

Master's Application Guide for international Students

M.Sc. Business Administration, M.Sc. Economics, M.Sc. Real Estate

FAKULTÄT FÜR WIRTSCHAFTSWISSENSCHAFTEN



Universität Regensburg

Documents to prepare in advance

- ✓ **Qualification for higher education**
- ✓ **University entrance examination**
- ✓ **Transcript of Records**
- ✓ **Module Descriptions**
- ✓ **Degree Certificate**
- ✓ **Grading Scale**
- ✓ **Copy of ID**
- ✓ **Current CV (curriculum vitae)**
- ✓ **Proof of English language proficiency (minimum level B2)**
- ✓ **Proof of German language proficiency (DSH-2 or A1 for M.Sc. Economics)**

Step 1: Registration

The screenshot displays the 'Campus portal of the University of Regensburg'. At the top, there is a navigation bar with links for 'Home', 'Admission/Enrollment', 'Courses and Programs', 'Organisation', and 'Service'. Below this, the main content area is titled 'Choose your portal' and contains several options:

- Apply and enroll as student** (green button): Start your self-registration. Registered applicants can log in directly (top right).
- Register as doctoral student** (orange button): Start your registration as a doctoral student.
- Students' portal** (blue button): For UR students (Login).

Below the 'Choose your portal' section, there is another section titled 'Informations about Courses at the University' with options like 'Show university course catalog', 'Search for courses', and 'Search for persons'.

1. [Open the application portal of the University of Regensburg \(SPUR\)](#)
2. Select the Option „**Apply and enroll as student**“

Step 1: Registration

Enter your personal information

Home Admission/Enrollment Courses and Programs

Edit Dationicary Show extended information

Campus portal of the University of Regensburg

Online application and enrolling
Dear prospective student,
 Many thanks for your interest in studying at our university!

- General information on the *programs available* at the University of Regensburg and *help on applying and enrolling* can be found at the [our Registrar's Office](#).
- International students* can get further information at our [International Office](#).

For applicants in the dialogue-oriented service procedure for the first semester in the state examination program for Dentistry, please register with [hochschulstart.de](#).

1) Self-registration – ONLY if you have *never* been enrolled at the University of Regensburg:

- Use "Create an account" to create an account for your application. After entering your contact data, you will receive the login data by email.
- Take good care of your *login data (username and password)*; you will need it right the way through to the end of the online enrollment!
- Students currently enrolled at University of Regensburg, please log on using your computer center account and use the SPUR function "Admission/Enrollment".
- Persons who have previously been enrolled at the University of Regensburg please send an email to studierendenkanzlei@ur.de giving your personal information (surname, first name, date of birth). We will then create an account for you to apply with and send the data to you by email.

2) Applying
Application deadline: January 15
 for undergraduate courses (bachelor's degree, teaching degrees and those leading to state examinations) with local restrictions on numbers or international applicants.

- Note: First semester applications for Dentistry from EU applicants take place centrally via [hochschulstart.de](#). Applicants from outside the EU, however, should NOT use hochschulstart.de, but rather our campus portal here.

The application deadlines for master's degree programs depend on the subject
 Use this portal to make applications for any of the following programs:

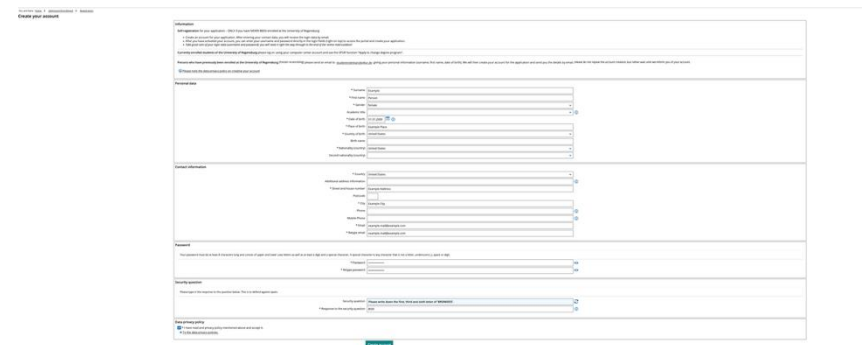
- Biology (applications for the winter semester by June 15, for the summer semester by December 15)
- Mathematics (applications for the winter semester by June 1, for the summer semester by December 1)
- Psychological Science; Psychology; Biological Psychology, Clinical Psychology and Psychotherapy (applications for the winter semester by July 31; certificates can be submitted later, between July 1 and September 15)
- applications for all other master's programs are decentralized, run by the relevant subject.

3) Enrolling for programs without restricted admission or where admission has been granted:

- During the enrollment period: apply to enroll (with a photograph for the UR card), transfer the semester fee, and upload the documents required.
- If you have submitted all the documents needed to enroll, and if you have fulfilled all the prerequisites of enrollment, your application can be successfully processed. This takes at least 2-3 weeks. After this, your application will change status to "enrolled".
- You can then use the function **My Studies / Student Service / Certification** to download the **welcome letter** with your Computer Center account giving you access to all the University of Regensburg systems.

Create an account!
 Create an account and chose your login data.
 If you already have an account, login to the portal using the fields at the top of the page with your username and password.

Click on „**Create an account!**“ and enter your personal information



The screenshot shows a web form for creating an account. At the top, there are fields for 'Name', 'Email', and 'Password'. Below these are several dropdown menus for selecting 'Country', 'Institution', and 'Program'. A red arrow from the text above points to a green button at the bottom of the form labeled 'Create an account'.

Step 1: Registration

Activate your applicant account

You are here: [Home](#) > [Admission/Enrollment](#) > [Registration](#)

Registration

Thank you for creating your account.

We have just sent you an email. Please follow the instructions in the mail in order to activate your account. If you do not receive an email within 30 minutes, please check your spam folder.

If you already have an account

- If you are registered with this e-mail address and you have activated your account, please use the link "Forgot login data?" or contact your university.

[verify your email](#)

Welcome Person Example,

We have reserved the following username for you to carry out your online application and enrollment at the University of Regensburg:

Username: example

This is to be used together with the password you chose.

Please take good care of your access data (username and password) as you will need them right the way through until your enrollment is completed. Ideally, you can save this email locally so that it is not automatically deleted from your inbox, and you can note your password too.

You can use this access data to login to the University of Regensburg's campus portal. But first you will need to confirm this email address using the following link:
https://rw1.uni-regensburg.de/qisserver/pages/psv/selbstregistrierung/pub/mailverifizierung.xhtml?_flowId=selfRegistrationVerification-flow&token=44fd4019-e8c0-4c43-a665-c0a19af376e5&navigationPosition=hisinoneapp_studi_no_login_mailVerification

Should your email program not display a direct link, please copy the whole line into your browser's address bar. Alternatively, you can enter the following activation code on the 'Email verification' page: 44fd4019-e8c0-4c43-a665-c0a19af376e5

This email was generated automatically. Please do not reply to it.

If you have any questions please contact

University of Regensburg

Registrar's Office

Email: studierendenkanzlei@ur.de

Telephone: 0941/943-5500

<http://www.uni-regensburg.de/studium/studierendenkanzlei/>

After registration, you will receive an email with your login details and an activation link or activation code.

Keep this information safe.

Step 1: Registration

Activate your applicant account

Home **Admission/Enrollment** Courses and Programs Organisation Service Desktop-PC View

Edit Datadictionary Show extended information

You are here: Home > Admission/Enrollment > Registration

Registration

Verify your email address

Please type in the activation code from the registration mail.
You received the unlock code by email.

* Activation code

Home **Admission/Enrollment** Courses and Programs Organisation

Edit Datadictionary Show extended information

You are here: Home > Admission/Enrollment > Registration

Registration

Your email address has been successfully verified.

Please sign in with the username you received by email (not with your email address) and your password.

Username

Password

Activate your account using the link or code from the email you received, and log in to the application portal.

Step 2: Start Application

Home My Studies Courses and Programs Organisation Service Desktop-PC View Deutsch

Edit Databictionary Show extended information

Campus portal of the University of Regensburg

My application Edit Databictionary Show extended information

Dear prospective student,
Welcome to the University of Regensburg - please take note of the following tips for your application and enrollment with us:

Choosing a program

General information on the programs available at the University of Regensburg and help applying and enrolling can be found at the website of the university's [Registrar's Office](#). International students can get further information on applications at the [International Office](#). We recommend taking a look at our [course catalog](#), where, along with the courses offered, you can find the contact details of the course-related student advisory services.

Applications

Applications are necessary for all **programs with restricted admittance** and for all **applicants who qualified abroad for admission to institutions of higher education**, as for these applicants the admission requirements also need to be checked for programs without restrictions on admittance. The admission restrictions can vary in different semesters. The Registrar's Office provides an [overview of the programs](#). For those programs with restricted admission you can also see the [grade cut-offs](#) from the previous admission process (this is only relevant for applicants from within the EU).

- The closing date for applications for the winter semester is **July 15**. For applications for the summer semester, it is **January 15**.
- If you have taken part in the application process with a valid application, then after the allocation of places has taken place you will receive a **notification of admission or rejection** within the portal. Please take note of the information on how to proceed further and the deadlines for enrolling in the letter of admission. **When the deadline for enrolling passes, your approval for admission expires!**

Master's degree programs:

Applications for master's degree programs are made using this portal for the following subjects:

- Biology (applications for the winter semester by June 15, for the summer semester by December 15)
- Mathematics (applications for the winter semester by June 1, for the summer semester by December 1)
- Psychological Science: Psychology, Biological Psychology, Clinical Psychology and Psychotherapy (applications for the winter semester by May 31; certificates can be submitted later, between July 1 and September 15)
- applications for all other master's programs are decentralized, run by the relevant subject.

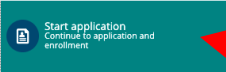
Enrolling

- You can enroll for your chosen program if all your subjects do not have restricted admission, or you have been admitted to a program with admission restrictions.
- For some subjects without restricted admission, placement tests or eligibility tests may be necessary. See the [Registrar's Office's overview of programs](#).
- Enrollment is possible during the **enrollment period**. Apply to enroll (including a photo for your UR card), transfer your semester fee and upload all the documents needed. Applications received before the enrollment period will only be processed when this starts.
- If the documents you have submitted are complete, and you have fulfilled all the preconditions, you will be enrolled as a student within the **enrollment deadline in force** (it takes about two to three weeks after the submission of your application).
- After your enrollment has been completed, your application will change status to "enrolled". You can then use the function **My Studies / Student Service / Certification** to download the welcome letter with your Computer Center account giving you access to all the University of Regensburg's systems.

We look forward to your enrollment. Please do not hesitate to contact us in case of queries.

For applicants with German qualification for admission to institutions of higher education:
Studierendenkanzlei / Registrar's Office
Email: studierendenkanzlei@ur.de
Telephone: 0941/943-5500

For applicants who qualified abroad for admission to institutions of higher education:
International Office
Email: international.degree-student@ur.de
Contact person:

 Start application
Continue to application and enrollment

Click on „Start application“

Step 2: Start Application

Home My Studies **Courses and Programs** Organisation Service

Edit Datadictionary Show extended information

You are here: Home > Courses and Programs > Admission/Enrollment

Admission/Enrollment : e-mail notifications and consents

Enable email notifications?

You receive notifications by email concerning your application and new documents in the application portal.
The email notifications keep you informed of changes in your status and the details of your application.
We recommend that you activate email notification, so that you do not miss critical deadlines or messages.

Would you like to be informed about changes concerning your application and studies by e-mail?
[Additional information...](#)

* Enable email notifications?

Yes, enable email notifications

No, I inform myself independently

Save selection

Home My Studies **Courses and Programs**

Edit Datadictionary Show extended information

You are here: Home > Courses and Programs > Admission/Enrollment

Admission/Enrollment

Applying for semester

Please select your preferred application semester

At the moment it is possible to apply for different semesters. Please select the semester in which you wish to begin your studies.

* Semester

Start application

Recommended: Activate email notifications and save your selection.

Choose your desired start semester and continue by clicking „**Start Application**“.

Step 2: Start Application

Home My Studies **Courses and Programs**

Edit Datadictionary Show extended information

You are here: [Home](#) > [Courses and Programs](#) > [Admission/Enrollment](#)

Admission/Enrollment

Applying for semester: ⓘ

There are no documents in your inbox yet. ⓘ

Applications in preparation

To apply for admission click the "Add application" button.

Chosen application term: winter semester 2025/26

+ Add a request

Click on „Add a request“

Step 2: Start Application

Choose a program

Home My Studies **Courses and Programs** Organisation

Edit Datadictionary Show extended information

You are here: [Home](#) > [Courses and Programs](#) > [Admission/Enrollment](#)

Admission/Enrollment

Applying for semester: winter semester 2025/26

General information on the programs available at the University of Regensburg and help on applying and enrolling can be found at the webpages of the university's [Registrar's Office](#).

Your choice of program

Please select the desired program. In combinatorial programs (teaching, Bachelor of Arts), enter the subdisciplines one by one.

In general:

- A **subject-specific** higher education entrance qualifications (fachgebundene Hochschulzugangsberechtigung) only allows a student to study specific subjects.
- **Qualification entitling holder to study at a university of applied sciences (Fachhochschulreife)** DOES NOT entitle one to study at the University of Regensburg.
- The **studienkollegs** assessment examination is not a qualification for admission to institutions of higher education. Please select your education type corresponding to your nationality.

* University entrance qualification	I AM NOT a citizen of an EU country, Iceland, Norway or Liechtenstein, and I HAVE a university entrance qualification from abroad (▼) ⓘ
* Degree	Master of Science ▼ ⓘ
* Form of studies	Consecutive Master ▼ ⓘ
* Subject	M.Sc. Business Administration ▼ ⓘ
* In which subject-related semester do you want to start studying?	1. subject-related semester ▼ ⓘ

◀ To overview → Next

1. Select where you obtained your higher education entrance qualification.
2. Choose the **degree you are aiming for** (in this faculty, always: Master of Science).
3. Indicate whether the program is a consecutive master's (i.e., based on your previous degree).
4. Select your desired field of study and the semester you wish to begin with (usually the 1st semester).

Step 2: Start Application

Provide your entrance qualification details

Enter the details of your higher education entrance qualification

Important: Enter '7' in the 4th field if you acquired your entrance qualification abroad.

Upload your qualification.

If not in German, English, or French, include a certified translation.

Optionally, upload a university entrance exam if available.

Home My Studies **Courses and Programs** Organisation Service

Edit Datadictionary Show extended information

You are here: [Home](#) > [Courses and Programs](#) > [Admission/Enrollment](#)

Admission/Enrollment - Application #1 M.Sc. Business Administration, 1. subject-related semester
 Applying for semester: winter semester 2025/26

Entrance qualification [Help](#)

Please enter your university entrance qualification data here. The university entrance qualification entitles you to study and is usually obtained through the school leaving certificate, e.g. from a high school or technical high school. A vocational qualification can also prove a university entrance qualification.

* Acquired in: Abroad

* Country: United States

* Type of entrance qualification: Entrance qualification acquired abroad

* If your average grade is from a foreign system, please enter "7": 7

Date of acquisition: 01/01/2023

[← To overview](#) [Next →](#)

Upload documentation on qualification for higher education

Please upload further documentation of your qualification to at institutions of higher education obtained abroad.

Please upload your school-leaving certificate with an overview of your grades (e.g. baccalaureat, Lise diplomasi, Matura). Should your school-leaving certificate not be in German, French or English, please include a certified translation as further pages in the same document (max file size: 10 MB).

* Upload qualification for higher education:

Should you have taken a university entrance examination, please upload the documentation. If this is not in German or English, please include a certified translation as further pages in the same document.

Upload university entrance examination:

[← To overview](#) [Next →](#)

Step 2: Start Application

Subject-specific information

Edit Datadictionary Show extended information

You are here: [Home](#) > [Courses and Programs](#) > [Admission/Enrollment](#)

Admission/Enrollment - Application #1 M.Sc. Business Administration, 1. subject-related semester

Applying for semester: winter semester 2025/26

Information on the application for M.Sc. Business Administration

Application deadline:

- June 01 for the following winter term
- December 01 for the following summer term

For your application, you need the following documents in electronic form:

All applicants:

- Certificate of completion of a course of study qualifying for the Master's degree (or a certified proof of grades amounting to at least 150 Credit Points, if you have not yet completed your studies)
- Curriculum vitae
- Proof of knowledge of the English language on level B2
- Supporting documents, e.g. on relevant internships

Applicants who did not obtain their university entrance qualification or first degree in Germany, additionally:

- School leaving certificate
- Copy of passport
- APS certificate for applicants with a Bachelor's degree from China, India, Vietnam
- letter of motivation

If necessary, you can edit your application again during the application period and correct or supplement information.
[You can find further information on the homepage of the faculty for economics and business science.](#)

If you have any questions regarding your application, please contact the Student Advisory Service at studienberatung@wiwi.uni-regensburg.de

* Have you read the information relating to applications for this degree?

[← To overview](#) [← Back](#) [Next →](#)

Read and confirm the displayed subject-specific information

Step 3: Details about previous studies

You are here: [Home](#) > [Courses and Programs](#) > [Admission/Enrollment](#)

Admission/Enrollment - Application #1 M.Sc. Business Administration, 1. subject-related semester

Applying for semester: winter semester 2025/26

Details of previous program

Use this page to fill in details of your first degree program which you are using to apply for the master's subject (bachelor's program or equivalent such as *Bakalavr, Laurea, Licence, Lisans Diplomas*).

Please enter the name of the degree program, e.g. "B.Sc. Psychology" or "B.Sc. Mathematics"

* Name of program

Please select the university, if you studied in Germany.

Place and university (in Germany)

If your university is not listed, then please write it in the text field.

Other place of study: Name of university, city

Select the country in which you studied

* Country in which you studied


Do you also wish to include credits from a *further degree program* in your application?

* Credits from another program

Have you already been accepted for this program at the University of Regensburg in a previous semester?

If yes, please upload your previous letter of acceptance / admission.

Upload previous acceptance certificate

 Choose file (click here or drop in here)

[← To overview](#)

[← Back](#)

[→ Next](#)

Provide details about your first degree (usually a Bachelor's degree).

- If you have already completed additional coursework that you wish to have recognized, you can include this information as well.
- If you have previously been admitted to a Master's program at the University of Regensburg, please upload the admission letter from that time.

Step 4: Details of credits from previous program

Home My Studies **Courses and Programs** Organisation Service

Edit Data Dictionary Show extended information

You are here: [Home](#) > [Courses and Programs](#) > [Admission/Enrollment](#)

Admission/Enrollment - Application #1 M.Sc. Business Administration, 1. subject-related semester

Applying for semester: winter semester 2025/26

Details of credits from previous program

Please fill in the details of the courses and examinations you took in your previous program.

Please upload your **Transcript of Records (ToR)**.
Should your transcript not be in German or English, please also include a certified translation as additional pages in the same file.

* Upload Transcript of Records:

Please enter the number of ECTS (credit points) you have achieved so far.

* Number of ECTS achieved so far:

Do you already have your degree certificate for this program?

* Do you already have your degree certificate?

If your previous program was **not** at Universität Regensburg, you need to provide further information.

- Please provide a link to the university's website which contains a description of modules in the relevant program (insofar as such exists in German or English).

Link to module descriptions:

- Should there be no website with this information, you can upload official documentation of the module descriptions. When this documentation is not in German or English, please include a certified translation of the original as further pages in the same document.

Upload module descriptions:

If you have studied abroad, you need to add the following information:

- Provide a link to the general homepage of the university.

* Link to the university's general homepage:

- How long is the standard period of study for this program?

* Standard period of study in semesters:

How many credit points (ECTS) does the program contain in total?

* Total number of credits:

Upload your Transcript of Records

Enter total earned credits/ECTS.
Indicate whether your degree has been awarded yet

Provide a link or upload of course descriptions (required if not from Uni Regensburg)

If studied abroad, also provide:

- Link to your university
- Standard program duration
- Total credits of the program

Step 5: Degree certificate and grade

Home My Studies **Courses and Programs** Organisation Service

Edit Graduation Show extended information

You are here: [Home](#) > [Courses and Programs](#) > [Admission/Enrollment](#)

Admission/Enrollment - Application #1 M.Sc. Business Administration, 1. subject-related semester

Applying for semester: winter semester 2025/26

Degree certificate and grade

Please enter the details of your degree certificate (bachelor's degree or equivalent such as *Bakalavr, Laurea, Licence, Lisans Diplomas*).

Upload your degree certificate or equivalent documentation.
If your certificate is not in German or English, please also include a certified translation as further pages in the same document.

* Upload degree certificate

If your degree was taken abroad, please fill in the details of the grading scale used and enter the grade given on the certificate. This will be converted to the German grading system in the background.

* Grading scale (from - to)	<input type="text" value="0-100"/>
* Lowest pass grade	<input type="text" value="60"/>
* Highest grade possible	<input type="text" value="100"/>
* Your grade	<input type="text" value="80"/>

Only in case the grading scale is not documented on your transcript of records or your degree certificate:

- Document the grading system by providing a link to the university website which describes it (if such is available in German or English).

Link to grading scale

- Should there be no website available, please upload official documentation of the grading scale here. If this documentation is not in German or English, please also include a certified translation as further pages in the same document.
- If there is no official documentation, you will need a program coordinator or specialist advisor from your university to complete the form "[Confirmation of program of study and grading system](#)", and confirm it with stamp and signature, so that you can upload it here.

Upload grading scale or confirmation form

« To overview ← Back → Next

Upload your degree certificate.

Provide grading scale details:

- Full range
- Minimum passing grade
- Best possible grade
- Your actual grade

Upload or link to your institution's grading scale.

Step 6: Further personal details

Home My Studies **Courses and Programs** Organisation Service

Edit Databictionary Show extended information

You are here: [Home](#) > [Courses and Programs](#) > [Admission/Enrollment](#)

Admission/Enrollment - Application #1 M.Sc. Business Administration, 1. subject-related semester

Applying for semester: winter semester 2025/26

Further personal details

Upload further documentation of personal details here

* Upload copy of ID ⓘ

* Upload cv ⓘ

[← To overview](#) [← Back](#) [→ Next](#)

Upload a copy of your ID and CV

Step 7: Language Skills Certificates

Home My Studies **Courses and Programs** Organisation

Edit Data Dictionary Show extended information

You are here: [Home](#) > [Courses and Programs](#) > [Admission/Enrollment](#)

Admission/Enrollment - Application #1 M.Sc. Business Administration, 1. subject-related semester
 Applying for semester: winter semester 2025/26

English language skills

* Level reached

* Upload documentation of English language skills

ⓘ

[← To overview](#) [← Back](#) [→ Next](#)

Indicate and upload proof of your English proficiency. B2 level is required.

Home My Studies **Courses and Programs** Organisation

Edit Data Dictionary Show extended information

You are here: [Home](#) > [Courses and Programs](#) > [Admission/Enrollment](#)

Admission/Enrollment - Application #1 M.Sc. Business Administration, 1. subject-related semester
 Applying for semester: winter semester 2025/26

German language skills

* Level reached

Upload documentation of German language skills

ⓘ

[← To overview](#) [← Back](#) [→ Next](#)

Indicate and upload proof of your German proficiency. D2H-2 level is required (Economics: A2-Level)

Step 8: Subject-Specific Information

Edit Data Dictionary Show extended information

[How we have items](#) > [Courses and Programs](#) > [Admission/Enrollment](#)

Admission/Enrollment - Application #1 M.Sc. Business Administration, 1. subject-related semester

Applying for semester: winter semester 2025/26

Further information for Business Administration

Please provide details for your courses absoloved in business administration to the extent of at least 48 ECTS.

Course 1 - Title	Example Course
Credits/ECTS	Example Credits
Grade	Example Grade
Course 2 - Title	
Credits/ECTS	
Grade	
Course 3 - Title	
Credits/ECTS	
Grade	
Course 4 - Title	
Credits/ECTS	
Grade	
Course 5 - Title	
Credits/ECTS	
Grade	
Course 6 - Title	
Credits/ECTS	
Grade	
Course 7 - Title	
Credits/ECTS	
Grade	
Course 8 - Title	
Credits/ECTS	
Grade	
Course 9 - Title	
Credits/ECTS	
Grade	
Course 10 - Title	
Credits/ECTS	
Grade	
Grade of your bachelor's thesis	Example Grade

Please enter the grade of your bachelor's thesis here if it has already been assessed.

[To overview](#) [Back](#) [Next](#)

Please indicate your strongest academic achievements in the relevant areas:

- **Business Administration:** at least 48 ECTS (if your overall grade is between 2.5 and 2.8, your Bachelor's thesis should be related to Business Administration)
- **Economics:** at least 20 ECTS in fundamentals, optionally 20 ECTS in advanced topics, and 15–30 ECTS in methodology
- **Real Estate:** 12 ECTS in Economics, 12 ECTS in methodology, and optionally 5 ECTS or an internship in the real estate sector

Step 9: Asylum Status

Home My Studies **Courses and Programs** Organisation Service

Edit Datadictionary Show extended information

You are here: [Home](#) > [Courses and Programs](#) > [Admission/Enrollment](#)

Admission/Enrollment - Application #1 M.Sc. Business Administration, 1. subject-related semester

Applying for semester: winter semester 2025/26

details of application for asylum

* Have you applied for asylum in Germany?

[← To overview](#) [← Back](#) [Next →](#)

Indicate whether you have applied for asylum in Germany

Step 10: Review and Submit

Home My Studies **Courses and Programs** Organisation Service

Edit Data/questionary Show extended information

You are here: [Home](#) > [Courses and Programs](#) > [Admission/Enrollment](#)

Admission/Enrollment - Application #1 M.Sc. Business Administration, 1. subject-related semester
Applying for semester: winter semester 2025/26

Your application - Application #1

Please check your details in the following overview.

- When all the details are correct, you confirm this by clicking on **Submit application**.
- Should you find errors in your details, DO NOT submit your application, but go back to the overview. Make any changes required there. The program applied for cannot be changed. Instead, should you wish to change the details of your application, or if you notice a mistake, you will need to **withdraw** a submitted application. After this you can go to **Edit application**, make your changes and then submit your application again.

The application can be submitted up until Sep 30, 2025.

Application #1	Suitability Assessment Procedure	Status of requested subject: In preparation
M.Sc. Business Administration, 1. subject-related semester		

Entrance qualification

Type of entrance qualification	Entrance qualification acquired abroad
Average grade	7.0
Date of acquisition	01/01/2023
Acquired in	United States

Upload documentation on qualification for higher education

Please upload further documentation of your qualification to at institutions of higher education obtained abroad.

Please upload your school-leaving certificate with an overview of your grades (e.g. baccalaureat, Lice diploma, Matura). Should your school-leaving certificate not be in German, French or English, please include a certified translation as further pages in the same document (max file size: 10 MB).

Upload qualification for higher education	Qualification for higher education pdf
Should you have taken a university entrance examination, please upload the documentation. If this is not in German or English, please include a certified translation as further pages in the same document.	
Upload university entrance examination	University entrance examination.pdf

Information on the application for M.Sc. Business Administration

Application deadline:

- June 01 for the following winter term
- December 01 for the following summer term

For your application, you need the following documents in electronic form:

All applicants:

- Certificate of completion of a course of study qualifying for the Master's degree (or a certified proof of grades amounting to at least 150 Credit Points, if you have not yet completed your studies)
- Curriculum vitae
- Proof of knowledge of the English language on level B2
- Supporting documents, e.g. on relevant internships

Check your entries and scroll to the bottom of the page.

Further personal details

Upload further documentation of personal details here

Upload copy of ID	Copy of ID.pdf
Upload cv	CV.pdf
Language skills	B2
Documentation of English Language Skills	Documentation of English Language Skills.pdf
Level reached	B2
Documentation of German language skills	Documentation of German Language Skills.pdf

Further information for Business Administration

Please provide details for your courses absorbed in business administration to the extent of at least 48 ECTS.

Course 1 - Title	Example Course
Credits/ECTS	48
Grade	80.0

Please enter the grade of your bachelor's thesis here if it has already been assessed.

Grade of your bachelor's thesis	80.0
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details of application for asylum

Have you applied for asylum in Germany?

	no
--	----

Confirm details and submit application

I hereby confirm that the data entered is correct.

[← To overview](#) [← Back](#) [→ Submit application](#)

The application can be submitted up until Sep 30, 2025.

Confirm your information by ticking the checkbox and click on „Submit Application“.

View Application Status

The screenshot displays the SPUR portal interface. At the top, there is a navigation bar with links for Home, My Studies, Courses and Programs (highlighted), Organisation, and Service. Below this, there is a breadcrumb trail: Home > Courses and Programs > Admission/Enrollment. The main section is titled "Admission/Enrollment" and includes a dropdown menu for "Applying for semester:" set to "winter semester 2025/26 - 1 Request". A message states "There are no documents in your inbox yet." Below this, the "Application submitted" section is visible, featuring a table with one application entry. The table has columns for the application name, the subject, and the status. The status for the application is "Received". A red arrow points to the "Received" status. Below the table, there are links for "Show details", "Cancel and edit application", and "Cancel application". At the bottom, there is a section for "Applications in preparation" with a button to "Add a request".

Home My Studies **Courses and Programs** Organisation Service

Edit Datadictionary Show extended information

You are here: [Home](#) > [Courses and Programs](#) > [Admission/Enrollment](#)

Admission/Enrollment

Applying for semester: winter semester 2025/26 - 1 Request

There are no documents in your inbox yet.

Application submitted

Application #1 Status of application: **Received**

M.Sc. Business Administration, 1. subject-related semester	Suitability Assessment Procedure	Status of requested subject: Received
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[Show details](#) [Cancel and edit application](#) [Cancel application](#)

- You can track the current status of your applications directly here in our applicant information service.
- Please make sure email notifications are enabled (on the right side) to receive mails about status changes.
- If you have chosen a study program managed by the Admissions Service Center it is also possible to keep informed via hochschulstart.de. Please note that the information and any changes displayed at hochschulstart.de may be time-delayed.

Applications in preparation

To apply for admission click the "Add application" button.

Chosen application term: winter semester 2025/26

[Add a request](#)

You can check the current status of your application at any time in the SPUR portal.

If notifications are activated, you will also be informed of any updates via email.