

**Checklist for Application to  
Master of Business Administration (MBA)  
Master Financial Economics (FINEC)  
at Otto von Guericke University Magdeburg**

- Key facts
- Application Form
- Certificate (certified copy\*)
- Transcript of Records (certified copy\*)
- Letter of Motivation
  
- Only FINEC!  
Form "Relevance" of a previous degree education
  
- Copy of Passport with name and picture
- Language Certificate / Proof of individual interview
- APS (Group or Individual Appointment)
- VISA
- Health Insurance
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- Enrolled

\*Information about certified copies:

<https://www.uni-assist.de/en/how-to-apply/assemble-your-documents/certified-copies-and-translations/>

Authorized by



**Otto-von-Guericke Business  
School Magdeburg GmbH**  
Universitätsplatz 2  
39106 Magdeburg  
GERMANY

**CEO:**

Prof. Dr. Joachim Weimann  
Building 22, Room C-210  
Tel. 0391-67-58547  
Fax. 0391-67-42795  
Joachim.Weimann@ovgu.de

**Contact:**

Christian Stahr  
Building 22, Room C-213  
Tel. 0391-67-57755  
Fax. 0391-67-47757  
Christian.Stahr@das-studium.de

**Commercial Register:**

HRB 113576  
Local Court Stendal  
Tax Number 102/105/07987

**Bank Account:**

DKB  
IBAN: DE72 1203 0000 0000 7630 03  
BIC/Swift: BYLADEM 1001