

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/en/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, Business Finance, or Management.**

- Please note that the application process is handled by the *Master Service Center (MSC)*, neither by the faculty, nor by the program coordinator.
- Applications after the deadline (15th of July) are not possible.
- 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.*

If you are interested in a fast processing of your documents and a fast decision of the commission then follow these guidelines 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, Bachelor theses etc.! This increases file size and processing time, and will not be considered by the admission commission.
- Recommendation letters are *not* important and will usually *not* be considered.
- 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). Use your own words, not standard templates.
- 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.

What happens then?

- After you have uploaded your documents, the MSC 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 assess your 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 90% of the applicants need a visa and therefore require an early decision. It does not make sense to call up the MSC or the program coordinator via phone or email and ask for the current status of the admission process. This would just slow down the entire process.
- We have a very large number of applications which exceeds our capacities drastically. Therefore, we apply our criteria in a very *strict* manner.