



## Are you all set? Check List for a complete MBA application

For the application process, following documents are is required:

- Completed [application form](#)
- Copy of your (translated) Academic degree certificates (*at least a Bachelor or an equivalent degree*)
- Transcript of records (*list of all taken modules and courses including grades and credits*)
- Copy of your (translated) University entrance qualification (*A-level/ Abitur/ high school diploma*)
- CV/Resume in English
- Your photo (max. 500 KB)
- Copy of your passport or ID
- Proof of English language proficiency level B2 (CEFR/GER)
- Proof of work experience (*i.e. work certificates*)
- Motivation letter

### IMPORTANT INFORMATION:

**ONCE YOU HAVE BEEN ACCEPTED IN THE MBA PROGRAMM, you must additionally apply online via [uni-assist](#).** Please note that you will have to document your education in detail, starting with the certificate from the last school you graduated from (which entitles you to begin university studies in your home country) and continue up to the current state of progress in your university studies. Furthermore, you will have to hand in all documents in original language as certified copies and additionally translated either in German or in English.

*Please check the documents required by [uni-assist](#) and whether you need to hand in further additional depending on your country of origin: [country-specific documents](#).*

### Tuition fees

The tuition fee for the MBA programme **starting on 1 March 2022** is **€ 38,500** and covers the programme fees, the University semester fees and the enrolment fees (uni-assist), as well as the course material and books, catering, costs and accommodation of the two study trips, free public transport in North Rhine-Westphalia (NRW). All travel fees are not included.

### Information

For further information, please check: <https://www.business-school.uni-koeln.de/en/mba/application/>

### Contact

If you have any questions, please contact our Marketing & Admissions Managers:

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