

Important notes: Please complete the ASC application form electronically.

All documents must be submitted in \*PDF format\* and named in the following way:

- ASC 01\_Application\_Form\_YourFamilyName\_YourFirstName
- ASC02\_CV\_YourFamilyName\_YourFirstName
- ASC03\_TranscriptSchool\_YourFamilyName\_YourFirstName
- ASC04\_TranscriptUniversity\_YourFamilyName\_YourFirstName
- ASC05\_TOEFL\_YourFamilyName\_YourFirstName (respectively IELTS or other evidence)
- ASC06\_APS\_YourFamilyName\_YourFirstName (China)
- ASC07\_GRE\_YourFamilyName\_YourFirstName (if any)
- ASC08\_Language\_YourFamilyName\_YourFirstName (if any)
- ASC09\_Recommendation1\_YourFamilyName\_YourFirstName
- ASC09\_Recommendation2\_YourFamilyName\_YourFirstName

Further documents should follow the naming convention:

- ASC1x\_xxx\_YourFamilyName\_YourFirstName

The minimum TOEFL score is 87, for IELTS 5.5. Please submit the English language evidence also as a scanned copy. You can also apply with the Medium of Instruction Certificate.

Please submit all test results as scanned copies or screen shots. We do not participate in the ET Service.

If you will receive any requested application document later you can submit it after the application deadline has passed. But you should send the remaining documents in time.

Please apply in any case with your latest transcript of records even if you have not graduated yet.

When problems appear during the email transfer please make sure, that your documents have an appropriate size. You can submit your documents also in several e-mails.

Please fill in the ASC personal information sheet and **NOT** the Move-In application sheet (only for step 2). You find the ASC application sheet behind the download button.

We do not give any pre-assessment regarding your application. The suitability of the applicant is evaluated by the ASC selection commission after a full application only.

If you want to convert your Grade into the German system, please use the **Modified Bavarian Formula**:

$$\left( \frac{N_{\max} - N_d}{N_{\max} - N_{\min}} \right) \times 3 + 1$$

**Nmax** = highest possible grade in your home country's grading system

**Nmin** = lowest possible passing grade in your home country's grading system

**Nd** = the grade you want to convert (final GPA)