

Apply now!

# 3 steps to get started



## Step 1

**Register your personal data and educational background in the application form.**

## Step 2

Please send the completed and signed application form as well as all necessary documents as certified copies by mail to [incomings@fom.de](mailto:incomings@fom.de):

- **Authenticated copy of General university entrance qualification certificate**
- **Curriculum vitae**
- **Authenticated copy of Bachelor degree certificate (for details check the admission requirements)**
- **Authenticated copy of Transcript of records Bachelor's degree**
- **If applicable: Authenticated copy of Master degree and diploma**
- **Proof of sufficient English language skills (at least B2 proficiency level – for details check the admission requirements)**
- **Proof of professional activity for at least 1 year after completion of the bachelor degree (prerequisite)**
- **Scan of passport**

Please always enter your full name as it is mentioned in your passport. If you do not have a last name, please enter “-”.

All documents must be in German or English. If your original document is written in another language, you must have your document translated by a certified translator. Please then send a certified copy of the original and the certified translation when applying.

Please send all documents as one PDF and name the file as followed: Last name, first name\_Study programme (e.g. Smith, Jane\_Big Data and Business Analytics).

### Note: Where can I have my documents certified?

- issuing institutions, e.g. schools, universities and language schools,
- the Ministry of Education in your home country
- the German embassies and consulates,
- the cultural department of the embassy of the country from which the certificate originates,
- the authorities and notaries who are authorised to carry out official certification in your home country.

**Important:** Translators are not allowed to certify documents in the original language.

## Step 3

After the successful admission, the originals and authenticated documents as well as the originally signed registration form need to be handed in at the International Office.



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