Checklist for the Application to the Master Degree Programmes for the Winter Semester 2020/21 during the application procedure from April 15 – May 31

Dear applicant, thank you for your interest in studying at the Leibniz University Hannover. We will give you an overview (including a checklist) of the steps that are necessary for the application below. You can access detailed information regarding the application process here.

1. Before the Application
   - I checked the application deadline for my degree programme here.
   - I apply within the application period (April 15 – May 31).
   - I am aware that applications that arrive after the deadline cannot be processed.

2. Application
   - I am aware that the application is exclusively online. Sending documents by post is not necessary.
   - I completed the online application on the website of the Leibniz University Hannover.
   - The application form at the end of the application has been
     - saved, printed, signed & scanned.
   - I compiled the scanned application form together with the other required documents into a single PDF file in the following order (see also p. 2 of the application form):
     1. University Entrance Qualification (e.g. school leaving certificate or High School Diploma) as a scan from the original or a certified copy
     2. Bachelor Certificate as a scan from the original or a certified copy (if already available)
     3. Complete and current Transcript of Records of your previous studies containing achieved credit points and average grade as a scan from the original or a certified copy
     4. Curriculum Vitae
     5. Certificates of Language Skills (you can find the required level in your enrolment application)
     6. Applicants from China and Vietnam (except Macao und Hongkong) need an APS
7. Possibly further documents that are specific to your degree programme

☐ I named the PDF-file as follows: LAST NAME first name_applicant number_degree programme.pdf,

   e.g. MÜLLER Max_12345678_MSc Geodesy und Geoinformatics.pdf

☐ I checked my documents for completeness.

☐ I wrote an e-mail with the degree programme and the application number in the subject, attached the PDF file containing complete application documents and sent it to bewerbung.international@uni-hannover.de.

☐ I am aware that applications that are sent incomplete cannot be processed.

3. After the Application

Even though it is not necessary to send certified hard copies by post for the application process of winter semester 2020/21, Leibniz University Hannover reserves the right to request certified hard copies in individual cases.

☐ I prepared certified copies in case they are requested.

Any more Questions?

If you have further questions regarding the online application, feel free to write an e-mail to studium@uni-hannover.de.