



## Checklist for the application for a higher semester of study on a master's programme

For 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 (find it in the ["Downloads" section on the International Centres website](#)).

A complete application at the International Centre includes the following documents:

Online application ([AlmaWeb](#))

Proof of the degree acquired at Leipzig University, e. g. bachelor's, Diplom

Transcript of Records from the degree acquired at Leipzig University

CV (in German or English)

If applicable, certificates of language proficiency

Certified copy

Certified translation

Credits form (completed by the examination office at the relevant faculty)

If applicable: proof that you have passed the aptitude test/the evaluation of subject-specific admission requirements

Standard copy of all application documents

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).

## **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 [information on our website](#) for prospective students about official certifications and translations. 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.