

Checklist for the study program "Sustainable Business and Law" (B.A.)

[]	Application Form
[]	Curriculum Vitae (CV) /Resumee with your complete school/college/university history
[]	Baccalaureate or Higher Education Entrance Qualification for German Universities
[]	University diplomas and degrees as well as transcript of records and time spent studying, if you have previously studied at a university
[]	English language proficiency test
[]	Proof of payment for the processing fee (100.00 euros)

Information on the processing fee:

If you have a foreign university entrance qualification, it must be evaluated by our university as part of the application process. Therefor we charge a **processing fee of 100.00 Euro** for checking your documents. Please note that the evaluation will only take place when we can book the corresponding receipt of money.

Please ensure that this fee is paid in advance to the following bank account. Please note that payment reference must be stated exactly, otherwise your payment cannot be clearly allocated.

Recipient:	Landeshochschulkasse Mainz/HS Trier,
Bank:	UCBDeutsche Bundesbank Filiale Mainz
IBAN:	DE25 5500 0000 0055001511
BIC-code:	MARKDEF 1550
Reference:	6671-1566-BIR 11113/03 SBL "First name, Surname, Date of birth"