

Required documents for the master program: **European Master in Project Management**

The following documents are required for the enrolment and need to be sent **by post** to finish the final enrolment (from 1st - 30th of September) to the International Office:

Fachhochschule Dortmund
International Office, z. H. Frau Böttger
Sonnenstr. 96
44139 Dortmund
Germany

Contact:

Phone.: +49-231/9112-9732
Email: annika.boettger@fh-dortmund.de

Checklist

✓	
<input type="checkbox"/>	<p>Request for enrolment form (signed print-out of the filled out online enrolment)</p> <p><u>Please send this document (by post or email) within the deadline mentioned in your admission letter to reserve your seat for this program in advance!</u></p>
<input type="checkbox"/>	<p>Certified copies (e.g. notary office or embassy with original stamp!) of your Bachelor degree and transcript and if applicable master degree and transcript in English or German language (if necessary: translated by a sworn interpreter) plus original language.</p> <p>The master program European Master in Project Management has no admission restriction but there are some entry requirements which are mandatory to fulfill:</p> <ul style="list-style-type: none"> - Proof of a completed study program according to the study regulations for the master program European Master in Project Management at a university of applied sciences (Fachhochschule) or a university, or the completion of a corresponding accredited bachelor qualification program at a university of cooperative education (Berufsakademie) with an overall grade of at least “good” (2.3)
<input type="checkbox"/>	<p>Simple copy of your passport</p>

<input type="checkbox"/>	<p>Health insurance</p> <ul style="list-style-type: none"> - If you have a German statutory health insurance, please ask your health insurance company to forward proof of your insurance status electronically to Fachhochschule Dortmund in accordance with Section 199a (2) of the German Social Code, Book V (Sozialgesetzbuch (SGB V)). - If you have a German private health insurance, please request that an electronic notification of exemption from compulsory insurance will be forwarded to Fachhochschule Dortmund. Please request the proof at the health insurance company that has exempted you from the compulsory insurance. <p>Your German health insurance company requires the following ITSG number (Absendernummer) of Fachhochschule Dortmund for electronic reporting: H0002701</p>
<input type="checkbox"/>	<p>A bank statement or other proof that the semester contribution has been paid (see last page of “Request for enrolment” form for transfer details)</p> <p>Cash transfer can be done at all banks (Banken/Sparkassen – not at International Office). Online banking is accepted.</p>
<input type="checkbox"/>	<p>Certified copy (e.g. notary office or embassy with original stamp!) of English language proof</p> <p>TOEFL-ITP test with at least 550 points or TOEFL-iBT test amounting to a minimum of 90 points passed within the two years before the application was submitted. The evidence may also be provided by other test methods equivalent to the TOEFL test in accordance with the European Framework of Reference (e.g. IELTS with at least 6.5 points). The Expert Committee decides whether equivalence is demonstrated.</p>
<p>This part is only for students who studied in Germany before!</p>	
<input type="checkbox"/>	<p>Withdrawal certificate (Exmatrikulationsbescheinigung) of your last university if you have studied in Germany before</p>
<input type="checkbox"/> <input type="checkbox"/>	<p>If you have been enrolled in a study program with substantial content proximity in Germany</p> <p>Original Unbedenklichkeitsbescheinigung = certificate of non-objection (only if you studied at a Fachhochschule): This document declares that you did not finally fail any exams and that there is no objection to continuing the study at another university. You can get this document at the Office for Student Affairs or examination office of your university.</p> <p>Original Transcript including all exams and the number of attempts (issued by the Office for Student Affairs or examination office of your university)</p>