

## **CDSE Application Requirements**

Qualification	Required	Description
Degree	Yes	In general a Master's degree is required.
Work Experience	No	<ul> <li>There is no work experience required</li> <li>Masterstudents and recent Master graduates are encouraged to apply.</li> </ul>
GRE	Yes	<ul> <li>All applicants must enter or upload test scores for the GRE (Graduate Record Examination) General Tests or GRE revised General Tests (Score Report) on the online application.</li> <li>We do not require or accept GRE subject tests.</li> <li>The GRE may not be substituted with the GMAT.</li> <li>The GRE scores should not be older than two years.</li> <li>Ask the Educational Testing Service (ETS) to report your test scores using the following ETS code: 0933.</li> </ul>
Educational History	Yes	<ul> <li>Complete educational history, starting with final degree of Gymnasium/high school.</li> <li>List of schools/universities attended, including grade point average (GPA), majors, degree (s) received, date of degree conferral.</li> <li>List of academic honors, if applicable.</li> </ul>
Minimum GPA	Yes	<ul> <li>The minimum GPA should be 2.5 (German grades).</li> <li>If you don't have your degree finished yet the GPA should be calculated from the grades available at the date of application.</li> </ul>
Transcript	Yes	<ul> <li>We need a transcript of records from your university, listing the fields of study and the grades obtained.</li> <li>The transcript has to be submitted in pdf-format.</li> </ul>
Language Requirements other than English	No	<ul> <li>If you speak for eignlanguages (excluding English) you may list them in your application</li> </ul>
Activities	No	<ul> <li>If you have participated in extracurricular activities relevant for your application, you may list them in your application.</li> </ul>



Employment History	Yes, except for college	List full- and part-time employmenthistory.
Letter of Motivation	Yes	<ul><li>Should not exceed 500 words.</li><li>Must be inEnglish.</li></ul>
Recommendations	Yes	<ul> <li>Two Recommendations from Professors or Lecturers at a university are required.</li> <li>The letters of recommendations must be submitted online.</li> </ul>
Writing Sample	No (optional)	<ul> <li>You may submit an academic writing sample (e.g. scientific essay/article, chapter of thesis) in German or English.</li> </ul>
Interviews	No	<ul> <li>The decision for admission is based in principal on the delivered material. In rare cases there may be personal or phone interviews.</li> </ul>
Supplemental Materials	No	<ul> <li>Do not faxormail supplemental application materials to our office</li> <li>We will not match CDs, DVDs, books, photos, etc. to yourapplication</li> </ul>
Additional Information	No	<ul> <li>Additional documents/qualifications (ifany) can be added in the Special Achievements and Qualification section.</li> <li>Limit submissions to materials relevant to your application.</li> </ul>
Apply Online	Yes	You must submit your application and supplemental materials (if any) online.