



Admission requirements, application and enrollment process

For Master programs

at the XU Exponential University of Applied Sciences

Admission Criteria

All programs:

- **If you're NOT a native English speaker: proof of English proficiency – at least C1** (according to the CEFR)
– we generally accept all widely-known certificates. Please refer to the following reference table for the requirements for individual certificates.

IELTS	7.0, 7.5, 8.0
TOEFL	TOEFL iBT (108-120) TOEFL CBT (263-300) TOEFL PBT (627-677) TOEFL ITP Level 1 (627-677)
Cambridge English Language Assessment	Certificate of Advanced English (CAE) Cambridge English: Business Higher (BEC Higher)
Cambridge IGCSE	IGCSE 1st Language with average C1 IGCSE 2nd Language with average C1
TOEIC	TOEIC Listening and Reading Test (945-990) TOEIC Speaking Test (180-200) TOEIC Writing Test (180-200)
Telc	Telc C1 Certificates
UNicert	UNicert III
English as educational component	English as language of instruction during previous studies. (Confirmation from university necessary)

- **Final GPA of 2.5 or better (according to the German grading system).** If your final GPA does not meet this requirement, you can be accepted if you submit at least one letter of recommendation from the university where you obtained your bachelor's. In this case, XU's examination board will decide on a case by case basis whether you can be admitted into the program of your choice.

Grade conversion: to convert your GPA into a German grade, please use the modified Bavarian formula:

$$x = 1 + 3 \frac{N_{\max} - N_d}{N_{\max} - N_{\min}}$$

N_{\max} = highest possible grade

N_{\min} = lowest possible grade

N_d = grade achieved

Data Science, M.Sc. – consecutive master's

You are required to hold an undergraduate diploma with at least 180 ECTS credit points in a field related to the field of study, e.g. Data Science, Maths, Statistics, Business Informatics, Computer Sciences etc. Since Data Science is an interdisciplinary field, it is possible to get accepted into this program, if you hold a diploma in another field. Our examination board will decide based on your individual qualifications whether you can be admitted into this program. The examination board will also take additional qualifications (incl. work experience, certificates, etc.) into consideration.

Digital Transformation Management, M.A. – postgraduate program

Please note that the requirement for admission into the master's program Digital Transformation Management is that you've obtained at least 240 ECTS credit points in your previous studies (approx. 10-12 semesters) as this is a short postgraduate program (60 ECTS), which will be taught over two semesters (one year only).

Moreover, you have to have at least one year of relevant work experience (no internships), as this program is aimed at educating leaders for digital transformation and change management processes.

If you obtained less than 240 ECTS credit points in your previous studies, it is possible to get credits for your work experience. You can get 30 ECTS credit points per year of work experience (max. 60 ECTS). This means that we can admit you into this program, if you have obtained a minimum of 180 ECTS credit points and can prove that you have worked full-time for a minimum of three years.

Applicants are required to hold a previous degree in a business-related field. If you obtained your previous diploma(s) in other fields, our XU Exam Committee will assess your eligibility on an individual case basis.

Application and Admissions Process

for Applicants holding German University Entrance Qualifications for WiSe 2021/22

1 Fill in the online [application form](#)

Please submit the following documents with your application:

- All pages of your university entrance qualifications (e.g. bachelor's diploma and transcript)
- Current CV in tabular form (1-2 pages)
- Proof of English proficiency (at least C1 according to the CEFR)
- If applicable: relevant (language) certificates, (job) reference letters, etc

2 Evaluation of the application documents by the XU Admissions Team

3 Admission and Enrollment

After we have received all required information from you, we're evaluating your eligibility for your chosen program. If the decision is positive, we'll issue an official admission letter as well as the study contract.

For the enrollment, we'd need the following matriculation documents:

1. Signed study contract
2. Signed payment plan (except: students, that fund their studies through Chancen eG)
3. Certified physical copy of your university entrance qualification (e.g. bachelor's diploma and transcript)
4. Health insurance certificate (or exemption from the statutory health insurance for those who are privately insured)
5. Filled and signed request for matriculation

for Applicants holding International University Entrance Qualifications for WiSe 2021/22

1 Fill in the [Online Application form](#) to register

Please submit the following documents with your application:

- All pages of your university entrance qualifications (e.g. bachelor's diploma and transcripts incl. credit points/ total number of study hours)
- Current CV in tabular form (1-2 pages)
- Proof of English proficiency (at least C1 according to the CEFR)
- If applicable: relevant certificates (language certificates), (job) reference letters, etc.
- The XU Admissions Team will get back to you with feedback regarding the next steps

2 Evaluation of your application documents by uni-assist

All applicants holding international university entrance qualifications are required to apply through our cooperation partner uni-assist on their platform [myassist](https://myassist.uni-assist.de/). Uni-assist will evaluate whether you are eligible to study at a German university at a master's level based on your formal qualifications. You can find more information in the Guidelines for Prospective International Students.

3 Evaluation of your application documents by XU's Admission Team

- Once uni-assist has evaluated your eligibility to study at a German university, XU will do a final evaluation of your eligibility for your chosen degree program at XU.
- We'll take both uni-assist formal evaluation as well as the admission criteria specific to your chosen degree program into consideration.

4 Admission and Enrollment

After we have received all required information from you, we're evaluating your eligibility for your chosen program. If the decision is positive, we'll issue an official admission letter as well as the study contract.

For the enrollment, we'd need the following matriculation documents:

- 1.** Signed study contract
- 2.** Signed payment plan (except: students, that fund their studies through Chancen eG)
- 3.** Certified physical copy of your university entrance qualification (e.g. bachelor's diploma and transcript)
- 4.** Health insurance certificate
- 5.** Filled and signed request for matriculation