

International and Development Economics (M.A.)

Application for Admission in April 2019

CHECKLIST

To apply for MIDE, please complete the MIDE online application form (available online: www.mide.htw-berlin.de). Please attach the below listed documents to your completed online application form and send it via email till **30.09.2018!**

Please attach only ONE copy of the documents in a pdf. or jpeg. form (no doc. or docx. form will be accepted!). Please name each attachment according to its content (e.g. motivation letter, CV, passport). Please do not include unsolicited documents such as secondary school certificates, certificates of training, etc.

- a letter of motivation
- transcript of records and degree certificate (s) (official translations into English or German should be provided if necessary)
- an explanation of the grading system at your previous university
- two letters of recommendation, thereof at least one academic reference (Please use MIDE Recommendation Letter Template available online: www.mide.htw-berlin.de)
- a curriculum vitae (résumé)
- a copy of your passport
- proof of your English language proficiency (see above for details)
- a two page summary of your undergraduate/postgraduate thesis (only if you have been required to write a thesis during your previous studies; please refrain from sending substitute documents if you have not been required to write a thesis so far)
- DAAD application form and proof of 2 years of professional experience fulltime and after graduation if you wish to apply for the DAAD scholarship and come from a developing country.
- **Applicants from the P.R. of China, Mongolia and Vietnam only:**

Applicants from the PR of China, Mongolia and Vietnam must submit a certificate from the Akademische Prüfstelle der Deutschen Botschaft (APS). Further information will be available at the webpage of the German embassy.

- **Applicants from Indonesia:**

Please submit official proof that your undergraduate degree programme has been accredited by the national accreditation body with either status "A" or "B".

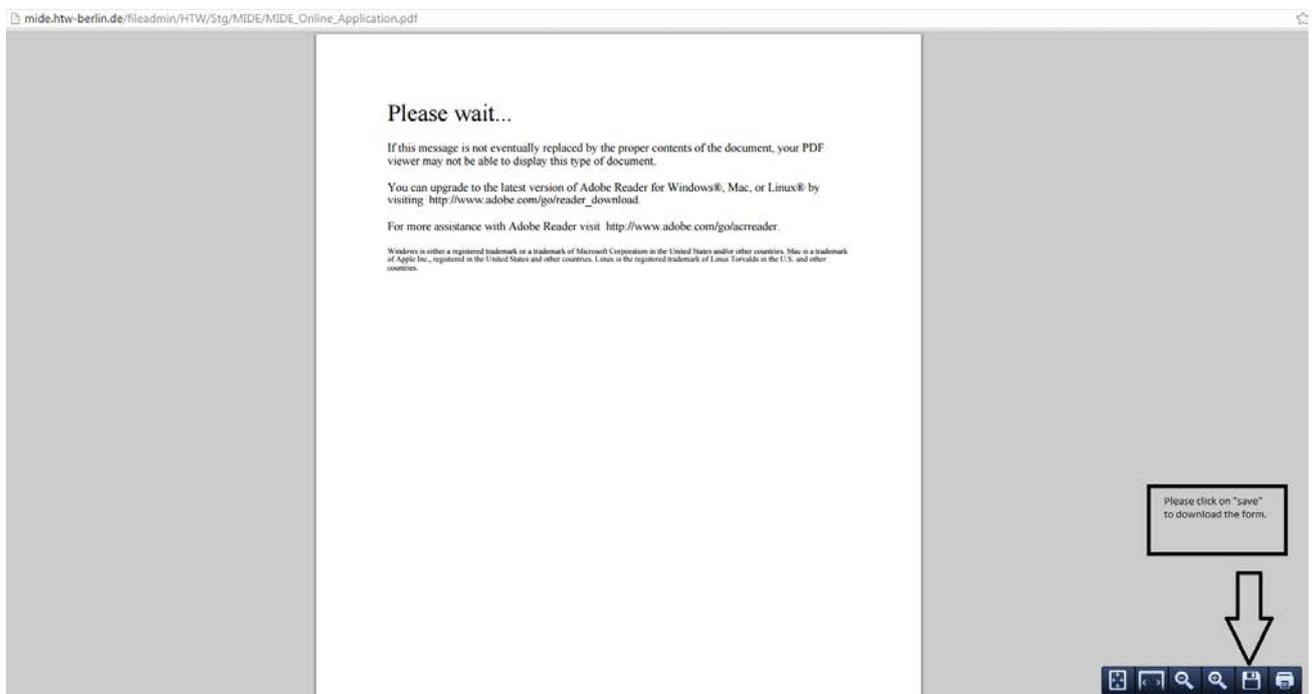
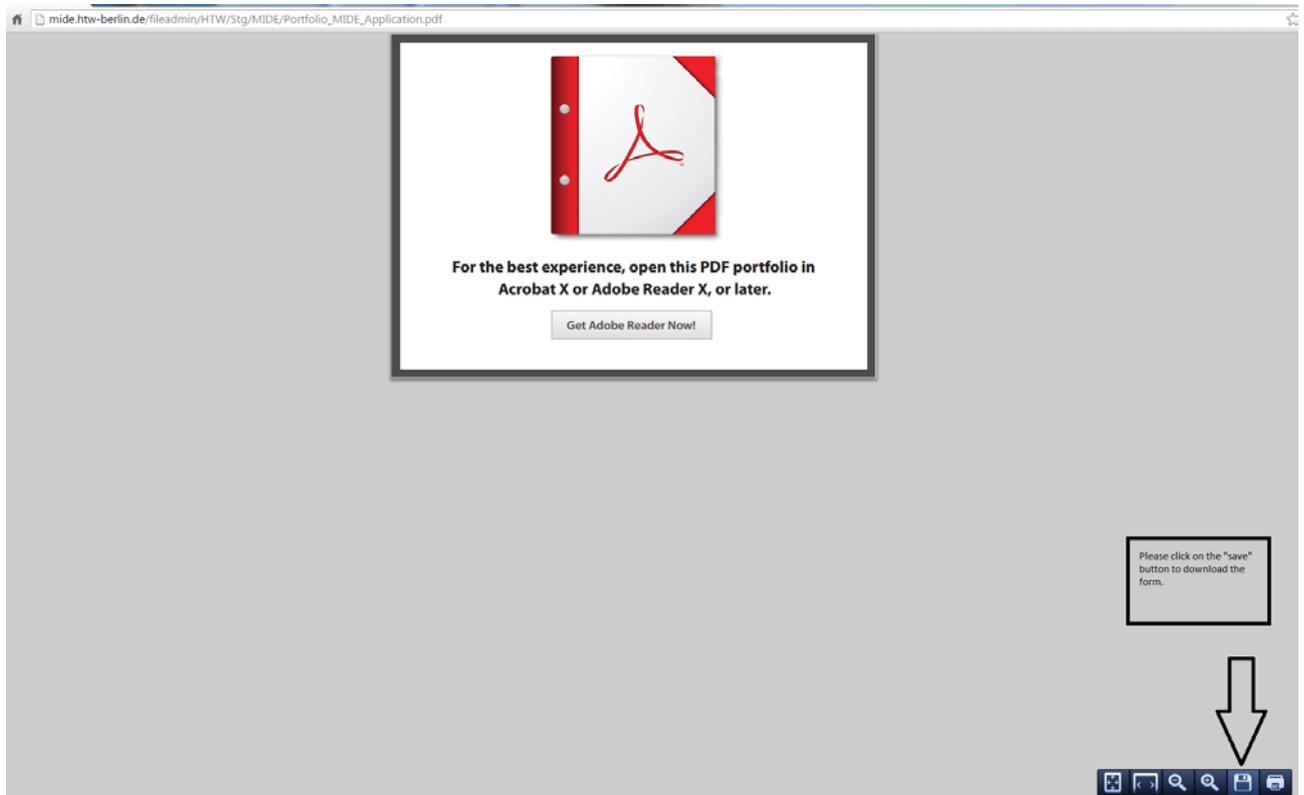
In addition to the online application, you need to submit **officially certified copies** of your university degree(s) and grade transcript(s) till **30.09.2018!** These are to be sent per post to the following address:

HTW Berlin
MIDE Admissions
Treskowallee 8
10318 Berlin
Germany

Please note that, in accordance with university regulations, we are only able to consider applications that are fully completed, and which are accompanied by ALL the necessary supporting documentation.

Problems opening the MIDE application form?

To open the pdf. application form you must first download it as indicated on the pictures below.



QUESTIONS ?

You can contact us at:

E-mail: mide@htw-berlin.de Tel: +49 (0)30 5019 2867 Fax: +49 (0)30 5019 2293