Please make sure that the following formal requirements are fulfilled.

1. **Was the application in due form?**
   - a) Has the **online application** including the complete answers to the specific questions belonging to the application been submitted to uni-assist? **[ ]**
   - b) Has a signed print-out of the completely filled **application** from a) been sent by mail to uni-assist? **[ ]**

2. **Were all necessary documents received completely and in due time?**
   All degree certificates and transcripts of records must be submitted as a translation as well as in the original language by April 30. If the original language is English or German, a translation is not required.

   **Translation requirements:**
   University of Ulm does not require authenticated copies for the application for the Master Programme in Finance. So the submission of simple copies is sufficient. You can either upload electronic copies via your online account at uni-assist, or send paper copies. It is not necessary to submit both electronic and paper copies of the documents.

   - a) If you have obtained your Bachelor or equivalent degree:
     - Copy of your Bachelor or equivalent degree. **[ ]**
     - Copy of your final Bachelor certificate (final transcript containing an overview of subjects and grades for your entire course of study). **[ ]**
     - Information on the grading scale indicating the minimum grade for passing the Bachelor or equivalent degree as well as the maximum grade. If this information is not given in the Bachelor certificate/transcript, it must be provided separately on an official document or letter. **[ ]**

   - b) If you have not yet obtained your Bachelor or equivalent degree:
     - Copy of your current transcript containing all the current subjects and grades up to the date of application. **[ ]**
     - Information on the grading scale indicating the minimum grade for passing the Bachelor or equivalent degree as well as the maximum grade. If this information is not given in the Bachelor certificate/transcript, it must be provided separately on an official document or letter. **[ ]**

   If you are accepted in the programme, you have to present your bachelor or equivalent degree and transcript in any case on enrolment in October.

   - c) **Proof of English proficiency**
     - e.g. TOEFL iBT=88, IELTS=6.5, or official letter that your Bachelor was taught entirely in English **[ ]**
     - (In the case of admission this proof may be handed in on enrolment in October)

   - d) Only for applicants from China, Vietnam or Mongolia:
     - Certificate of the Academic Evaluation Centre (APS) **[ ]**
     - (In the case of admission the proof of the APS certificate which testifies your Bachelor degree may be handed in on enrolment in October).