**—Name of master’s degree program with qualification—**

Application information

**Application period**: Please select.

**Semester start**: Please select.

**Language(s) of instruction**: Please select.

**Introduction
(Optional—this section can be deleted if no introduction is desired)**

***Option of adding a text to introduce the application information here. We recommend you include a link to the program website if you wish to provide a detailed introduction to the master’s program here.***

**Admission requirements
(List of all admission requirements as per the current admission bylaws)**

**University degree**

List of all formal criteria and content requirements for the first degree (where relevant, a reference to the positive/negative catalog can be added at the end)

If you have not received your degree certificate yet, you can submit this by the end of the first semester of your master’s program. Please see the “Documents to submit” section below for details.

**Additional special admission requirements**

List of all other admission requirements for the master’s program, e.g., foreign language proficiency with details of the required level and proof, professional experience, etc.

For details of the legal basis for this regulation, please see the admission bylaws for your chosen degree program: [www.uni-hamburg.de/zugang-master](http://www.uni-hamburg.de/zugang-master)

**Recognition of transcripts for degree programs completed at foreign higher education institutions**

If you completed your bachelor’s degreeat a foreign university, you will need to apply to uni-assist for preliminary review of your certificate or Transcript of Records, regardless of your nationality. Universität Hamburg makes an application form available and explains the recognition procedure online: [www.uni-hamburg.de/vpd](http://www.uni-hamburg.de/vpd)

uni-assist needs around four weeks to review documents and processes applications in the order in which they were received. **We therefore urgently recommend that you submit your documents to uni-assist as soon as possible!** Fees apply for review of your documents. Please note that uni-assist will only begin reviewing documents when this fee has been paid.

**Recognition of higher education entrance eligibility by uni-assist
(Optional—this section can be deleted if no prior recognition of higher education entrance eligibility is required from uni-assist)**

If you obtained your higher education entrance eligibility abroad, you will need to apply to uni-assist for preliminary review of your certificate. Universität Hamburg makes an application form available and explains the recognition procedure online: [www.uni-hamburg.de/vpd](http://www.uni-hamburg.de/vpd)

uni-assist needs around four weeks to review documents and processes applications in the order in which they were received. **We therefore urgently recommend that you submit your documents to uni-assist as soon as possible!** Fees apply for review of your documents. Please note that uni-assist will only begin reviewing documents when this fee has been paid.

**German language proficiency
(Required for all master’s programs taught in German or German and English. This section can be deleted if the master’s program is entirely in English.)**

If you did not complete your first degree at a German-speaking university, you will need to provide proof of sufficient German language proficiency when you enroll (not when you apply). This applies to all master’s programs taught in German or German and English.

If you completed your degree abroad but obtained your higher education entrance eligibility (e.g., *Abitur*) at a German-speaking institution, you can submit this as proof (e.g., *Abitur* certificate).

You will need to submit your German language certificate by the start of the semester at the latest (1 October for the winter semester; 1 April for the summer semester). For an overview of all German language certificates recognized by Universität Hamburg, please see [www.uni-hamburg.de/deutschkenntnisse](http://www.uni-hamburg.de/deutschkenntnisse).

**Application**

**Online application**

You will need to complete the online application available on Universität Hamburg’s application portal during the application period: [www.uni-hamburg.de/online-bewerbung](http://www.uni-hamburg.de/online-bewerbung)

Please create a user account, enter your information online, and submit your application electronically.

You will then need to print out your online application and submit it together with the following documents to the application address indicated below.

**Documents to submit**

Please submit uncertified copies of all documents. For documents not issued in      , a certified       translation is required.

* + **Signed printout of your online application**
	+ **Degree certificate or provisional Transcript of Records**

If you are still studying when you apply and cannot yet provide a final certificate containing your grades, please submit your current Transcript of Records confirming your provisional grade point average. You will then need to submit your degree certificate by the end of the first semester of your master’s program.

* + If you completed or will complete your bachelor’s degree at a foreign university, you will need to submit the preliminary review documentation (Vorprüfungsdokumentation—VPD) from uni-assist (regardless of your nationality).
	+ **Optional:** Please list all further program-specific documents (e.g., module descriptions, TM-BASE cognitive test, etc.).
	+ **Optional:** higher education entrance eligibility (e.g., *Abitur*, preliminary review documentation (VPD) from uni-assist, master craftsperson qualification, etc.) as required
	+ **Optional:** If proof of foreign language proficiency is required, please indicate that a paper copy of this proof must be provided.

**Application address**

Application address

In addition to the address, please also indicate a publicly accessible mailbox—applicants often ask about this.

Please note that your application can only be considered if your complete application documents reach the **application address** by the application deadline. The date on which your application is received and not the postmark is decisive! This deadline is final; no extensions can be granted.

Please bind (staple) all supporting documents required for your application or ensure that loose pages are otherwise bound. The printout of your online application should be the top page. Do not use paper clips, folders, or transparent sleeves.

If you want to submit an **additional special application** (e.g., hardship application), you will need to send this directly to the Application and Admissions Team (Team Bewerbung und Zulassung) together with the required proof separately from the application documents indicated above by the application deadline. For more information on special applications, please see [www.uni-hamburg.de/sonderantrag](http://www.uni-hamburg.de/sonderantrag) and [www.uni-hamburg.de/info-master](http://www.uni-hamburg.de/info-master).

**Selection criteria**

If the number of applicants exceeds the number of places available, a selection procedure will be necessary:

List of selection criteria according to the current bylaws

For details of the legal basis for this regulation, please see the selection bylaws for your chosen master’s program: [www.uni-hamburg.de/auswahl-master](http://www.uni-hamburg.de/auswahl-master)

**Admission and enrollment**

Once your application has been reviewed, an acceptance or rejection letter will be made available in your STiNE account under the *Dokumente* (Documents) tab. Please see the information on applying online for a master’s program for details of when this will become

available: Please select. An enrollment deadline will be indicated in your acceptance letter—please submit the documents required for enrollment to the Application and Admissions Team (Team Bewerbung und Zulassung) by this date. Please submit certified copies of all documents—see [www.uni-hamburg.de/beglaubigung](http://www.uni-hamburg.de/beglaubigung) for details.

**FAQs
(Optional—this section can be deleted if there are no FAQs)**

A link to FAQs is helpful and recommended here. The information should be made available online, allowing the FAQs to also be updated during the current application period.

**Contact**

Please indicate a contact person and provide their full contact details (email, telephone number), office email, or contact form.

**List of comparable degree programs (positive/negative catalog)
(Optional—this section can be deleted if no list is available)**

Last updated: E.g., June 2017