



CHECKLIST

Application for a higher semester of study on a master's programme International applicants with a degree from Leipzig University

Under certain conditions, when enrolling on a master's degree at Leipzig University it is possible to start in a higher semester of study. To do this, you will need to have eligible academic achievements recognised by the examination office at the relevant faculty. Please use the credits form provided by the International Centre for this purpose.

Please note that for the winter semester you can usually only apply for an odd semester of study (e.g. the 3rd semester of study), and for the summer semester only for an even semester of study (e.g. the 2nd semester of study).

List of examination offices: <https://pa.uni-leipzig.de/pruefungsaeamter.html>

Credits form: https://www.uni-leipzig.de/fileadmin/ul/Dokumente/International/Studieren_in_Leipzig/Studium_an_der_UL/181212_AAA_Anrechnungsbescheid.pdf

A complete application at the International Centre includes the following documents. Use this checklist to make sure that you have the right copies of all the documents you need:

		Certified Copy	Certified Translation
Online application (AlmaWeb) https://almaweb.uni-leipzig.de	<input type="checkbox"/>		
Proof of the degree acquired at Leipzig University e.g. bachelor's, Diplom	<input type="checkbox"/>		
Transcript of Records from the degree acquired at Leipzig University	<input type="checkbox"/>		
CV (in German or English)	<input type="checkbox"/>		



If applicable, certificates of language proficiency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Credits form (completed by the examination office at the relevant faculty)	<input type="checkbox"/>		
If applicable: proof that you have passed the aptitude test/the evaluation of subject-specific admission requirements	<input type="checkbox"/>		
Standard copy of <u>all</u> application documents	<input type="checkbox"/>		

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

Please submit standard copies of any documents issued by Leipzig University. If you are required to submit language certificates such as DSH or TOEFL, please enclose **original certified photocopies** of these. In the case of language certificates issued in a foreign language, you must submit an **original certified translation** of the document in German, in addition to the original certified photocopy of the original document. Please note the following information about official certifications and translations: www.uni-leipzig.de/international/organisation -> Prospective Students. No translations are required of certificates if they are in German or English. We accept certified photocopies of your certified translations:



In addition, please submit a **standard, legible copy** of all application documents.

If you wish to apply for two different degree programmes, you will have to **apply for both degree programmes in parallel**. This means that you must complete a separate online application for each of the two degree programmes, submitting all application documents – including copies – for both.