



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 handbook).
- Submit multi-page documents as a single file.
- Include original documents along with certified translations (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.