

## Read this first!

### Some important general notes:

- Before applying, you should study carefully the website of the program (including the FAQ for applicants)!

[https://www.wiwi.uni-jena.de/master\\_economics.html](https://www.wiwi.uni-jena.de/master_economics.html)

**Make sure that this is really the program which suits your goals and interests!  
Make sure that you understand that this is not a program in Business Administration, Accounting, Finance, or Management.**

- Please note that the application process is exclusively handled by the *Master Service Centre* (MSC), neither by the School of Economics, nor by the program coordinator.
- Applications after the deadline (15<sup>th</sup> of July) are not possible.

### Important notes about the uploaded application documents:

- Make sure that scanned PDF files are *readable*.
- Do *not* upload the same documents *multiple* times.
- Do *not* upload term papers, seminar papers etc.! This increases file size and processing time, and will not be considered by the admission commission.
- Recommendation letters are *not* important.
- Documentation of practical job experiences are *not* important because it is a research-oriented master program. Exception: experiences in academic and research institutions.
- Keep your motivation letter short (1 page).
- You can apply even if the documents are not yet complete (e.g. in many cases the diploma certificate is available after the application deadline). Send the missing documents as soon as possible to the MSC, even after the deadline.
- If you can prove that the language of instruction in your previous study program was English, we will consider this as equivalent to the required English test.

### What happens then?

- After you have sent your documents to the MSC, it will check them, translate the grades into our grading system and check the formal requirements. Afterwards, the admission commission has access to your documents in the application database and will start to assess your pre-education in economics, mathematics, and statistics. The commission then indicates its decision in the database, and the MSC will inform you about the result.
- This happens *continuously*, i.e. we will not wait until the application deadline. Therefore it is not possible to speed up the process for particular applications. Documents are processed, and decisions are made *as soon as possible*! Note, that about 80-90% of the applicants need a visa and therefore require an early decision.
- We have a very large number of applications which exceeds our capacities drastically. Therefore, we apply our criteria in a strict manner.

**Final hint:** the faculty does not charge any tuition fees but also does not provide any scholarships. *Please make sure that you will be able to finance your study.*