

How To apply to the Masters programme "Molecular Biosciences"

PLEASE READ THIS WHOLE DOCUMENT and also the two "FREQUENTLY ASKED QUESTIONS" sections (Application and Admission and "Why am I not on the shortlist") BEFORE completing your application. Do not contact us personally before reading all of these documents carefully.

Who can apply?

We welcome applications from students who have, or expect to have, completed a relevant Bachelors degree (in Biology, Life Sciences or other related fields with a **strong** focus on Biology) with an above-average grade by the end of the academic year preceding the desired semester of entry.

Specific academic prerequisites are defined for the specific Major (see Major homepages for more information).

Application Groups:

We are dealing with 2 groups of applications.

Group 1 Overseas:

- International applicants from outside the European Union (EU) and from outside the European Economic Area (EEA) countries
- Please check the equivalence of your Bachelor-Degree at [anabin.de](http://www.anabin.de). In assessing qualifications gained in non-German educational institutions, Heidelberg University follows the regulations of the Kultusministerkonferenz (standing conference of German ministers of education and cultural affairs - KMK). These regulations are set out in the proposals made by the KMK's central office for assessing foreign educational qualifications and must be followed, by order of the Baden-Württemberg ministry responsible for universities. Country-specific information on educational qualifications is to be found at: <http://www.anabin.de>

Group 2 European

- German Applicants and Applicants from the members states of the European Union (EU) and the European Economic Area (EEA), and foreign nationals with the same status as German students (*Bildungsinländer/innen*)
- International Applicants with a German "Abitur" or/and a German Bachelor-Degree

How to apply?

Please use the online application form (available starting February). Fill it out. In addition, send in duplicate a printout of the form together with other application material to the University of Heidelberg.

Application deadline

Call for application: February

Deadline: March 15

Address

Please send in duplicate your application package (a printout of the application form and your materials to:

Group 1
Universität Heidelberg
Akademisches Auslandsamt
Att.: **Ines Fiedler**
Seminarstr. 2
D-69117 Heidelberg

Group 2
Universität Heidelberg
Studierendenadministration
Att.: **C. Belle-Fejsa**
Seminarstr. 2
D-69117 Heidelberg

How do I get informed about invitation to an interview: Application number?

Invitation to the interviews will be send only electronically via email. In addition, your application number issued upon online application is published in the Internet.

How do I get informed about admission?

In case of being accepted by the committee, you will receive a letter of acceptance (Zulassungsbescheid). You need this document for subscription at the University. In addition, please send back the confirmation of acceptance.

What do I have to submit?

The **application for admission** must include the following documents:

1. The printout of the application form **in duplicate**
2. **Officially certified photocopies** or typescripts of any university and other tertiary certificates (colleges, academies) etc.) including the relevant **transcripts of individual grades** per semester or academic year (**transcript of records**), especially of the fifth semester (or last term) if the final grade is not yet awarded. Please **include the grading system** of your university with the min/max grades provided at the backside of your certificate (if available) if the Grading System is **not** the german one
For the duplicate and German applicants, a simple copy will be sufficient.

Please keep in mind that if the documents are not in German, English or French an officially certified translation into German or English is required.

Final degree certificates or appropriately certified copies must be provided before formal admission to the course is granted. If possible these documents should be furnished on March 15. Obviously, if you are still completing your BSc degree, this will not be possible; in that case, we just need them as soon as possible – at the latest, when you formally register at the University. Non-EU students should note that this formal admission will also be required before a visa can be issued.

3. a **CV in duplicate**
4. a **statement**, why you want to study Molecular Biosciences and your chosen majors in Heidelberg (one for each Major, recommended length: one page; in German or English)
5. a **proof of English language skills** (not necessary for native speakers) either by
 - a) a Test of English as a Foreign Language (TOEFL) with at least 570 paper-based TOEFL-Test or 230 computer-based TOEFL-Test or 90 internet-based TOEFL-Test. We do **not have** an institutional TOEFL code, please send the score with your application.
 - b) an International English Language Test System with at least 6,5
 - c) a Cambridge Certificate in Advanced English (CAE)

d) a certificate from the Faculty of Biosciences of the University of Heidelberg based on a Bachelor Thesis written in English

e) If you do not have these, but are shortlisted, we will judge your competence during the interview, which will be conducted in English.

We offer a lot of possibilities, please do not ask for more.

6. **applicants without a German Abitur: an officially certified photocopy** or typescript of the **school leaving certificate** that entitles the student to enter university in their country of origin (e.g. *abitur*, *baccalauréat*, GCE – A & O level, matriculation certificate, etc.) including the relevant **list of individual grades**. In addition, an **officially certified translation** in German is required (except for documents in English or French).

In addition, applicants from group 1 should submit (no duplicate required):

7. A Proof of finance for course (please ask the embassy for details). It will be essential to get a visa but does not need to be sent now. Please just say how you propose to finance yourself.
8. Copy of passport (page with name given in Latin script).). If you don't yet have a passport, send a copy of your identity card.

Country specific requirements

9. Applicants with **prerequisites from Mongolia** must add to their application a confirmation of the authenticity of their educational prerequisites from the German Embassy in Ulan Bator, in the original or as an officially certified photocopy.
10. Applicants with **prerequisites from the People's Republic of China** must attach to their application an original confirmation of the authenticity of their educational prerequisites from the Akademische Prüfstelle (APS) of the German embassy in Beijing.

Please note, that we don't sent back any submitted material! It will be destroyed after the final closing of the application procedure.

Please make one package for each of the two committees. We will only submit the materials you provide us to the committees, we **will not make copies**. You can put the two packages in one envelope for the delivery.

Please note that

a) The degree must be recognized as equivalent to a German BSc degree

b) Your grades in relevant subjects will be important for selection.

More details on this – including expected grades and degree content - can be found under Frequently Asked Questions “Why am I not on the shortlist?”.

Selection procedure

You can apply for two Majors with different priority (1, 2). Applications will only be considered with an above average degree (corresponding to 2,4 in German grading system).

The selection process is a three-step procedure

1. Initial ranking based on subject-specific grades of your bachelor program (max 10 points)
2. Ranking by the specific Major based on your individual training regards the Majors objectives (max 10 points). You can give evidence – if appropriate – of any awards, prizes, vocational training, work experience or subject-specific/extra-curricular achievements. The evidence must be submitted as officially certified photocopies of

the original and in the relevant officially certified translation (for the duplicate, single copies are sufficient).

According to a ranking list made out of process 1 and 2, the best candidates will be invited for an interview in Heidelberg

3. Interview (max 20 points) Here you can prove your personal motivation and qualification.

When are the interviews?

Not yet determined, in the range between April, 15 and May, 15