

# Application procedure MSc program SEEP

This document provides a detailed description on the application procedure for the SEEP MSc program. A lot of the information comes from various WU homepages, but it also includes insights from a previous SEEP staff member that cannot be found online. The first and largest section of the document provides information on the 3 application phases, the second section provides a link to the application deadlines and relevant information surrounding rolling admission, the last section gives a short summary of all required documents.

## 1. ONLINE APPLICATION PHASE

To begin the application process for the WU MSc programs, you will need to submit the completed online application form and all necessary documents as PDF files in original language. The online application tool is available during the application period here:

[bach.wu.ac.at/start/mab](http://bach.wu.ac.at/start/mab)

Please note that any documents issued in a language other than German or English must be submitted accompanied by a certified translation. Check the legibility of your PDF files before submitting the application. **A checklist for all required documents is at the end of this guide.**

To apply for the SEEP Master you need to fulfil some **minimum requirements**, which are checked by the WU administration – **if one or more of the required proofs of aptitude are missing, your application will be rejected** by the WU Admission Office, which checks if your documents are complete and meet all the formal criteria, before your application even reaches the SEEP program.

After you have submitted proof for all these minimum requirements on the respective WU homepage, the WU Admission Office checks if your documents are complete and meet all the

formal criteria. This phase is also known as the Online Application phase.

The minimum requirements all need to be submitted at the time of application\* and are the following:

### 1. Relevant Bachelor's program (checked in detail by the WU)

Worth at least 180 ECTS credits + examinations worth a minimum of 16 ECTS in at least one of the following three subjects:

- » Economics
- » Social Sciences
- » Mathematics / Statistics / Quantitative methods

*\*Note: It is not necessary to have completed the Bachelor's program at the time of application. However, you will need to be able to document these minimum 16 ECTS already. You will need to have completed your Bachelor's program until you actually enrol.*



*Insider Info: Most Bachelor programs fulfil this criterion, so do not stress too much about it. SEEP students are known to come from a wide array of academic backgrounds, the most common being Economics, Business, or any Social Science. However, SEEP also accepts promising students with bachelor's degrees in engineering, physics, psychology and so on.*

## **2. Sufficient proficiency in English (checked in detail by the WU)**

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, UNlcert 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.

## **3. Proof of aptitude (checked for completeness by the WU, in detail by the SEEP program)**

To prove your aptitude, you will need to submit the following documents:

- a. Academic transcript (or other official document) indicating the final cumulative grade point average (GPA)
- b. CV in English (more details later)
- c. Statement of Motivation in English (more details later)
- d. Two relevant academic essays or other writing samples in English (around 2.000 words each) (more details later)
- e. 2 letters of recommendation, at least one from a previous professor (more details later)

The program explicitly asks you to NOT submit any extra documents to prove aptitude in communication skills, interpersonal competencies, international orientation etc. You can talk about those in your CV and your statement of motivation, but please refrain from sending any additional documents. Those skills will be assessed during the interview at a later point.

## **2. SELECTION PHASE – PART A (Screening by SEEP staff)**

Those applicants who fulfil the minimum requirements for acceptance are forwarded to the SEEP program. Staff of the SEEP program will then screen the applications in more detail and decide on who will be rejected already and who will be invited for a personal interview (see Selection Phase – Part B).

The decision on who will pass this part of the selection phase is based on multiple criteria\*, including: i) previous experience abroad, ii) previous professional experience, iii) GPA (this is not too crucial, but it is still considered), iv) quality of your writing samples and English skills, v) "SEEP fit" i.e. how well your ambitions and goals align with what the SEEP program can offer you, vi) and your post-SEEP plans and ambitions. Make sure you address all these issues in one way or the other. You can use your CV, your Statement of Motivation, and your Writing samples for that.

*\*What should you do if you do not fulfil all these selection criteria? Do not stress too much about it, but make sure that you address the general goal of most or all these criteria in one way or another. What is crucial is that you do not ignore the aspects that you do not fulfil by not mentioning them. Although it might look like a good strategy at first to not draw too much attention to your shortcomings in these areas, you should keep in mind that you will be screened for them either way. Consequently, try to be aware of them and use your creativity (and perhaps a little bullshitting) to pro-actively fulfil them in different ways. For example: You do not have international experience through a job or an exchange semester? Then emphasise your international orientation differently, e.g. by stating how you particularly enjoyed classes with lots of international exchange students in your Bachelor program, or how you particularly benefitted from a specific professor who valued internationality in his teaching. The possibilities here are endless and the more you can make the selection committee believe that you honestly care about these aspects the better.*

## **CV**

The CV is a good way to demonstrate your previous professional experience (internships, work etc.) as well as your international orientation in case you have experience abroad. Including a picture is not necessary but you can do so if you want. Try to make the CV not longer than 2 pages and draw attention to the SEEP relevant parts.

## **Statement of motivation**

This is the most important document you submit. Keep it short (400 to 600 words) and address the following points:

- » Motivation for studying SEEP: Why did you choose to apply for SEEP instead of other (heterodox) economics programmes? What makes SEEP special for you?
- » Relevant academic and practical experience: How does your academic background and your practical (professional and voluntary) experience qualify you for studying SEEP?
- » Future career plans: What do you want to do after completing SEEP? How will SEEP help you achieve these goals?

Make sure that you demonstrate that you are aware of the contents of the SEEP program, that you are excited for them, that you are a qualified applicant etc. Try to drop key terms like internationality and interdisciplinarity but keep it real. If you are into social or ecological issues, talk about your experience in those areas and why you think it is so relevant to educate yourself further. Also try to talk about your future ambitions and any other criteria that do not become apparent from your CV alone. Do not try to use the same letter you also use for other programs, especially not for other WU programs – those are usually rejected immediately. Write a separate letter for each application.

## **Writing samples**

Two relevant academic essays or other writing samples in English (c. 2,000 words each). Both samples must be entirely your own original work and include full references for any works cited. Translations into English of pieces you have written in another language are acceptable as long as you do the translations yourself. Excerpts of 2,000 words from longer pieces (e.g. undergraduate theses) are also acceptable. Make excerpts if your original work extends the word limit!

The writing samples are screened for judging your English skills as well as your academic writing skills. It is important that you use citations. If you use excerpts, give a short introduction explaining what the original work is about. Try to make at least one of the writing samples relevant to the contents of the SEEP program.

## **Two letters of recommendation**

You should nominate two referees who can provide an informed view of your academic ability and suitability for the SEEP program. The university will accept one professional reference, if the work referred to is relevant to SEEP, but please note that personal references, such as family and friends, will not be accepted. You will need to ensure, in good time, that your referees are willing and able to write a reference (letter of recommendation) for you. Pass the *Referee Report for Graduate Study* on to your referees. The reference should be on professional or institutional letter-headed paper. If this is not possible – for example if a referee has

retired – the reference should at least include the referee's contact details and current (or relevant previous) position. The WU must receive your references by the appropriate priority deadline for your application. They will not contact referees on your behalf.

## **2. SELECTION PHASE – PART B (Interview)**

Those applicants who pass the previous phases will be invited for a personal interview. All interviews will be conducted via internet teleconferencing (usually Skype or MS Teams), so there is no need to travel to the WU for the interview. Applicants who are invited for interviews will receive information about the time and date of the interview about a week in advance.

The interviewee will be interviewed by at least two members of the SEEP staff. Particular attention will be paid to the applicant's communication skills, social skills, and international orientation during the interview. Common questions include your motivation to study SEEP, the ways in which you have already worked with SEEP topics, the last SEEP relevant papers you have read, what constitute the most urgent challenges of society in your opinion, what Specialisations you plan on taking in the SEEP program etc. For more information on the interview questions, you can try to contact students who have already been admitted in previous rounds or years. Make sure that your goals are aligned with what the SEEP program can offer you and that you are familiar with its contents.

Make also sure you have a stable internet connection for the interview. If an interview via the teleconferencing tool is not possible, students will have the interview over phone instead, which is not a problem per se but it can lead to more stress and disadvantages when it comes to demonstrating your communication skills compared to an interview in which you can see and be seen by the interviewers.

## **2. SELECTION PHASE – PART C (Admission Confirmation)**

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.

## **3. 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

Newly admitted students will receive more detailed information about the enrolment procedure a few months before classes begin. The final deadline for enrolment is in November, but students are very well-advised to enrol as early as possible and before classes start officially in October.



## Application Deadlines

The deadlines for the rolling admission to the SEEP Master program, as well as information on the rolling admission procedure, can always be found here:

[wu.ac.at/en/programs/application-and-admission/rollad](http://wu.ac.at/en/programs/application-and-admission/rollad)

The WU strongly advises third-country nationals to use the 1st priority deadline which ends at the beginning of October. Austrian visa procedures are complex and demanding. The visa process should be started as early as possible. Please note that WU cannot assist students in visa procedures.

*Insider info: If you have not been accepted for the first priority deadline, you can still apply again for the third priority deadline. In this case, however, you should explicitly mention that this is your second try and you should ensure that the qualitative difference to your first application is clearly noticeable to the SEEP staff. There have been students in past cohorts who have been admitted this way. It is not a disadvantage, if you have been already rejected. In contrast, it shows dedication and willpower to try again.*

## Checklist required documents:

- » If you have already completed your relevant Bachelor program: **Degree certificate**
- » **Official transcripts** of all courses passed in the relevant Bachelor program including grades, weekly hours and/or ECTS credits or credits

*If these transcripts alone do not meet the minimum 16 ECTS requirements already, you can upload other official transcripts (stamped and signed) with additional courses. The courses need to be from a recognized post-secondary educational institution. If the university/institution does not use the European Credit Transfer System (ECTS), the WU needs official information about the legally required duration of the program and the number of credits or weekly hours required for the completion of the program.*

- » Information provided by your university about the **legally required duration** of the program and the number of ECTS credits or credits or weekly hours required for the completion of the program (e.g. Diploma Supplement or confirmation issued by your university, WU students are not required to provide this information).
- » Official confirmation indicating all courses you still have to pass for completion of the program. The confirmation has to indicate the weekly hours and/or ECTS credits or credits required for each course (for WU students not required).
- » Proof of adequate competence in English
- » Passport (only the page with your personal information)
- » In case of change of name after completion of the Bachelor program: the document proving this change (e.g. marriage certificate)
- » Two recommendation letters
- » CV in English
- » Statement of motivation in English
- » Two relevant academic essays or other writing samples in English

*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)

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