

# CHECKLIST APPLICATION DOCUMENTS

Dear applicants,

We are pleased that you have decided to apply to the Muthesius University of Art and Design.

This checklist will help you prepare for the application process. It also helps to prepare the necessary documents for upload.

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## ARTISTIC WORKS

### Bachelor

Portfolio with approx. 20 works (identical to the original to be submitted)

### Master

Portfolio with at least 3 projects as well as CV and letter of motivation  
in 1 PDF file

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## PERSONAL APPLICATION DOCUMENTS FOR ALL APPLICANTS

University entrance qualification  
(equal to the german baccalaureate)

Final certificate of the educational institution attended  
(for applicants **without** University entrance qualification)

Tabular CV as an overview of your essential data and your career to date.

**Attention: Master applicants please upload the tabular CV again as a *single document!***

if available: Service certificate  
(military service, civilian service, federal voluntary service, voluntary social/ecological year...)

if available: Final certificate of the vocational qualification or last  
vocational school certificate

if available: Proof of relevant professional experience

if applicable: Application and evidence to justify a Compensation for  
disadvantages



## ADDITIONALLY FOR BACHELOR APPLICANTS WHO HAVE HAVE ALREADY COMPLETED A DEGREE

Proof of completed university studies **or**  
Current provisional overall grade of the diploma or bachelor's degree

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Detailed justification of why taking up a second degree programme is important



A second degree course is a course of study after a completed another academic degree at the same level as the first degree.

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## ADDITIONALLY FOR FOREIGN APPLICANTS

Copy of passport

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uni-assist applicant number

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if available: copy of the visa for studies

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Proof of the required German language skills  
(DSH2, Goethe C1, Telc C1 University or TestDaF 4x4)

### **Exception Liberal Arts:**

Bachelor level B1 (Goethe B1, ÖSD B1, Telc B1 or TestDaF)

Master's level B2 (DSH1, Telc B2 or TestDaF 4x3)

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APS Certificate



**Only applies to applicants from the following countries**  
India, Mongolia, Vietnam, People's Republic of China

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