



CHECKLIST of application documents for international applicants to master study programmes who hold a degree acquired in Germany

If you acquired your first degree in Germany, then you need to apply online via the AlmaWeb application portal: <https://almaweb.uni-leipzig.de/> and post your completed application to the International Centre:

**Universität Leipzig
Akademisches Auslandsamt
Frau Stefanie Kölling
Goethestraße 6
04109 Leipzig
Germany**

A complete application includes the following documents. Use this checklist to check whether you are able to submit all of the documents in the required format:

		Certified copy	Certified translation
Application form (Online via AlmaWeb https://almaweb.uni-leipzig.de and a printed, signed copy)	<input type="checkbox"/>		
Certificate of final secondary school qualification ¹ (e.g. Baccalaureate, School Leaving Certificate, O and A Levels or equivalent)		<input type="checkbox"/>	<input type="checkbox"/>
Proof of degree acquired in Germany ² (e.g. bachelor, diploma)		<input type="checkbox"/>	
Transcript of Records detailing courses and credits completed in Germany ²		<input type="checkbox"/>	
If applicable, certificates proving language proficiency ¹		<input type="checkbox"/>	
If available, proof that you have passed the aptitude test / fulfil the subject-specific admission requirements	<input type="checkbox"/>		
CV (in German or English)	<input type="checkbox"/>		

¹ Applicants who acquired their first degree at Leipzig University do not need to submit these certificates again

² In the case of applicants whose first degree is from Leipzig University, a simple copy will suffice as evidence



IN WHAT FORM DO I HAVE TO SUBMIT MY APPLICATION DOCUMENTS?

Remember to submit a **certified copy** of the respective original documents. In the case of foreign-language documents, in addition to the original certified copy of the original document you will also need to submit an **original certified translation** in German or English. If the original certificates were issued in English, you do not need to submit a translation. We accept certified copies of your certified translations:



Please note the following information concerning official certifications and translations: <http://www.uni-assist.de/standards-en.html>

If you acquired your first university degree at Leipzig University, please only submit simple copies of any documents issued by Leipzig University.

If you wish to apply to two different study programmes, it is essential that you create individual applications in AlmaWeb for both study programmes. However, you must only submit your application documents and copies once.

WHAT HAPPENS IF I WON'T BE RECEIVING MY DEGREE UNTIL AFTER SUBMITTING MY APPLICATION?

If you will not acquire the degree on which your admission to Leipzig University depends until after the application deadline, then in addition to your current Transcript of Records, make sure you enclose a certificate from your home university which shows when you are expected to complete the degree. We must have received a certified copy of your degree certificate by no later than when you enrol.

WHAT HAPPENS IF I APPLY TO A MASTER PROGRAMME AND A BACHELOR PROGRAMME AT THE SAME TIME?

Please note that applications to bachelor study programmes and master study programmes are processed separately from each other; from an administrative perspective, they are handled differently. The AlmaWeb application deadline for master study programmes is before the application deadline for bachelor study programmes.