

## Checklist Application - **Master Business Administration (M. Sc.)**

### 1. Gather information first

- **Our Website:**  
<https://bwl.hm.edu/studieninteressierte/masterbetriebswirtschaft/index.de.html>
- **Info-Sessions** – please see the dates under „important dates“

### 2. Choose your Masters' specialisation

- 1 Master in Business Administration – but 6 specialisations: (Application is only possible for 1!)
  - *Applied Business Innovation*
  - *Digital Sustainable Procurement and Supply Management*
  - *Digital Technology Management (100% English)*
  - *Finance & Accounting*
  - *Human Resource Management*
  - *Marketing Management*

### 3. Do I fulfil the admission criteria?

#### German Bachelor Degree:

- **Bachelor Betriebswirtschaft** (or very similar) with at least 180 ECTS (Theory)
- with **grade 2,59** or better
- From the above mentioned degree: at least **20 ECTS** in economics, maths or statistics
- **VPD** (Vorprüfungsdokumentation) issued for Hochschule München for students with foreign degrees\* (send your documents to uni-assist.de before 31.3.!)
- **Successful Aptitude Test** (upon invitation) 
  - Please note: If you have less than 210 credit points but at least 180 credit points, the missing 30 credit points must be successfully made up/proven within 12 months of starting the master's program!

#### When and where can I apply?

- the Masters' program starts only in winter semester (October)
- Applications are possible from 2<sup>nd</sup> May till 31<sup>st</sup> of May via our homepage under "Application"

### 4. Which documents do I to upload? Nothing has to be sent by mail

1. **Bachelor Degree** incl. Diploma Supplement
2. **Transcript of Records with average grade and ECTS credits**
3. **Module descriptions** if the 20 credits are not obvious from the module title
4. **CV**
5. **All foreign bachelor degrees: VPD** (see next paragraph)
6. **Bachelor outside the EU: successful GMAT has to be send directly to us**

### 5. What do I need to upload for uni-assist (non-German degrees)

- Bachelor Degree + Diploma Supplement or Transcript of Records (if not finished yet)
- German or English **translation of the Bachelor Degree / Transcript of Records**
- Passport

Nothing has to be sent by mail

All applicants who meet the above mentioned criteria will be invited for an Aptitude Test.  
**Further questions?** Please email us: [masterbuero-fk10@hm.edu](mailto:masterbuero-fk10@hm.edu).