

# Your application for a Master's program at #ismfernstudium

## 1. Your online application

You will find our application form in the **applicant portal** (at <https://bewerbung.ism-fernstudium.de/>). First create a user account here and you're ready to go.

Select your **desired degree programme**, the desired start date, the time model and upload your documents.

### We need the following from you:

- a **curriculum vitae** in table form
- **University entrance qualification** (general university entrance qualification or university of applied sciences entrance qualification or an entrance qualification recognised as equivalent (e.g. in the case of an apprenticeship, the certificate of the vocational school). Please contact us if you have any questions!
- Your **Bachelor's degree certificate**
- Proof of **health insurance** (if you live in Germany and are under 30 years old)
- Proof of **English level B2** for all degree programs
- Proof of **German level B2** for the M.Sc. *Medien & Kommunikationspsychologie* program (if the school-leaving qualification or Bachelor's degree was not obtained in a German-speaking country)

You will also need a **digital photo** for your application, which will be printed on your student ID card once the contract has been signed.

If your documents are not yet complete, you can upload them later or send them by email. The only thing we need **on paper** in addition to the scan is a **certified copy** of your **university entrance qualification** and a certified copy of your **Bachelor's degree certification**.

If you are not yet sure whether the **ISM distance learning programme** is something for you, please take a look at our trial programme. You can register for this using the same application form.

After you have submitted your application, our team will check your application and contact you if any documents or important data are missing.

## 2. Your counselling interview

While we are processing your online application, you will first receive a link to our **Online Study Check**. This is a **questionnaire** with which we ask you about your motivation, your interest and your professional experience and goals. It is not about testing knowledge. The results of the questionnaire serve as a basis for consultation with our **study coaches**.

You will then be invited to attend the interview: a study coach will give you detailed feedback and answer any questions you may still have about your studies.

## 3. Your study contract

After the counselling interview, we will send you your **contract by email**. All you have to do is print it out, sign it and send it back to us scanned. We only need your original certified university entrance qualification and your certified Bachelor's degree certificate.

## 4. Your start

As soon as all the documents have been submitted, all questions have been answered and you have been admitted, you will be released for the second stage of the application procedure.

In this step, you only have to enter the obligatory data for the university statistics and then nothing more stands in the way of your **official enrolment!**

*Your  
ISM Fernstudium  
Team*

**Do you have any questions? Then contact us!**



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