

## Logistics – International Management & Consulting MBA

### Checklist for applicants with university degree

Please send the following documents by post:

1. **Online application via online portal zfh**   
 as a printout with your signature on it

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2. **Curriculum Vitae (CV), e.g. europass CV**   
 Please include a photo (this can be a scanned photo), date and signature

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3. **Letter of motivation**

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4. **University entrance qualification**   
 (e.g. Abitur, A-level, or any other qualification that enabled your entry to a university)

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5. **Completed university degree** 
  - Certified! copy of Degree Certificate
  - Certified! copy of Official Academic Transcript/ record of results
  - Diploma Supplement/ Module content/ Yearbook descriptor from your institution for all modules completed

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6. **Proof of work experience for at least one year after your university degree**   
 in business administration, technology or IT  
 This can be an employer's reference, letter of recommendation,...

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7. **Certificate of English proficiency**   
 (at least level C1 CEFR/ IELTS score 7/ TOEFL score 95/ CAE, or other)  
 If you do not have proof of your English language skills a chargeable test can be taken at the Hochschule Ludwigshafen

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8. **Certificate of de-registration** (all of your previous enrolments at a university in Germany)   
**Certificate of non-objection** (only in case you dropped out of a university in Germany)

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9. **Certificate of health insurance**   
 if you are younger than 30 years

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10. **Residence permit or Schengen visa** for the in-class periods (if required)

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