Application Instructions
for MMM-Students for a Double Degree of the Business School
(in cooperation with the International Office)

Application Deadline 30 September 2017

This document serves students in the Mannheim Master in Management (MMM) program as a general guide for the completion of the application for a Double Degree program.

Please save this document or print it. In case of questions, please always refer first of all to this document!

Contents
How Can I Find Information? ........................................................................................................ 2
Application Requirements .................................................................................................................. 2
Nationality, Visa Issues and admittance at the Partner University ..................................................... 2
Application Documents ................................................................................................................ 2
   General Information about the Application Documents ................................................................. 2
   Overview of Application Components (Checklist) ......................................................................... 3
Application Components ................................................................................................................. 4
Packaging of the Application Documents ......................................................................................... 7
Handing in the Application .............................................................................................................. 7
Confirmation of Application Receipt ................................................................................................ 7
Submittting Documents after the Deadline ....................................................................................... 7
Selection Process .......................................................................................................................... 8
Selection Criteria / Chances ............................................................................................................. 8
In case of acceptance ..................................................................................................................... 9
In case of denial ............................................................................................................................. 10
Further information ..................................................................................................................... 10
How Can I Find Information?

Must read: Please inform yourself thoroughly on the study schedules and core courses of the Double Degree programs on the website of the Business School (Website of the business school > International > Double Degree Programs)

Make sure you attend the information session that the Business School will be offering concerning the Double Degree program! The Business School will inform you about this session via the Masters-Newsletter (will be sent to you automatically) and on its website.

Application Requirements

1. Enrolment in the first semester of the MMM at the University. For your information: MMM students will not be granted an academic leave of absence (Urlaubssemester) before or during their study abroad period.

2. Submitting a completed application on time – both online and as a hardcopy.

Nationality, Visa Issues and admittance at the Partner University

- Visa issues: Please inquire early on about the visa regulations at the embassy of your potential host country/countries, especially if you do not possess a German or EU nationality – sometimes visa requirements can be extremely difficult to fulfill.

- Double degree in your home country: Please note that some partner universities do not accept double degree students who are citizens of the respective host countries. If you would like to apply for an exchange program in a country of which you are a citizen, please talk to a representative of the Business School to see whether you are eligible for an exchange or not.

- University degree in the host country: If you possess a university degree from a university in a country where the host institution is located, please talk to a representative of the Business School to see whether you are eligible for an exchange or not.

- Previous applications at the host institution: Applications from students that have not been admitted to the regular Master’s program at the host institution will usually be rejected as a rule. It is possible that students that were admitted to the regular Master’s program at the host institution, but rejected the offer, may be rejected by the host institution for the double degree, too.

Application Documents

General Information about the Application Documents

- You need to hand in the documents mentioned below as a hardcopy and you need to upload them on the online application portal “Mobility Online” (both within the deadline). The application portal is open as of now. PLEASE PREPARE THE NECESSARY DIGITAL COPIES/SCANS IN ADVANCE, so you can upload them while doing the online application.

- All application documents should be handed in as a single copy. The letter of motivation as well as your CV must be in English. Other documents may also be handed in in German.

- It is possible to apply for up to two double degree programs. In this case, please write a letter of motivation and a study plan for each program that you wish to apply for.

- At the point of application, academic references / letters of recommendation are generally not required. Therefore, please do not hand in any academic references (even if already prepared) – they do not play a role in the selection process.

- Please hand in a COMPLETE application, it is not possible to hand in single components.

ATTENTION: Application submission is 30 September 2017 at the express service in L1, 1.
Overview of Application Components (Checklist)

Below please find a description of the individual application components.

<table>
<thead>
<tr>
<th>Nº</th>
<th>Application Component</th>
<th>Submitted in hardcopy?</th>
<th>Original required?</th>
<th>Uploaded digitally?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Online Application Form (generated in the application portal, printed and signed)</td>
<td></td>
<td>yes</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>CV</td>
<td></td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Letter of Motivation</td>
<td></td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Study Plan</td>
<td></td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Bachelor Certificate and Transcript of Records</td>
<td></td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>GMAT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Language Certificate English</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Language Certificate of local language (optional)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Other Certificates</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>In addition for ESSEC: Letter of Motivation in French (optional)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Picture (optional)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Passport (optional)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I have uploaded all documents in the application portal
I have handed in all documents as a hardcopy

Accepted formats for uploads include PDF (preferred), WORD und picture files (e.g. for your picture).

Please note: Due to technical reasons only the workflow for the regular semester abroad with the deadline of 31 October is displayed for MMM-students. This means that all documents which are additionally required or diverging for the double degree program will not be displayed as a separate step. Therefore, you must upload these documents in the step "other certificated". For the double degree, no list of priorities needs to be handed in, but instead the study plan.

An application for a semester abroad in the MMM must be handed in separately until 31 October 2017.
Application Components

1 Online Application Form (generated in the online application portal)

The application portal “Mobility Online” can be accessed from now on through the following website:
(http://www.uni-mannheim.de/io → Outgoing Students → Application → Access to Online Application).

You can log in using your regular student username and password.

For a successful application you need to take the following steps:
1. First, after logging onto the portal, you enter your personal data in the online application form as well as up to two priorities for the double degree program and the preferred time period of your study abroad (“fall semester 2018/spring semester 2019”). After making your selection, please hit “Send”. [If you want to change your selection afterwards, you can do so later in the application portal.]

**Particularity for application at USC:** Please enter here the academic year “2018/19” and the preferred time period of your study abroad “spring term 2018 and fall 2018”.

2. You will then receive a confirmation via email which includes the link to access your personal profile in the application portal. Please keep this email because you will need to access your profile later to receive information about the result of your application (information on approval or denial).

In the portal, you will see a list of steps which you will have to take in order to apply. These steps are called “application workflow”.

Please complete the steps in the application workflow and upload the application components which you prepared in advance (you will find a detailed list of these components below – you can start your preparation of these documents NOW). Afterwards please do the following:

- Print out the automatically generated application form.
- Sign the application form.
- Scan the signed application form.
- Upload the signed application form.
- Add the original of your signed application form to the rest of your hardcopy documents and hand them in (please check below for details on when and where to hand in your application).

**A Word of Advice:**
Do not wait until the last minute before you upload your documents! Ideally, you should upload them a few days before the deadline in case you have technical difficulties or other questions. That way you are less likely to miss the deadline.

2 CV in English language

Format: CV in tabular form

- Also state any work experience, internships, or extra-curricular activities.

Do not forget your signature!
### 3 Letter of Motivation

**Format:** The letter of motivation must contain your **name** and **student ID number** as a header.

- Please explain the personal and academic reasons for the double degree program which you selected.
- Overall, the letter of motivation is allowed to be **no longer than two pages**.
- If you apply for two double degree programs, please write a **letter of motivation for each program**.
- It should be clear from your letter of motivation that you have familiarised yourself with the study options at the universities and respectively the academic institutions that you have selected. The selection committee reads and evaluates every single letter of motivation.

### 4 Study Plan

**Format:** Tabular Form

- Please create a list of all courses in Mannheim and at the host institution that you plan to take in each semester.
- In case you apply for two double degree programs, please write a **study plan for each program**.

An orientation on which classes are mandatory in the double degree programs can be found in the respective study structure on the [Website of the Business School > International > Double Degree Programs > respective host institution > Outgoings](#)

Please upload the study plan in the “List of Priorities (semester abroad) / Study plan (Double Degree)” section.

### 5 Certificate of Completed Bachelor Degree Including Individual Grades

Please upload and hand in an uncertified copy of your completed Bachelor degree certificate. The certificate should include your overall grade as well as your individual course grades. If this is not the case or if the Bachelor degree is not yet available, please enclose a Transcript of Records. The Bachelor degree certificate must be handed in as soon as possible, at latest until 31 January 2018.

The selection committee reserves the right to ask for the original copies.

**Entering the overall average grade in the online application portal:**

If there is no average grade available for your current degree, please enter your overall Bachelor degree result.

### 6 GMAT

Please upload a scan of your GMAT result and add a copy to your hardcopy application. We reserve the right to compare this copy with the original document that you were required to submit for your admission to the MMM study course.

Please note: The GMAT results submitted to the admissions office as a part of your application for the MMM cannot be used as a part of this application. Therefore, you need to upload them again in your application workflow. (The same applies to any other relevant document that you may have handed in for your MMM application.)
### Proof of English Language Skills

At the time of application, you need to submit:

- Directly the required language certificate for the respective double degree program (cf. table below “In case of acceptance” for the specific requirements for each program):
  - A valid IELTS (min 7.0) or TOEFL (min 600/250/100 Paper based/Computer based/Internet based)
  OR
  - A Certificate from an institution of public education, that certifies skills according to GER (A1 - C2) (e.g. Language Certificate of the Mannheim University)

Alternatively, you can submit an IELTS/ a TOEFL that has expired at the application deadline.

The necessary proof of language skills must be handed in or uploaded in Mobility Online until 31 January (for USC until 31 October).

If at the time of the application deadline you have not submitted a language proof, you have not fulfilled the application requirements and will therefore not be considered. An exception to this are English native speakers or students who have obtained a university degree in an English speaking country. A transcript of records or a confirmation of a language class participation are not sufficient as language proof.

### Proof of Language Skills in local language (optional)

- In case that you have language skills in the respective local language of the country where the host institution is located, please provide proof with a Certificate from an institution of public education, that certifies skills according to GER (A1 - C2) (e.g. Language Certificate of the Mannheim University)

**Particularity for ESSEC:** To be accepted for the DFH scholarship a proof of French (and German) skills is required.

### Other Certificates

If you mention internships, work experience, or other similar topics in your CV, you should upload the corresponding certificates (if relevant) and attach them to your application (uncertified copies).

### For ESSEC: Additional Letter of Motivation in French (optional)

Letter of Motivation in French (if you have at least a French language level of A2).

Please upload it in the “other certificates” section.

### Picture (optional)

Please upload a picture in the online application portal (picture file, e.g. JPEG). It will automatically be printed on the application document. Alternatively, you can just glue a picture on the hardcopy application.

### Copy of your Passport (optional)

For stays abroad in non-European countries, you usually need a passport that is **still valid six months after your semester(s) abroad have ended** (information on the actual minimum validity can be obtained via the respective embassy). If you have a passport that fulfills this requirement, please upload a scan (PDF or picture file) in the application portal and add a hardcopy to your application documents. Otherwise, please remember to get a new passport in time!
Packaging of the Application Documents

1. **Sort** the application documents in the order mentioned above – unsorted documents have a negative impact on your chances.

2. Put your documents in a see-through sheet protector that is **open on two sides** – please don’t use application folders etc. as they do not improve your chances and are indeed hindering speedy processing. Envelopes are only necessary if you send your application via mail.

Handing in the Application

Application Deadline: Saturday, 30 September 2017

**Please note:** As the application deadline falls on a weekend, **we strongly recommend to finalize your application at the latest until Friday, 29 October 2017 (noon)** i.e. to receive technical or other support.

You have to submit your application in two ways:

- **Online upload** of all documents **by 30 September 2017 (noon)**

  **AND**

- Hand in your **hardcopy** in due time for the application deadline
  - either by Friday, 29 September 2017 at the **Express-Service in L 1**,
  - or via mail (date as postmarked – please inquire if your post office does postmark on holidays/weekends – make sure to hand in your application on time).

**It is your responsibility to ensure** that the online and hardcopy versions of your application are identical.

We recommend that you send your application via regular mail because the delivery via registered mail, express, and similar methods may take longer and will delay the selection process.

Opening Hours Express-Service (as of August 2017):

- Monday, Tuesday and Thursday: 10:00 a.m. – 12:00 p.m. and 1:00 p.m. – 3:00 p.m.
- Wednesday: 10:00 a.m. – 12:00 p.m. and 1:00 p.m. – 5:00 p.m.
- Friday: 10:00 a.m. – 12:00 p.m.

Postal address:

University of Mannheim
International Office
L1, 1
68131 Mannheim

Mail from abroad: If you need to send your documents from abroad, please inform the International Office in advance via e-mail at outgoings@uni-mannheim.de.

You alone are responsible for the completeness of your application. Your application will be excluded from the selection process if it is incomplete. Please use the table above to check completeness. Due to the high number of applicants, we are not able to request missing documents.

Confirmation of Application Receipt

You will receive an e-mail from the International Office confirming the **receipt** of your application documents a few days after the application deadline in which we confirm the complete and on time submission of your online and hardcopy application.

The Business School will possibly invite you for an interview via telephone or e-mail.

Submitting Documents after the Deadline

**It is not possible to hand in any documents after the application deadline.** This is necessary to speed up the selection procedure.

This does not include the exception for the TOEFL/IELTS and the certification of your Bachelor degree (see above).
Selection Process

Based on the submitted application, a pre-selection of suitable candidates is conducted. In a second step pre-selected candidates will be invited for an interview.

Further information regarding the selection process as well as specific criteria and their weighting are displayed in the study regulation (http://www2.uni-mannheim.de/studienbueros/pruefungen/pruefungsordungen/po_master_of_arts_science/stuo_mmm_doppelabschlussprogramme_2011_englisch/stuo_mmm_doppelabschlussprogramm_2satzung_en.pdf).

Due to the high number of applications that need to be processed and evaluated, we ask you not to contact us by phone or e-mail to enquire about the result of the selection process. You have to expect that this process will require a number of weeks. We will endeavour to inform you about the results as soon as possible via e-mail to your university address.

If you are accepted for a program, you have to log into the application portal and accept your exchange offering within seven days. This acceptance is binding. When getting accepted in the double degree program, your application for a regular exchange semester will not be considered any longer.

Selection Criteria / Chances

Only very general statements about the selection criteria can be made, as the individual selection committee might place their own emphasis. Generally, selection criteria are:

- Personal and professional motivation and eligibility
- Good to very good academic performance
- Very good English skills spoken and written
- Additional language skills, especially in local language of host institution (if different from English)
- Distinct intercultural and social competencies
- Extracurricular activities and work experience
- Formal correctness of the application
- Personal impression (if interviews take place)

Additional selection criteria for the double degree program with ESSEC Business School:

- For your application, a work experience of at least six months is required. At the beginning of the exchange period, nine months of work experience must be completed. Work experience can include, for example, internships, and work periods in the course of a vocational training or in a dual study system.
- A first assessment of the extent of work experience for the application is conducted by the selection committee of the University of Mannheim. The final recognition of the work experience is conducted by the ESSEC Business School before your studies. The ESSEC Business School is not committed to the assessment of the University of Mannheim.

Your chances of being selected for a (certain) study abroad program with one of our partner universities cannot be estimated beforehand. Whether you are offered a spot at all (and at which partner university) also always depends on your fellow applicants. Moreover, the number of applicants can vary considerably from year to year for no apparent reason. As a consequence, we are unable to make any predictions on what your chances are.

Therefore, please refrain from asking about your individual application chances.
In case of acceptance

- **Required Language Certificates**

If you have not handed in the required language certificate(s) by the time of application, you have to do so by **January 31, 2018** (or in case of the **USC by October 31, 2017**).

<table>
<thead>
<tr>
<th>Partner University</th>
<th>Proof of language skills</th>
</tr>
</thead>
</table>
| CBS                | As proof of English skills:  
- TOEFL (IBT min. 95 or PbT min. 578 points)  
- IELTS (academic min. 6.0)  
- University degree completed in an Anglophone country |
| ESSEC              | As proof of English:  
- TOEFL (IBT min. 100)  
- IELTS (min. 7.0)  
- TOEIC (min. 850 points)  
As proof of French (and German) for the DFF scholarship:  
- Certificate from an institution of public education that certifies skills according to CEFR (e.g. Language Certificate of the Mannheim University) |
| Bocconi  
NCCU  
NHH  
Queen’s  
USC | As proof of English:  
- Certificate from an institution of public education that certifies skills according to CEFR with a min. of B2 (e.g. Language Certificate of the Mannheim University)  
- Alternatively possible: TOEFL (min. 600/250/100 PbT/Computer Based/Internet Based), IELTS (min 7.0) |

A Transcript or a certificate of attendance of a language course is not sufficient.

**REMEMBER:** the proof of language skills must **not be any older than exactly two years** at the day of the application deadline.

As soon as you have a valid TOEFL or IELTS, please upload a scan of the original in the application portal.

Please note that for Double Degree Programs there might be some different language regulations than for the regular semester abroad application.

- **Requirements for the Double Degree Program**

You have to fulfill a minimum of **60 ECTS (30 ECTS for USC)** and all core courses at University of Mannheim before going abroad. Exceptions have to be approved by the Double Degree Manager.

If you receive the notice of acceptance into a program, some host universities will request additional documents from you for your enrolment. The International Office will inform you on time concerning these documents, which could include:

- Current transcript (in English)
- Academic reference for ESSEC (Please only request this from the Business School after your acceptance by us.) Letters of recommendations can be requested on the Faculty’s Website: [https://www.bwl.uni-mannheim.de/en/home/ > programs > letters of recommendation](https://www.bwl.uni-mannheim.de/en/home/ > programs > letters of recommendation).
These documents have to be prepared and sent to the host institution after the University of Mannheim informs you to do so.

- **Course Choice and Learning Agreement**

Learning Agreements serve to facilitate the credit transfer of courses which students completed during their semester(s) abroad. Please only fill in these agreements after you have received confirmation of your acceptance into the program and after you are sure of what courses you would like to take while abroad. The right contact person for course choices and credit transfer is your school's departmental coordinator and / or the examination board.

- **Scholarship Benefits**
  - If your application is successful, you will receive *tuition-free admission* to one of our Double degree partner universities.
  - At our Erasmus partner universities (incl. Norway), *Mobility Funding* supported by the EU is generally "automatically" included. This funding varies from country to country and is usually between 150 and 250 Euro per month ("Erasmus funding"). The International Office will inform you about this funding once you receive a study abroad spot.
  - The double degree program with ESSEC is supported by the *Deutsch-Französische Hochschule* (DFH) and is linked to your acceptance into the program.
  - In addition, there are some financial aid opportunities, which are highlighted on our website in the section *Outgoing Students → Funding*. In most cases, these require a separate application.

- **Graduation**

You will obtain the 'Master in Management, M.Sc.' awarded by the University of Mannheim and a second degree awarded by the respective partner university.

---

**In case of denial**

It will not be to your disadvantage to apply for both a double degree program and a regular exchange semester at the same time. When getting accepted in the double degree program, your application for a regular exchange semester will not be considered any longer.

---

**Further information**

- **Website of the Student Service**

  Further information regarding the selection process as well as specific requirements and regulations of the Double Degree Programs are displayed in the study regulation [http://www2.uni-mannheim.de/studienbueros/pruefungen/pruefungsordungen/po_master_of_arts_science/stuo_mmm_doppelabschlussprogramm_2011_englisch/stuo_mmm_doppelabschlussprogramm_2satzung_en.pdf](http://www2.uni-mannheim.de/studienbueros/pruefungen/pruefungsordungen/po_master_of_arts_science/stuo_mmm_doppelabschlussprogramm_2011_englisch/stuo_mmm_doppelabschlussprogramm_2satzung_en.pdf)

  Please note that the most up-to-date study plans are available on the website of the Business School.

- **International Office’s Website**: [http://www2.uni-mannheim.de/io/english/startpage/index.html](http://www2.uni-mannheim.de/io/english/startpage/index.html)

  In the section "Outgoing Students", you will find a database with reports from former double degree students.

- **Contact to the partner institutions**

  Please do not contact our partner institutions until you have officially been nominated by the International Office! If you have any questions, contact your advisors in Mannheim (see below)!

- **Advice from the Business School**

  If you have any questions please contact the Double Degree Manager at the Dean’s Office of the Business School: [doubledegree(at)bwl.uni-mannheim.de](mailto:doubledegree(at)bwl.uni-mannheim.de)

---

The Double Degree Team of the Business School
Wishes you Good Luck for your Application!