIVERSITY OF MANNHEIM
SPRING SEMESTER 2023

October 2022

Dear applicants,

this guide, offers you a short overview of the master's programs, requirements for admission and application documents, which must be considered if you want to start a master's program at the University of Mannheim in the spring semester 2023.

Application is obligatory for all master's programs.

University of Mannheim offers an **online application only**. As part of the online application, you will be asked to upload several documents to prove admission requirements as well as the corresponding selection criteria. There is no need to send documents via post during the application process at the University of Mannheim.

The application deadline for the spring semester 2023: **15 October until 15 November 2022**

To apply, please use the online application portal of the University of Mannheim:
<http://www.uni-mannheim.de/application>

Up-to-date information on the application process is available on our website:
<https://www.uni-mannheim.de/en/academics/applying/>

You can contact us via e-mail to: application@uni-mannheim.de

Admission Office:

Head of the Admission Office: Ms. Maren Kloppenburg
Co-Director of the Admission Office: Mr. Jens Braun

Team:
... International applicants Mrs. Aleksandra Kendzia
... German applicants Mrs. Claudia Dörr / Mrs. Christine Nonnenmacher

Our website:
<http://www.uni-mannheim.de/application>

Consultation hours:
<https://www.uni-mannheim.de/en/academics/applying/contacting-the-admissions-office/>

For information on enrollment and visa procedure please contact the International Office to:
degreeseekings@uni-mannheim.de

Information on scholarships:
<https://www.uni-mannheim.de/en/academics/coming-to-mannheim/international-students/prior-to-your-arrival/financing-your-studies/>

Tuition fees for non-EU/EWR applicants:
<https://www.uni-mannheim.de/en/academics/during-your-studies/organizing-your-studies/fees/tuition-fees/>

1. MASTER'S PROGRAMS

In the following, you will get an overview of the master's programs offered for spring intake. In case you are or were enrolled in a similar master's program at German university, please apply for an advanced semester.

To get an overview of ALL Master's programs offered at the University of Mannheim, please visit:

www.uni-mannheim.de/en/academics/

Please go on the program of your interest to open a link, which will direct you to the website with the information on the program.

1.1 MASTER'S PROGRAMS TAUGHT IN ENGLISH LANGUAGE

[Master in Business Informatics](#)

[Mannheim Master in Data Science](#)

1.2 MASTER'S PROGRAMS TAUGHT IN GERMAN LANGUAGE

[Master in History](#)

[Master in Mathematics in Business and Economics](#)

[Master of Education in Teacher Education](#)

[Master in Mathematics](#)

Master in Culture and Economy: [English and American Studies](#)

[German Studies](#)

[History](#)

[French Studies](#)

[Hispanic Studies](#)

[Italian Studies](#)

[Media and Communication Studies](#)

[Philosophy](#)

2. ADMISSION REQUIREMENTS AND SELECTION CRITERIA

Detailed information on the admission requirements of each master's program can be found in the Selection Statutes available at the following website:

<https://www.uni-mannheim.de/en/academics/applying/the-a-to-z-of-applying/selection-statutes/>

2.1 BACHELOR'S DEGREE NOT YET COMPLETED

If you have not yet completed your bachelor's degree within the application period, you may still apply for a master's program. However, you need to have successfully completed a certain amount of ECTS credits as stated in the selection statutes. To prove the number of ECTS, please upload a **most recent Transcript of Records** (official transcripts only, no screenshots from online portals).

Please note: If the bachelor's degree has not been completed by the end of the application period, admission to a master's program is preliminary as you have to **submit your bachelor's degree certificate to the University of Mannheim before the first registration for an exam**. If you do not provide this document in due time, your admission to the master's program will be rescinded.

2.2 INFORMATION FOR APPLICANTS FROM CERTAIN COUNTRIES

ALBANIA

Applicants having passed their degree at a private university/higher education institution in Albania require a **degree certificate and diploma supplement (Suplementi i Diplomës)** in Albanian language as well as in English/German language. A confirmation of completion of the study program issued by the university is not sufficient.

CHINA AND VIETNAM

Applicants who have completed their degree at universities in those countries additionally require the original **Certificate of the Academic Test Centre (APS-Zertifikat)**. Contacts: German Embassy in Beijing (www.aps.org.cn) or the German Embassy in Hanoi (www.hanoi.diplo.de).

GUS STATES, GEORGIA AND UKRAINE

Applicants having passed their degree in one of those countries additionally require a **proof of the accreditation** of the degree program if it was passed at a private university/higher education institution.

PAKISTAN

Applicants who studied at a university in Pakistan need to have their official transcript of records as well as degree certificate attested by the **Higher Education Commission Pakistan (HEC Pakistan)**. If the HEC Stamp is on the backside of your transcript, then please also upload this page for the application at the University of Mannheim.

INDIA

It is expected that applicants who have completed their education in India will have to submit an APS certificate. This will apply for applications for the fall semester 2023/24. More information on the APS certificate can be found on the website of the [Academic Evaluation Center](#).

Starting from 1 November 2022, the APS certificate will become mandatory for all student visa applications.

3. THE APPLICATION PROCESS OF THE UNIVERSITY OF MANNHEIM

During the application process for the master's programs, you are allowed to submit up to three applications. All applications are treated equally. Please take note of the different admission requirements and selection criteria of the master's programs.

For all the master's programs you need to apply **in due time and form**.

Application is obligatory for all master's programs.

University of Mannheim offers an **online application only**.

To apply, please use the online application portal of the University of Mannheim:
<http://www.uni-mannheim.de/application>

Please note that you will be asked to provide the original documents or notarized documents during the process of enrolment at the University of Mannheim.

3.1 DOCUMENTS TO SUBMIT

PLEASE NOTE: Due to the current situation, we are not able to inform you if documents are missing. Therefore, please pay attention on the required documents.

The following upload spots are available for all master's programs within the core data section of the online application:

Upload	These documents are required:
1 (max. 2MB)	University Entrance Qualification not mandatory for applicants to Master's Programs
2 (max. 1 MB)	Certificate of enrolment only for applicants who have studied at German higher education institutions
3 (max. 1 MB)	Curriculum Vitae / CV Please upload a most recent Curriculum Vitae / CV in tabular form

<p>4 (max. 5 MB)</p>	<p>Transcript of records</p> <p>Including grading system and current grade, degree certificates if available. Applicants with a degree acquired abroad require additionally a translation of the transcript of records, degree certificates and other additional documents in either German or English. Educational credentials need to be translated by a sworn translator.</p> <p>If you have obtained a master's degree and you wish for it to be considered in addition, please submit here the official transcript of records and degree certificate, if available.</p> <p>APS Certificate</p> <p>only if you have acquired your qualification in China or Vietnam</p>
<p>5 (max. 1 MB)</p>	<p>Language Certificates and proof of semester spent abroad</p> <p>Depending on the study program language proficiency is required (see Selection Statues).</p>
<p>6 (max. 1MB)</p>	<p>Hardship Exemptions</p> <p>Connected to a location in the public's interest</p> <p>Provided that you would like to submit an application.</p>

In addition to the mandatory admission requirements, other factors are considered in the admissions process for most programs, which can **increase your chances of being allocated a study place**.

Detailed information on the selection criteria can be found in the Selection Statue of the study program of your interest see Point 2).

3.2 PROOF OF ENGLISH LANGUAGE PROFICIENCY

If you have passed a language test, you have to upload the result during the online application process.

Due to the current developments considering coronavirus pandemic, the following tests can also be accepted for your application: "At Home Testing" offered by the ETS for the TOEFL IBT and the GRE General Test.

Master in Business Informatics as well as Mannheim Master in Data Science Program offer extended deadlines for the submission of the proof of English language skills until 15 January.

3.3 PROOF OF GERMAN LANGUAGE PROFICIENCY

For some of the master's programs, applicants have to prove a minimum of German language skills. Please note: German citizens do not have to provide proof of German language skills.

The following proofs can be accepted:

- All-German university entrance qualification
- Completed degree in a degree course taught in German

If a. or b. are not the case, applicants need to pass one of the following tests:

- Test DaF, with a result of at least 4 points in each part
- „Deutsche Sprachprüfung zum Hochschulzugang (DSH)“ passed with at least grade 2 (DSH 2)
- German „Sprachdiplom“ of the „Kultusministerkonferenz“ (DSD II)

- passed „Feststellungsprüfung“ at a „Studienkolleg“ of a German University or the University of Applied Sciences Konstanz

Applicants who can prove one of the following qualifications by sending in according certificates do not have to pass one of the above-mentioned tests in addition:

- All-German university entrance qualification acquired in a state or region having German as official language
- Completed degree in a German degree course acquired in a state or a region having German as official language
- “Hochschulreifeprüfung nach der Ordnung der Prüfung zur Erlangung eines Zeugnisses der deutschen Hochschulreife an deutschen Schulen im Ausland, die zum Sekundarabschluss nach den Landesbestimmungen führen“
- telc Deutsch C1 Hochschule
- „Goethe-Zertifikat C2 or higher
- Report of the „Zentrale Oberstufenprüfung“ (ZOP) of the Goethe-Institute passed at a Goethe-Institute in Germany or abroad before January, 1st 2012
- “Kleines Deutsches Sprachdiplom" or "Großes Deutsches Sprachdiplom" awarded by the „Goethe-Institute“ by order of the „L.-Maximilians-University Munich“ passed before January, 1st 2012
- Austrian language certificate (ÖSD) level C1 or higher

Furthermore, selected documents due to bilateral treaties can be accepted.

3.4 DISPATCH OF NOTIFICATIONS

Usually, applicants for master’s programs receive the decision on their application at the University of Mannheim 4 to 6 weeks after the close of the deadline. The moment your decision will be available for download, you will receive an e-mail informing you about it.

3.5 ADMISSION BY LOTTERY DRAW

If the university places are still available or have become vacant again at the time of completion of the allocation process, these spots will be allocated by lottery draw.

To take part in this procedure, you are required to apply separately.

Applications for this procedure for master’s programs must be submitted via email until 1st February.

For each degree program, a separate application is required. Informal style is sufficient.

Necessary documents:

- University entrance qualification
- If you have studied in Germany before: certificate of enrollment
- Transcript of records
- Language certificates proving that the relevant requirements for admission are fulfilled according to the respective Selection Statute of the master’s program.

The official notification is sent in written form via email. Please note that only accepted applicants will receive a notification.

4. FEES

4.1 SEMESTER FEES

If you wish to enroll at the University of Mannheim, you have to pay the semester contribution (about EUR 195,00 for administration costs, Studierendenwerk and the fee for the Student Body Representative Committee).

4.2 TUITION FEES

The tuition fees affect all international students who are about to study in Germany at one of the universities in Baden-Württemberg. The tuition fee amounts to EUR 1,500 per semester.

This does not apply to students who are EU citizens or citizens of a member state of the European Economic Area (EEA) as well as to refugees.

Students from the EU and the EEA member states and German citizens or foreign students with a German university entrance qualification, who already hold a German bachelor's or German master's degree, have to pay tuition fees when gaining their second degree of the same level. This fee amounts to EUR 650.