

# Application procedure

## MSc program Economics

This document provides a detailed description on the application procedure for the Economics MSc program. The Master's Program for Economics starts once a year, every winter semester in October.

### REQUIREMENTS

**1. Relevant Bachelor's program** in economics or other equivalent degree program (worth at least 180 ECTS credits).

In case you presently study at WU (Vienna University of Economics and Business), the Bachelor's Program in Business, Economics and Social Sciences with a major in Economics and Socioeconomics is considered relevant.

If you apply with an equivalent degree (from the WU or any other university), you must document the successful completion of the courses in the following areas: 25 ECTS credits in Economics and 8 ECTS credits in Mathematics/Statistics/Econometrics/Quantitative Methods.

Note that you can apply to the Master's program before having completed your Bachelor's degree!

**2. A proficiency in English** is required. You can prove this by one of the following ways:

- » Being a graduate of the WU's Bachelor's programs Wirtschaftsrecht or Wirtschafts- und Sozialwissenschaften
- » English as your native language
- » Full Bachelor's program done in English (at least 3 years, a university confirmation is required in this case)
- » Full Master's program done in English (at least 2 years, a university confirmation is required in this case)
- » One of the following certificates: valid TOEFL 100, valid IELTS 7.0, valid TOEIC

800, Cambridge English: CAE, CPE or BEC Higher, UNICert III

- » A certificate from a university language department confirming the applicant has achieved level C1. The certificate must prove that you took one or more tests to assess your reading, writing, listening and speaking skills. These skills should correspond to level C1 or higher according to the CEFR. Course transcripts or confirmations about your overall language skills or certain language courses will NOT be accepted as proof of your language skills. If you are not sure whether your language certificate fulfils these criteria, please submit one of the standardized tests mentioned above.

### PROCEDURE

#### First step: Online Application

If you fulfil the requirements of a relevant Bachelor's program, as well as a proficiency in English, you can start the Online Application, where all relevant documents (found below) must be uploaded.



There are three deadlines for the online application: The first deadline is in October, a year before the Master's program begins. You will get your result in December. If your result is positive, you can continue to the second step. If not, there is no waiting list, although, you have the chance to apply online again for the second deadline (January, getting your result in March) OR the third deadline (March, getting your result in June).

Mind that there is only a waiting list for the candidates who applied for the third deadline and, also, that you cannot apply again if you tried in January (second deadline) and received a negative result. So, it is in your best interest to apply as early as October and, in case of rejection, to try again in March (if you would be rejected again, you will at least be on the waiting list).

Especially for third-country nationals: The university recommends applying early so that there is enough time for the time-consuming Visa process.

Required documents for the Online Application:

- » Diploma / degree certificate of the relevant Bachelor or Master program
- » Final transcript (list of all courses including grades and credits)
- » Valid passport
- » In case of a change of name: official document confirming this change (e.g. marriage certificate)
- » Verification of proficiency in English
- » CV in English
- » Letter of motivation
- » For Science Track: Extended abstract of completed Bachelor's Thesis OR exposé if it is not completed OR equivalent work, such as a research article

In your application, you must indicate whether you want to attend the Applied Track or the Science Track. There is no GPA requirement. Each application is assessed individually.

Successful applicants typically have a strong academic track record. Strong academic records with experience abroad and work experience are strong advantages for admission.

## Second step: Selection

The best applicants will receive an offer of admission to the program after the interview. This offer must be accepted within 10 days. Make sure to check your spam folders regularly, so you do not miss this e-mail. To claim your place, you must confirm the admission offer in writing and pay the admission deposit of 200€ within those 10 days. You receive the deposit back once you enrol. Any offers that are not confirmed within 10 days, both by sending a written confirmation and paying the deposit, will be withdrawn. If you accept the admission offer and pay the admission deposit, you will receive an admission confirmation.

## Third step: Enrolment

For enrolment, the following documents must be provided as originals and in person at the Study Service Center on the WU Campus:

- » Diploma / degree certificate of the relevant Bachelor or Master program
- » Final transcript (list of all courses including grades and credits)
- » Valid passport
- » In case of a change of name: official document confirming this change (e.g. marriage certificate)
- » If existing: Proof of your Austrian student ID number (e.g. student ID card, Studienblatt, Inskriptionsbestätigung)


Note that any documents not issued in Austria might require legalization and (if not in German or English) be accompanied by a certified translation. Upon successful application, you will be informed of which additional documents you might need to bring.

*All information is for general guidance and is provided with no guarantee of completeness or accuracy.*

## Questions? Contact us!

### Student Representation

**VWL | Economics | Sozioökonomie | SEEP**

 [www.vwsozoekseep.at](http://www.vwsozoekseep.at)

 [stv-vwsozoekseep@wu.ac.at](mailto:stv-vwsozoekseep@wu.ac.at)

 [vwsozoekseep](https://www.facebook.com/vwsozoekseep)





