



## M.Sc. in Business Administration - How to apply (in English)

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## Overview

### Application period

The application window for all applicants, both international and national, is from May 1 – June 15. The program starts in October.

### Eligibility

To be eligible for selection, you must submit a complete application, this means that you must:

1. Provide the evidence requested to show you meet the prerequisites (for details, see [How to Apply – “Admission requirements”](#))
2. Provide all further requested proofs (see “Checklist – Application Documents” at the end of this document)

### Selection

Selection is based on your selection grade: This grade is made up of two parts:

- bachelor's degree grade (51% of selection grade), and
- the Graduate Test for Economics, Business and Social Sciences (GTEBS) (49% of selection grade).

The following factors can also influence selection:

- “Waiting periods” (you will be requested to provide information on this by the application platform)
- “Hardship quota” (see “Note on Special applications” below)
- “Elite athlete quota” (see “Note on Special applications” below)

Further information can be found on the webpage “[M.Sc. in Business Administration - How to apply](#)”

### Step 1: Create an Account

1. Go to [STiNE](#)
2. Select “Application” – “Create Account”
3. Create the account

You will receive an automated email with your login details and password. Be patient, this email can take some time to arrive.

Following registration, you will be transferred to a confirmation webpage “APPLICATION TO THE UNIVERSITY OF HAMBURG”.

### Webpage: “Application to the University of Hamburg”

**NOTE:** Some of the information on that webpage may be confusing.

The following is correct for the M.Sc. in Business Administration.

#### “Application Deadlines”:

- The M.Sc. in Business Administration is considered a regular master's program and not an international master's program. As such, the application period for **all** students, both national and **international**, is **May 1 and June 15**. The program starts in October (Winter Semester).
- There are **no** applications for Summer Semester.

## Application Deadlines

The online application via STiNE is generally possible during the following [application deadlines](#):

### winter semester

- 1 June to 15 July for Bachelor and Staatsexamen programs
- 1 May to 15 June for Master programs
- ~~15 February to 31 March for international master's programs~~

### ~~summer semester~~

- ~~1 December to 15 January~~

## “Decision Dates”:

You will be notified on the results of your application under the “Documents” section of STiNE (this application platform).

## Decision Dates – Results of the Application

The notices with the results of your application will be made available to you on your account under the “Documents” section on the dates mentioned below.

The relevant dates for the M.Sc. in Business Administration are:

- Application window for all students (local and international): May 1 to June 15
- Receive acceptance or rejection letter: By mid-July
- Successful applicants have **seven days after notification has been sent** to accept the place
- Winter Semester starts October 1 each year. [Lectures start early to mid-October.](#)

### NOTE:

The best source for information about the program, the application process, the documentation required, and the confirmation dates are this “How to apply guide”, the [program webpage](#) and the “[How to Apply](#)” page. These pages and the documents available on them are maintained and regularly updated by the School’s Academic Office, which administers the selection process.

## Step 2: Login

1. Following the email link, login and create your own password.
2. From now on, you can [Login here](#)

## Step 3: “Welcome to the online application” webpage

1. Enter information and click “SAVE”
2. Select “Find courses offered”.

### Notes:

1. **Submitting your application:** To submit your completed application at the end of the process, you must click the “SEND” button. **Your application is only submitted when the status is "sent/received".**
2. **Under “Please note”:** These PDFs are in German. The information you need for the application can be found on the webpage “[M.Sc. in Business Administration - How to apply](#)”

## Step 4: “Find courses offered” webpage

1. To find the M.Sc. in Business Administration quickly, select:

### Search criteria

#### Subject

Here you can restrict the courses offered to the subject you want to study.

Business Administration (in English) ▼

#### Admission restriction

Here you can restrict the courses offered to courses with unrestricted or restricted admission.

All ▼

#### Degree type

Here you can restrict the courses offered to the degree you want to gain.

All ▼

#### Subject semesters

Here you can restrict the courses offered to the subject semester you want to apply for.

#### Semester

Here you can restrict the courses offered to the semester you want to apply for.

WiSe 25/26 ▼

### Note

Ignore the information in German, it has nothing to do with the program (it is for education programs and junior program applicants.)

2. The program should appear as the only option. “Apply”.

### Search result

Degree type	Subject	Subject semesters	Note	Action
Master	Business Administration (in English) (WiSe 25/26, admission restricted)	1	Masterstudiengang - für Bewerberinnen und Bewerber, die einen inhaltlich entsprechenden Bachelorstudiengang gerade abschließen bzw. bereits abgeschlossen haben.	<a href="#">Apply</a>

## Notes

1. “Subject semesters – 1” simply means that you are applying to study in Semester 1 (i.e., the first semester). It is **not** possible to apply for other semesters.
2. The note in German states that this is a “Master’s program - for applicants who are currently completing or have completed a bachelor program with relevant content.”

## Step 5: „IV Master – Fakultät BWL (Import) – WiSe 25/26“

### IV MASTER - FAKULTÄT BWL (IMPORT) - WISE 25/26

1. Read through the application information (below) before you begin filling out your online application. It contains binding information relevant to your application.

For bachelor/undergraduate degree programs: [www.uni-hamburg.de/info-bachelor](http://www.uni-hamburg.de/info-bachelor)

For master's and continuing education programs: [www.uni-hamburg.de/info-master](http://www.uni-hamburg.de/info-master) and [www.uni-hamburg.de/liste-master](http://www.uni-hamburg.de/liste-master)

For junior programs: [www.uni-hamburg.de/just](http://www.uni-hamburg.de/just)

For international master programs: [www.uni-hamburg.de/international-master](http://www.uni-hamburg.de/international-master)

1. Ignore the information and the links listed under point (1) – they are in German. The required application information can be found at “[M.Sc. in Business Administration - How to apply](#)”
2. Read comments 2, 3 and 4 carefully.
3. Comments 5 and 6 are **not** relevant for the M.Sc. in Business Administration.
4. The “Sections” is a list of the information to be provided in your application.

## Step 6: Parts of the application

### Webpage: “Introduction”

#### Clarifications:

#### 1. “Read the PDF”:

Before you complete the online application, please first read the information on your chosen master's program (available as a PDF).

You can find the [PDF](#) for the M.Sc. in Business Administration next to “Betriebswirtschaft (Business Administration)” on the webpage [Special Admission Requirements for Master's Degree Programs](#). Please scroll down for the English version. Further information about the application can be found on the webpage “[M.Sc. in Business Administration - How to apply](#).”

#### 2. “You can apply ONLY for ONE degree program at Universität Hamburg”

Please also note that you can apply ONLY for ONE degree program at Universität Hamburg.

Students can only have one ongoing application on STiNE at one time.

### Webpage: “Information on your studies to date”

“Degree” drop-down menu. Choose the relevant degree you have completed or are completing:

Website	English translation
<b>1</b> Bachelor an Fachhochschulen	1. Bachelor’s degree at a university of applied sciences
<b>2</b> Bachelor an Universitäten	2. Bachelor’s degree at a university
<b>3</b> Erststudium Abschlussprüfung im Ausland	3. First degree: Final examination abroad
<b>4</b> Erststudium Diplom Universität	4. First degree: University diploma
<b>5</b> Erststudium Magister	5. First degree: magister
<b>6</b> Erststudium sonstiger Abschluss in Deutschland	6. First degree: other degree in Germany
<b>7</b> Erststudium Staatsexamen/1.Staatsprüfung	7. First degree: state examination
<b>8</b> Konsek. Master of Arts (M.A.)	8. Consecutive Master of Arts (M.A)
<b>9</b> Konsek. Master of Laws (LL.M.)	9. Consecutive Master of Laws (LL.M.)
<b>10</b> Konsek. Master of Science (M.Sc.)	10. Consecutive Master of Science (M.Sc.)
<b>11</b> Konsek. Masterstudium / Sonstiger Master	11. Consecutive Master degree / other master degree
<b>12</b> Master an Fachhochsch. mit Abschluss	12. Master’s degree at a university of applied sciences with degree certificate
<b>13</b> Master an Universitäten mit Abschl.	13. Master’s degree at a university with degree certificate
<b>14</b> Promotion	14. Doctoral degree
<b>15</b> Vorbereitungsstudium	15. Preparatory study program

Webpage: “Information on vocational training to date”

#### NOTE!

The information requested on this page has **no** bearing whatsoever on your application and will **not** be taken into consideration.

We suggest simply clicking “save” and “next”.

Webpage: “Information on your first degree”

#### Clarifications

##### 1. “Final Grade”

Final grade\*

0,0

If you completed your bachelor outside Germany, please enter 9,9. Your grade will be adjusted to the German system.

The following information is not relevant for the master’s degree program M.Sc. in Business Administration, so please ignore it: “Check in the application information for your chosen degree program whether your degree must first be reviewed by uni-assist: [www.uni-hamburg.de/liste-master](http://www.uni-hamburg.de/liste-master).”

**IMPORTANT:** To convert your grade to its German equivalent, please provide official information on grading system used (e.g., an official “Grade Schedule”, “Mark Schedule” or equivalent). This information is to be uploaded with the other documents on the webpage section “Uploads”

## Webpage: “Information on waiting periods”

*Study periods at private and foreign universities do not influence the waiting period.*

This relates to the time (in full semesters) between completing your first degree and, if you are accepted, starting the M.Sc. in Business Administration. The maximum waiting period that will be considered is 10 semesters. Information about semesters at the University of Hamburg (see footnote)<sup>1</sup>

Applicants with a longer waiting period are more likely to be accepted. Please ensure this information is correct. Your waiting period will be independently verified.

## Webpage: “Information on time spent abroad”

This page has **no** bearing whatsoever on selection. We suggest you select “nein” and then proceed.

NOTE: This does NOT relate to a degree that you have completed or are currently completing outside Germany.

## Webpage: Business Administration - Selection of Track

Applicants must choose between the “English Track” and “General Track”.

### Option: English track:

#### Business Administration - Selection of Track

The program offers both a general track and an English track:

- The general track can be completed in either German or English and allows the selection of two specializations from a total of seven. Proficiency in German is required for the general track. For detailed information, please visit: [General Track Information](#).

- The English track is offered entirely in English and provides the selection of two specializations from a total of four. Proficiency in English at the C1 level is required for the English track. For detailed information, please refer to: [Link \(PDF Application Information\)](#).

	Entry	Notes
Selection of track*	<div>English track</div>	

- The track is completed wholly in English.
- Students must provide proof of proficiency in English. Applicants must provide proof that they
  1. completed a university degree entirely in English, **or**
  2. achieved the following grades or better in one of the following language tests (test results must be less than three years old)
    - TOEFL  $\geq 95$
    - IELTS  $\geq 7.0$
    - Cambridge English Qualification  $\geq$  C1 Advanced
    - UNICert  $\geq$  III

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<sup>1</sup> Semesters at the [University of Hamburg](#): WiSe – Winter Semester, from October 1 to March 31. Lectures are held during the lecture period, e.g., WiSe 25/26, lecture period: 13 October 2025 – 31 January 2026. Prior to lectures starting, there is an orientation period for first semester students. Most exams are held in the weeks following the end of the lecture period. SuSe=Summer Semester (in German: SoSe).

In the English track, students choose two of the four specializations that can be completed wholly in English:

- Business Analytics
- Finance, Banking and Insurance
- Marketing
- Operations and Supply Chain Management

Further information is in the PDF on the webpage or on the program webpage [“How to apply”](#)

## Option: General track

### Business Administration - Selection of Track

The program offers both a general track and an English track:

- The general track can be completed in either German or English and allows the selection of two specializations from a total of seven. Proficiency in German is required for the general track. For detailed information, please visit: [General Track Information](#).

- The English track is offered entirely in English and provides the selection of two specializations from a total of four. Proficiency in English at the C1 level is required for the English track. For detailed information, please refer to: [Link \(PDF Application Information\)](#).

	Entry	Notes
Selection of track*	<div>General track</div>	

- Students can choose from courses in German or English.
- Applicants must provide proof of proficiency in German: For details, click [here or on the link provided](#).
- Students choose two specializations, whether they are in German or English:
  - Business Analytics
  - Finance, Banking and Insurance
  - Marketing
  - Operations and Supply Chain Management
  - Auditing and Taxation
  - Health Care Management
  - Management

## Webpage: Special section—GTEBS (formerly TM WISO) cognitive test

**GTEBS test (formerly called the TM-WiSO test).** The GTEBS test accounts for 49% of the total selection grade (the bachelor degree grade accounts for the other 51%). Students who meet the requirements and have completed the GTEBS test have a much higher chance of being selected. Further information can be found on the program webpage [“How to apply”](#).

## Webpage: Uploads

This is where all documents need to be uploaded.

It is the **applicants' responsibility to provide all necessary documentation** to show they are eligible for the program.

Applications that do not provide sufficient proof are **not eligible** and **cannot** be considered.

A checklist of the required documents is at the end of this document. Please do not include documents that are not relevant to the application.



More detailed information on the requirements for the M.Sc. in Business Administration can be found on the program webpage [“How to apply”](#) under “Admission Requirements”.

### Important note on “Module Descriptions”

- If the titles listed on your Transcript of Records do **not** clearly indicate that you have completed sufficient ECTS in mathematics, statistics, and/or microeconomics, then it is your responsibility to upload official module/course descriptions to prove that you meet this requirement.

### Note on “Special applications”

The section “Special applications” can be found at the bottom of the “Applications overview” page.

Special applications

Application for admission within the elite athlete quota

File request

Application for admission within the hardship quota — master's degree

File request

Students who meet the application requirements and are eligible for “quotas for top athletes” or for “hardship applications” have a higher chance of selection. [Background information can be found here.](#)

To apply, click on the button “File request” – you can also apply after submitting your application for the program.

Further documentation to prove your eligibility will be requested.

### Before submitting your application

We recommend going through the “Checklist – Application Documents” below.

It is your responsibility to ensure that the information is correct and that all relevant documents are uploaded. Incomplete applications **cannot** be considered.

If, after submitting your application, you realize that essential information was missing, you may contact [Campus Center](#) to have your application reopened. This is only possible if the application deadline has not yet passed. Please note that the timing of your application does not affect your chances of admission, so make sure your application is complete before submitting it.

### Step 7: Submit your application

- Click „Final declaration —confirmation“.
- Click „Check for completeness“ and review to ensure that the information is correct and **that all relevant documentation has been uploaded**

#### IMPORTANT!

Once you have clicked “submit” **no further changes** can be made to the application.

- Click “Submit”

You will also receive an email confirmation of your application with information on what happens next (scroll down in the email for the English version).

## Checklist – Application Documents

### M.Sc. in Business Administration

#### Documents to be uploaded to the STiNE application portal (from May 1 to June 15)

- ☐ Undergraduate degree certificate
  - ☐ Diploma including final grade-point average, or
  - ☐ Most recent transcript of records (if Bachelor not yet completed)
- ☐ Official transcript of records (marksheets)
- ☐ Official information on grading system
  - ☐ Highest achievable grade and minimum required to pass a course, or
  - ☐ ECTS-grading scale
- ☐ Applicants from China, Vietnam and India: APS Certificate
- ☐ If relevant, official module descriptions
- ☐ If credits are not in ECTS: Workload (in hours) or official conversion guide
- ☐ Certified translation in German or English for documents not issued in German or English
- ☐ GTEBS-Results (if applicable, and if not automatically submitted to the University of Hamburg).

#### Formal recommendations

- Please do not upload documents we do not need (e.g., CV, motivation letter, complete course handbook).
- Submit multi-page documents as a single file.
- Include original documents along with certified translations in either German or English (if applicable).
- Upload documents as PDFs.
- Only one file is allowed per upload category.
- Submit all documents as uncertified copies.
- Each ECTS corresponds to a total workload of 30 hours (including both in-class and out-of-class time).
- Proof of language proficiency (in either German or English) must be submitted upon registration.
- Please read the information on the website – and especially on the page [“How to apply”](#) – very carefully.