

# **APPLICATION FORM**

## **ACADEMIC YEAR 2022/2023**

PLEASE SUBMIT THIS FORM TOGETHER WITH THE FOLLOWING DOCUMENTS TO:  
[APPLICATION@MPM-POTSDAM.DE](mailto:APPLICATION@MPM-POTSDAM.DE)

- **AN UP-TO-DATE CURRICULUM VITAE (CV)**
- **TRANSCRIPTS OF ACADEMIC RECORDS** OF ALL UNIVERSITY DEGREES YOU HOLD (BACHELOR, MASTER, ...)
- **DEGREE CERTIFICATES** OF ALL UNIVERSITY DEGREES YOU HOLD (BACHELOR, MASTER, ...)
- **TWO LETTERS OF RECOMMENDATION** (PREFERABLY ONE ACADEMIC AND ONE PROFESSIONAL REFERENCE)
- **PROOF OF ENGLISH LANGUAGE PROFICIENCY** (TOEFL, IELTS OR CAMBRIDGE CERTIFICATE)
- **LETTER OF MOTIVATION** (NOT MORE THAN 1 PAGE), WHICH SHOULD COVER THE FOLLOWING QUESTIONS:
  - WHY HAVE YOU DECIDED TO STUDY THE MASTER OF PUBLIC MANAGEMENT (MPM)?
  - WHAT ARE YOUR CAREER GOALS AND WHY IS THIS PROGRAM BENEFICIAL FOR YOU TO ACHIEVE THESE GOALS?
  - WHICH CHALLENGES IS THE PUBLIC SECTOR IN YOUR HOME COUNTRY CURRENTLY FACING? HOW WOULD YOU COPE WITH THEM?
- **COPY OF YOUR PASSPORT** (PAGE WITH PHOTOGRAPH ONLY)

## Name and citizenship

Last name(s):	First name(s):
Date of birth (dd/mm/yyyy):	Sex (male/female):
Place of birth (city, state, country):	
Country of citizenship:	Country of residence:

## Home address

Street and number:	
City:	Postal Code:
Country:	Phone:
Fax:	E-Mail:

## Degree

1. Please list all undergraduate and postgraduate degrees that you have completed so far.

<b>Degree &amp; Subject</b> (e.g. Bachelor of Arts in Sociology)	<b>Awarding Institution, Country</b> (e.g. University of Manila, Philippines)	<b>Issuing Date</b> dd/mm/yyyy (e.g. 10/05/2009)	<b>Program duration</b> (e.g. 4 years)	<b>Final mark</b> (e.g. GPA 3.4 out of 4.00)

## Language

2. Please indicate your English language proficiency.

English is my mother tongue yes ☐ no ☐

I have studied in a majority English-speaking country      yes ☐      no ☐

If you have already obtained proof of your English proficiency, please indicate below.

Please note that proof of a TOEFL score of at least 80 (internet based) or 200 (computer based) or 550 (paper based) or an overall IELTS score test of at least 6,5 or a Cambridge Certificate of Advanced English (CAE) is required for admission.

Test	Version	Score	Date (dd/mm/yyyy)
TOEFL (please note that TOEFL ITP tests are not accepted)	iBT <input type="checkbox"/>		
	CBT <input type="checkbox"/>		
	PBT <input type="checkbox"/>		
IELTS	Academic <input type="checkbox"/>		
	General Training <input type="checkbox"/>		
Others (please specify)			

Comments, if any:

## Professional Experience and Training

3. Please briefly describe your current position and the tasks and activities assigned to you.

Employer, Country	Position	Duration of employment (since mm/yyyy)	Sector (private sector, public sector, third sector, research institutes)

**Please briefly describe your current tasks:**

(Include any experience of human and economic resource management you may have, indicating your level of responsibility.)

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4. Please list your previous positions, starting with the position you held before your current one.

Employer, Country	Position	Duration of employment (mm/yyyy - mm/yyyy)	Sector (private sector, public sector, third sector, research institutes)

5. Have you been abroad in the past? Please indicate purpose and length of the stay (e.g. employment, training, studies etc.). Please only list stays of one month or longer.

Country	Purpose (e.g. employment, training, studies etc.)	Duration (mm/yyyy - mm/yyyy)

6. How did you first learn about the MPM program?

- ☐ University of Potsdam / MPM website
- ☐ Internet research
- ☐ Facebook
- ☐ German Academic Exchange Service (DAAD)
- ☐ Colleagues / friends / family
- ☐ MPM alumni
- ☐ Study portal (please specify) \_\_\_\_\_
  - Mastersportal.eu
  - Findamasters.com
  - StudyCheck.de
- ☐ Other (please specify) \_\_\_\_\_

## **Future Plans**

7. What are your career goals for the next five years?

8. What could be the focus of your studies or the topic of your Master thesis?

## Financial Arrangements

The current tuition fee for the full-time, 12-months MPM Program is **€ 13,400**.

Fees cover costs of all courses, use of University facilities, relevant teaching materials and the Study Tour. The University of Potsdam does not offer direct scholarships and each candidate is required to pay tuition fees in installments. We encourage applicants to seek full or partial funding (e.g. employer-sponsored scholarships, scholarships offered by public and private foundations, international organizations or national local governments).

### 9. How are you planning to finance your studies?

- ☐ Personal / family funds
- ☐ Employer-sponsored scholarship (please provide a confirmation letter)
- ☐ Scholarship offered by the following institution: \_\_\_\_\_
  - ☐ Planning to apply
  - ☐ Application submitted
  - ☐ Scholarship awarded (please provide a confirmation letter)
- ☐ Other (please specify): \_\_\_\_\_

Comments, if any:

10. Please list the names and addresses of the two referees who have provided your letters of recommendation. (Ideally it should be one academic and one work reference)

**1. Reference**

Kind of reference	Academic <input type="checkbox"/> Work <input type="checkbox"/>
Full name of referee	
Institution	
Relationship to the referee (e.g. student, employee etc.)	

**2. Reference**

Kind of reference	Academic <input type="checkbox"/> Work <input type="checkbox"/>
Full name of referee	
Institution	
Relationship to the referee (e.g. student, employee etc.)	

*By submitting this application, I confirm that all information and statements made in this application are true and correct to the best of my knowledge.*

*I have acknowledged the fact that only complete applications can be considered.*

*I consent to my data being stored and processed for the purposes related to my application and potential participation in the program (e.g., transmission of participant lists to lecturers, site visit contacts etc.).*