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**APPLICATION PROCEDURE FOR MASTER'S PROGRAMMES
for international student applicants at Heidelberg University
– FREQUENTLY ASKED QUESTIONS –**

This FAQ is designed to help you with your master's application at Heidelberg University. Please read the information carefully.

What does “konsekutiver Masterstudiengang” (consecutive master's programme) mean?

Consecutive master's programmes build upon a previously completed bachelor's programme of three or four years in the same or a similar subject. It is usually four semesters long and earns a Master of Science degree (M.Sc.) or a Master of Arts degree (M.A.). Heidelberg University offers bachelor's programmes for all its consecutive master's programmes. Depending on the individual study programme, the language of instruction in the master's programmes is either German or English.

What does “konsekutiver Masterstudiengang mit Begleitfach” (consecutive master's programme with a minor) mean?

Most master's programmes are so-called “mono” study programmes, i.e. they consist of only one subject. Some master's programmes, however, require an additional minor subject, in which a part of the credit must be gained. The minor can be chosen either in the online application (see below) or after you have been admitted to a master's programme. Both the admissions committee of the master's programme and the admissions committee of the minor subject must approve the choice of the minor subject.

What does “weiterbildender (nicht-konsekutiver) Masterstudiengang / Aufbaustudiengang” (continuing-education [non-consecutive] master's programme) mean?

There are special requirements concerning your previously-obtained university degree for continuing-education (non-consecutive) master's programmes. Some of these programmes also require at least one year of professional experience. Detailed information regarding the subject-related prerequisites can be found in the rules and regulations for admission (“Zulassungssatzung”) of the individual master's programmes. There might be special fees for these programmes, as laid down in an according statute.

What does “zulassungsbeschränkt” (admission restriction) mean?

In master's programmes with an admission restriction, there is only a limited number of places available. If there are more qualified applicants than there are places, a ranking in accordance with the individual rules and regulations for admission (“Zulassungssatzung”) will decide who will be admitted to the programme.

What does “zugangsbeschränkt” (access restriction) mean?

These master's programmes do not have a limited number of places. All applicants who meet the prerequisites as laid down in the rules and regulations for admission (“Zulassungssatzung”) can be admitted to the programme. You must, however, apply for these programmes in due time and form (see below).

What is a “Zulassungssatzung” (rules and regulations for admission) for a master's programme, and where can I find it?

The rules and regulations for admission (“Zulassungssatzungen”) detail the formalities of the application and the admission procedure of an individual master's programme. All prerequisites for an application as well as the selection procedure are detailed here.

You will find all rules and regulations for admission (“Zulassungssatzungen”) of Heidelberg University's master's programmes online at <http://www.uni-heidelberg.de/studium/download/index.html>.

Who assesses my foreign university degree?

The assessment of foreign higher education entrance qualifications will be carried out by the Admissions Office of Heidelberg University in the scope of the application procedure. In assessing proof of prior education abroad, Heidelberg University is guided by the proposals of the Central Office for International Education Affairs (“Zentralstelle für ausländisches Bildungswesen”).

Which master's programmes exist at Heidelberg University?

You will find a list of all master's programmes at Heidelberg University online at www.uni-heidelberg.de/md/studium/interesse/faecher/faecherkatalog_master.pdf

There is also a list of all master's programmes at the end of this FAQ. The list is divided into

- (German and English) consecutive master's programmes with an admission restriction
- consecutive master's programmes (with access restriction)
- continuing-education (non-consecutive) master's programmes

Which application periods / deadlines apply?

There are different application periods and deadlines for the different master's programmes at Heidelberg University. A list of all application deadlines can be found at the end of this FAQ as well as online at http://www.uni-heidelberg.de/studium/interesse/bewerbung/ma_modal.html.

Which application procedure applies to which master's programme?

In order to be considered in the application and selection procedure, you must apply in due time and form. There are three different application procedures:

- Obligatory online application in combination with the print-out of the PDF file of the online application for all consecutive master's programmes with an admission restriction (either via the German or the English online application portal of the Central University Administration [“Zentrale Universitätsverwaltung”]). Please note: Your online application is only valid if you print out the the PDF file created at the end of the online application, sign it and send it in due time, along with all necessary documents, to Heidelberg University.
- Obligatory written application for all consecutive master's programmes (with access restriction) with the Central University Administration (“Zentrale Universitätsverwaltung”) – application form “Antrag auf Zulassung zum Masterstudium.”
- Obligatory written application for all continuing-education (non-consecutive) master's programmes with the department where the respective programme is situated – subject-related application form “Antrag auf Zulassung.”

The list at the end of this FAQ puts each master's programme in the respective category.

Where do I send my application?

International student applicants must send their application for admission (either the completed form or the print-out of the PDF file, which is generated at the end of the online application), including all necessary documents to

- International Relations Office of Heidelberg University, Seminarstraße 2, 69117 Heidelberg, Deutschland
for all consecutive master's programmes with an admission restriction or access restriction
- the individual department of Heidelberg University, who offers this programme
for all continuing-education (non-consecutive) master's programmes

Which documents must be included in my application dossier?

Next to the general application documents (cf. http://www.uni-heidelberg.de/courses/prospective/admission_int/forms_non_eu.html), the following documents must accompany your application:

- Print-out of the online application (PDF file created at the end of the online application) **OR** "Antrag auf Zulassung zum Masterstudium" **OR** Subject-related application form ("Antrag auf Zulassung")
 - NOTE: For continuing-education (non-consecutive) master's programmes the appropriate subject-related application form must be handed in at the respective department.
- Copy of your higher education entrance qualification (e.g. Abitur, Highschool Diploma, Matura)
 - Foreign certificates of international applicants must be handed in as certified copies of the original, including a certified translation into German, English or French.
 - German applicants with a foreign higher education entrance qualification (e.g. Highschool Diploma, Matura) must present the recognition of this qualification upon enrolment, at the latest.
- Copies of all higher education (university, college, etc.) diplomas, including a list of grades per semester (Transcript of Records)
 - If you have not completed your (bachelor's) studies by the end of the application period, it is sufficient to hand in a preliminary certificate of your current higher education institution on the credit you have completed so far (Transcript of Records). Your higher education institution must also certify that your current study programme is expected to be completed by the beginning of the semester you have applied for at Heidelberg University.
 - Foreign certificates must be handed in as certified copies of the original, including a certified translation into German, English or French.

Which additional (subject-related) documents must be handed in?

- Please consult the websites of the respective study programme in order to find details on the additional subject-related documents that must accompany your application, such as:
 - Curriculum vitae
 - Motivational letter
 - Language certificates (can be handed in as non-certified copies – the TOEFL results are usually sent directly to the university)
 - Certificates of vocational training, work experience or other qualifications (non-certified copies suffice)
 - Summary of your thesis (in the respective bachelor's programme)

All additional subject-related documents are listed in the respective rules and regulations for admission ("Zulassungssatzung"). All rules and regulations for admission ("Zulassungssatzungen") can be found online at

<http://www.uni-heidelberg.de/studium/download/index.html>

When do I enrol?

The registration period for the summer semester usually starts in mid-March and ends before the start of lectures (mid-April); for the winter semester, the registration period runs from mid-September until the beginning of the lecture period (mid-October). You will find the exact dates in your notice of admission.

When does my university degree have to be handed in?

You must present your university (bachelor's) diploma, along with the list of grades (Transcript of Records / Diploma Supplement) as well as the overall grade of your diploma upon enrolment, at the latest (the registration period will be indicated on your notice of admission). All credits gained at a higher education institution in Germany or abroad before the application date must be included in your application dossier (certified copies of the original as well as a certified translation into German, English or French).

If you cannot present a university diploma by the time you enrol at Heidelberg University, you can only enrol if you present a certificate of your examination office, which confirms that you have successfully completed your previous study programme and which gives your overall grade (certified copy of the original as well as a certified translation into German, English or French).

Do I need a study permit for the assessment test / the interview?

You do not need a study permit ("Aufenthaltstitel zu Studienzwecken") in order to take the subject-related assessment test or interview. As soon as your online application has been registered, and if all necessary documents have reached Heidelberg University in due time, you can apply for a certificate of application ("Bewerberbescheinigung") with the Admissions Office. With this certificate, you can apply for an applicant's visa ("Bewerbervisum") or a visa for study preparation ("Visum zur Vorbereitung auf ein Studium im Deutschland") with the German embassy / consulate in your home country. In case of admission, this visa can be changed into a study permit ("Aufenthaltstitel zu Studienzwecken").

If you have entered Germany on a tourist visa in order to take part in an assessment test or an interview and are admitted to a study programme, you must return to your home country in order to apply for a study permit with the German embassy / consulate.

The form with which to apply for a certificate of application ("Bewerberbescheinigung") is available at http://www.uni-heidelberg.de/imperia/md/content/studium/download/auslandsamt/bewerber_bescheinigung.pdf

When do I have to pass the German language test?

In order to take part in the application process, you do not have to hand in a German-language certificate. If you are admitted to a study programme, the "Deutsche Sprachprüfung für den Hochschulzugang (DSH)" (usually level 2) must be passed before enrolling at Heidelberg University unless you present an equivalent German-language certificate.

You cannot take part in the DSH test at Heidelberg University if you do not have a valid notice of admission for the respective semester.

Students can be exempted from the DSH if one of the following certificates considered equivalent to the DSH is submitted with the application for admission:

- "Deutsches Sprachdiplom der Kultusministerkonferenz – Zweite Stufe" (ruling of the KMK from 16.03.1972 and 5.10.1973)
- Registered "Deutsche Sprachprüfung für den Hochschulzugang (DSH-Stufe 2)" according to RO- DT of the HRK (ruling of the KMK from 25.6.2004 version of 17.11.11)
- "Großes [or] Kleines Deutsches Sprachdiplom" of the Goethe Institute
- "Zentrale Oberstufenprüfung" of the Goethe Institute
- "Goethe-Zertifikat C2: GDS" of the Goethe Institute, issued from 01.01.2012
- "Test Deutsch als Fremdsprache (TestDaF)", if passed with a mark of TDN 4 or better in all of the examinations

- “Zeugnis der Prüfung zur Feststellung der Eignung ausländischer Studienbewerber für die Aufnahme eines Studiums an den Hochschulen der Bundesrepublik Deutschland” (so-called “Feststellungsprüfung”)
- an equivalent certificate based on a bilateral treaty with another country.

For some master’s programmes, special German-language skills are required. Details can be found in the rules and regulations for admission (“Zulassungssatzung”) of the individual programme.

How do I find out whether I have been accepted?

- The International Students Office will inform you on whether or not you have been accepted into a study programme.
The notice of admission (“Zulassungsbescheid”) will be sent in the mail. It is valid for one semester. Together with this notice, you will receive a brochure containing all information for newly-admitted international students, concerning enrolment and visa application.
- The notice of rejection (“Ablehnungsbescheid”) will also be sent in the mail. The notice contains the reason for rejection.

How do I enrol / register for the master’s programme?

As an international student you must enrol **in person** during the enrolment period stated on your notice of admission. Together with the notice of admission, you will receive a brochure containing all information for newly-admitted international students, concerning enrolment and visa application. Your notice of admission will also contain a list of documents to be presented upon enrolling.

An extension of the enrolment period can only be granted in exceptional cases due to severe reasons. The extension must be applied for with the respective master’s programme’s coordinator via e-mail. The International Students Office must immediately be informed of the approval of the extension of the enrolment period.

Students who are already enrolled at Heidelberg University must re-register within the official re-registration period (“Rückmeldung”) and can then change their subject to the master’s programme they have been accepted for. You must do this in person during the enrolment period stated in your notice of admission. You must present the form “Antrag auf Umschreibung,” your notice of admission and – in some cases – a new study permit (“Aufenthaltstitel zu Studienzwecken”) for the master’s programme. If you have a study permit for a first-degree study programme or any other study programme, we strongly recommend you contact your foreigners’ office (“Ausländerbehörde”) before changing your subject to the new master’s programme.

What does “Antrag auf Quereinstieg in ein höheres Fachsemester” (application to a higher subject-related semester – transfer student, change of subject) mean?

You can apply for a higher subject-related semester within a master’s programme by using the form “Antrag auf Quereinstieg.” You can apply for this if the responsible examination office (“Prüfungsamt”) has recognized credits from a different subject at a German or foreign higher education institution towards the master’s degree, and if they have placed you in a higher subject-related semester. In this case, the examination office will issue a so-called “Anrechnungsbescheinigung” (certification of recognition of credit). This certification must accompany your application (as well as all other necessary documents).

What does “Hochschulortswechsel in ein höheres Fachsemester” (application to a higher subject-related semester – transfer student, same subject) mean?

You can apply for a so-called “Hochschulortswechsel” if you have already been enrolled in a subject of the same name in Germany or in an EU country.

If you apply as a “Hochschulortswechsler” you must include a so-called “Anrechnungsbescheinigung” (certification of recognition of credit) in your application dossier (as well as all other necessary documents).

What is an “Anrechnungsbescheinigung” (certificate of recognition of credit)?

An “Anrechnungsbescheinigung” is a written certification of the examination office of Heidelberg University. This certification states the higher subject-related semester of the master’s programme you have been placed in. The examination office assesses whether credit from another German or foreign higher education institution can be recognized and transferred, and if so, which subject-related semester you will be placed in. You must apply for this recognition in writing with the respective examination office (you must include all your credits [Transcript of Records or other documentation of credit]).

You **must** include an “Anrechnungsbescheinigung” if you

- change your subject or your target degree
- have credits from a foreign higher education institution (either in the same or a related subject)
- are transferring from a **part-time study programme** to a full-time study programme.

How do I apply to a consecutive master’s programme with an admission restriction in higher subject-related semesters?

If you wish to apply for a higher subject-related semester of a master’s programme with an admission restriction in higher subject-related semesters, you must do so via the online application platform: <http://www.uni-heidelberg.de/studium/interesse/onlinebewerbung/index.html>.

Here you will find all necessary information on the online application procedure for higher subject-related semesters.

How do I apply to a consecutive master’s programme with no admission restriction in higher subject-related semesters?

If you wish to apply for a higher subject-related semester in a master’s programme with no admission restriction in higher subject-related semesters, you must do so either as a “Quereinsteiger” or a “Hochschulortwechsler.” International student applicants must apply in due time and form with the International Students Office of Heidelberg University.

The application period for the summer semester runs from October 1st until November 15th.

The application period for the winter semester runs from May 1st until June 15th.

You can find the appropriate form at

http://www.uni-heidelberg.de/md/studium/download/zulassungsantrag_konsekutive_master_freie_f_cher.pdf.

Next to the usual documents (see above) you must also hand in an “Anrechnungsbescheinigung” (certificate of recognition of credit) from the examination office of the respective master’s programme.

List of master’s programmes at Heidelberg University

On the following pages, you will find an alphabetical list of all master’s programmes currently offered at Heidelberg University, including the application periods and deadlines. Depending on the application procedure, the master’s programmes are divided into different categories:

- German online application portal for consecutive master’s programmes with an admission restriction
- English online application portal for consecutive master’s programmes with an admission restriction
- Written application for consecutive master’s programmes with access restriction
- Written application for continuing-education (non-consecutive) master’s programmes

German online application portal for consecutive master's programmes with an admission restriction (http://www.uni-heidelberg.de/studium/interesse/bewerbung/ma_modal.html#zula) 		
Master's programme	Application period for the summer semester	Application period for the winter semester
Bildungswissenschaft	Only in the winter semester	01.04. - 15.05.
Chemie	01.10. - 15.11.	01.04. - 15.05.
Economics ¹	Only in the winter semester	01.04. - 15.05.
Geographie ²	Only in the winter semester	01.04. - 15.05.
Geowissenschaften	Only in the winter semester	01.04. - 15.05.
Internationaler Masterstudiengang Kunstgeschichte und Museologie	Only in the winter semester	01.04. - 15.05.
Konferenzdolmetschen	Only in the winter semester	01.04. - 15.05.
Molekulare Biotechnologie	01.10. - 15.11.	01.02. - 15.03.
Politische Wissenschaft	01.10. - 15.11.	01.04. - 15.05.
Psychologie	Only in the winter semester	01.02. - 15.03.
Soziologie	Only in the winter semester	01.04. - 15.05.
Sport	Only in the winter semester	01.04. - 15.05.
Übersetzungswissenschaft	Only in the winter semester	01.04. - 15.05.
English online application portal for consecutive master's programmes with an admission restriction (http://www.uni-heidelberg.de/studium/interesse/bewerbung/ma_modal.html#zula) 		
Master's programme	Application period for the summer semester	Application period for the winter semester
Molecular Biosciences	Only in the winter semester	01.02. - 15.03.

¹ The admission restriction is likely to be replaced by an access restriction from winter semester 2014/15. Please check again at the beginning of May: http://www.uni-heidelberg.de/studium/interesse/faecher/economics_msc.html.

² The admission restriction is likely to be replaced by an access restriction from winter semester 2014/15. Please check again at the beginning of May: http://www.uni-heidelberg.de/studium/interesse/faecher/geographie_master.html.

Application procedure for consecutive master's programmes with access restriction

Form "Antrag auf Zulassung" available at

http://www.uni-heidelberg.de/md/studium/download/zulassungsantrag_konsekutive_master_freie_f_ cher.pdf

Master's programme	Application period for the summer semester	Application period for the winter semester
Ägyptologie	01.10. - 15.11.	01.05. - 15.06.
Alte Geschichte	01.10. - 15.11.	01.05. - 15.06.
Angewandte Informatik	01.10. - 15.11.	01.05. - 15.06.
Assyriologie	Only in the winter semester	01.05. - 15.06.
Byzantinische Archäologie	Only in the winter semester	01.05. - 15.06.
Christentum und Kultur	01.10. - 15.11.	01.05. - 15.06.
Computerlinguistik	01.10. - 15.11.	01.05. - 15.06.
Deutsch-Französischer Master in Geschichtswissenschaften	Only in the winter semester	01.05. - 15.06.
Deutsch als Zweitsprache	Only in the winter semester	01.05. - 15.06.
Editionswissenschaft und Textkritik	01.10. - 15.11.	01.05. - 15.06.
English Studies / Anglistik	01.10. - 15.11.	01.05. - 15.06.
Ethnologie	01.10. - 15.11.	01.05. - 15.06.
Europäische Kunstgeschichte	01.10. - 15.11.	01.05. - 15.06.
Germanistik	01.10. - 15.11.	01.05. - 15.06.
Germanistik im Kulturvergleich	01.10. - 15.11.	01.05. - 15.06.
Geschichte	01.10. - 15.11.	01.05. - 15.06.
Global History	01.10. - 15.11.	01.05. - 15.06.
Health and Society in South Asia	Only in the winter semester	01.05. - 15.06.
Japanologie	Only in the winter semester	01.05. - 15.06.
Klassische Archäologie	01.10. - 15.11.	01.05. - 15.06.
Klassische Philologie: Gräzistik	01.10. - 15.11.	01.05. - 15.06.
Klassische Philologie: Latinistik	01.10. - 15.11.	01.05. - 15.06.
Klassische und Moderne Literaturwissenschaft	01.10. - 15.01.	01.06. - 15.07.
Kultur- und Religionsgeschichte Südasiens (Indologie I)	Only in the winter semester	01.05. - 15.06.
Kunstgeschichte Ostasiens (East Asian Art History)	Only in the winter semester	01.05. - 15.06.
Mathematik	01.10. - 15.11.	01.05. - 15.06.

**Application procedure for consecutive master's programmes with access restriction
(continued)**

Form "Antrag auf Zulassung" available at
http://www.uni-heidelberg.de/md/studium/download/zulassungsantrag_konsekutive_master_freie_f_cher.pdf

Master's programme	Application period for the summer semester	Application period for the winter semester
Medizinische Informatik an der FH Heilbronn (Bewerbung an der FH Heilbronn!)	Application deadline: 15.01.	Application deadline: 15.07.
Mittelalterstudien	01.10. - 15.11.	01.05. - 15.06.
Musikwissenschaft	01.10. - 15.11.	01.05. - 15.06.
Nah- und Mitteloststudien	Only in the winter semester	01.05. - 15.06.
Neuere Sprachen und Literaturen Südasiens (Moderne Indologie)	Only in the winter semester	01.05. - 15.06.
Philosophie	Only in the winter semester	01.05. - 15.06.
Physics	01.10. - 15.01.	01.06. - 15.07.
Religionswissenschaft	01.10. - 15.11.	01.05. - 15.06.
Romanische Philologie	Only in the winter semester	01.05. - 15.06.
Scientific Computing	01.10. - 15.11.	01.05. - 15.06.
Semitistik	01.10. - 15.11.	01.05. - 15.06.
Sinologie (Chinese Studies)	Only in the winter semester	01.05. - 15.06.
Slawistik	01.10. - 15.11.	01.05. - 15.06.
Südasienstudien (South Asian Studies)	01.10. - 15.11.	01.05. - 15.06.
Technische Informatik	01.10. - 15.11.	01.05. - 15.06.
Transcultural Studies	Only in the winter semester	01.05. - 15.06.
Ur- und Frühgeschichte	01.10. - 15.11.	01.05. - 15.06.
Vorderasiatische Archäologie	01.10. - 15.11.	01.05. - 15.06.

**Application procedure for continuing-education (non-consecutive)
master's programmes**

Application form on the website of the respective department:

<http://www.uni-heidelberg.de/studium/interesse/faecher/master.html#nicht-konsekutiv>

There is no designated start of application period. Application deadlines for the following semester are listed below. You must apply directly at the respective department.

Master's programme	Application period for the summer semester	Application period for the winter semester
Advanced Physical Methods in Radiotherapy	Only in the winter semester	15.07.
American Studies	Only in the winter semester	31.03.
Berufs- und organisationsbezogene Beratungswissenschaft	Only in the winter semester	15.07.
Biomedical Engineering	Only in the winter semester	15.04.
Clinical Medical Physics	31.10. (in Santiago de Chile)	Only in the summer semester
Diakonie – Führungsverantwortung in christlich-sozialer Praxis	Only in the winter semester	15.09.
Diakoniewissenschaft	Only in the winter semester	01.07.
Evangelische Theologie	15.11.	15.05.
Governance of Risks and Resources (in Santiago de Chile)	Mid-January (in Santiago de Chile)	Only in the summer semester
Health Economics (MScHE)	Only in the winter semester	15.04.
International Health	Only in the winter semester	30.04.
International Law (in Santiago de Chile)	Mitte Januar (in Santiago de Chile)	Only in the summer semester
Legum Magister in Rechtswissenschaft	15.01.	15.07.
Legum Magister in Unternehmensrestrukturierung	Only in the winter semester	01.07.
Management, Ethik und Innovation im Nonprofit-Bereich – Diakonische Führung und Steuerung	Only in the winter semester	01.09.
Medical Biometry / Biostatistics	Only in the winter semester	15.06.
Medical Education	Only in the winter semester	15.03.
Medical Physics with Distinction in Radiotherapy and Biomedical Optics	Only in the winter semester	15.04.
Nonprofit Management and Governance	Only in the winter semester	01.07.
Theological Research	15.02.	15.07.
Translational Medical Research	Only in the winter semester	15.04.
Unternehmensführung im Wohlfahrtsbereich	Only in the winter semester	01.07.