You're an applicant from outside of the EU and you don't know how to apply?

Let's walk you through it!

The first step is to go to our website: [https://www.uni-hannover.de/en/studium/vor-dem-studium/bewerbung-und-zulassung/studienplatzbewerbung/master-application-for-prospective-students-from-outside-the-eu/](https://www.uni-hannover.de/en/studium/vor-dem-studium/bewerbung-und-zulassung/studienplatzbewerbung/master-application-for-prospective-students-from-outside-the-eu/)

There you can find various information about our application process and also further links to details as language or other special requirements. Please note that application periods may differ. The deadline depends on the programme you choose to study. Please find the different application periods here: [https://www.uni-hannover.de/fileadmin/luh/studiengaenge/Master_Bewerbungsfriste-alleSem.pdf](https://www.uni-hannover.de/fileadmin/luh/studiengaenge/Master_Bewerbungsfriste-alleSem.pdf)

Have you read everything?
Good! So let's start with the application.
Start the application form by clicking on the link to the application portal.

Note: differing application deadlines

It is no longer possible to apply for some master’s programmes, as they had a previous application period (15th April - 31st May).
If the portal appears in German for you, you can switch to English in the upper left corner.
1. Introduction

Now you're on the online portal for our applicants. You'll need to fill out this form in order to get your data into our system. Please take your time for this and make sure you type in the right data.

Please answer the questions from page one (introduction) to page thirteen (complete application).

On the first page, you'll find some information on how to fill out the application form. Read the information stated there and confirm you've read them by clicking "Yes" in the dropdown-field and continue.
2. Target degree

Select the degree you want to achieve and continue.
3. Subject

Select the study programme you want to study at Leibniz University.

In case you want to apply for more than one programme, you need to fill out the online form again afterwards. In this case, make sure to upload a separate PDF for each application. You'll receive more information on how this PDF should look like in step 13: "Complete application"

Also make sure to have deleted all cookies and your browser's cache to make sure you start fresh.

After that: Continue.
4. Degree

4.1 University

Please fill out in which country you have earned your bachelor’s degree.

- **Country**: Select the country of the university where you’ve completed your bachelor’s degree at or will complete your Bachelor’s degree respectively.

- **University**: Select “Auslandshochschulen” if you haven’t earned your bachelor’s degree in Germany.

4.2 Grade

Only fill out the number of existing credits.

The grading system differs in each country, which is why the mark you’ve obtained in your home country is not the same as it is in Germany. That is why you need to leave the two grade spots (Grade of bachelor’s degree / Average grade) blank.

After that: Continue.
5. Personal information

Fill out your personal information:

First name
Last name
Gender
Academic title (if you already have one)
Date of Birth (DD.MM.YYYY)
Place of Birth
Birth name only if it changed
Country of Birth
Nationality (or nationalities)

After that: Continue.
6. Address & communication

6.1 Address

Please enter a current and valid address, under which we can contact you. This is the address we will send any postal correspondence (e.g. admission or rejection letter) to. In case your name isn’t on the mailbox, please give us a c/o name.

6.2 Communication

Enter your telephone number. Remember to add your country code in front of your actual number.

Here you can see 001 for USA, followed by the actual telephone number.

Enter a valid e-mail address. In case we need to contact you, we will most likely contact you via e-mail. So make sure you enter a valid e-mail address.

After that: Continue.
7. University entrance qualification

This might be the leaving certificate from high school/secondary school or similar.

As your university entrance qualification is most likely not from Germany, please select "foreign university entrance (aHR)" as shown in the example and fill out the date when you completed it.

The grade of the university entrance qualification only needs to be filled out if obtained in Germany. If this is not the case, please leave it empty.

Here you need to select the country where you obtained your university entrance qualification. As yours was most likely obtained abroad, leave the first choice on "Please choose" and only select the Country of acquisition of HZB abroad.

After that: Continue.
8. Previous studies

8.1 Previous studies

Please select the state where you first enrolled in as Country of first enrolment. Normally this would be the state where you completed your bachelor’s degree.

If your first enrolment was abroad, please leave “Please choose” on Primary university.

The semester of first enrolment is the first semester, you’ve studied at all. If you’ve completed your bachelor’s degree abroad, please type in the first semester of your bachelor’s studies.

If you have already been a student at Leibniz University, please enter your old matriculation number.

8.2 Semester counter

You only need to fill that part out, if you have already studied in Germany.

If you haven’t – just leave it that way.

After that: Continue.
9. Studies in the previous semester

9.1 General information

Select “No” if you haven’t studied at a German university in the previous semester (= the semester before your planned start at Leibniz University)

Select “Yes” if you have studied at a German university in the previous semester (= the semester before your planned start at Leibniz University)

9.2 Studies in the previous semester

Please only fill this page out, if you have studied in Germany in the previous semester (despite the information on that page).

If you have studied abroad in the previous semester, leave everything blank and continue to the next page.

After that: Continue.
10. Completed exams

Here we take a look at your most recent degree.

- As the master is a secondary degree, you most likely already have completed a final examination of a bachelor. In this case, you need to select “Yes”. If you’re about to complete bachelor’s degree, but haven’t yet completed your final examinations, please select “No” and leave the next three fields empty.

- Kind of latest examination: final examination

- Country of examination: The country you’ve obtained your last degree in.

- Name of university: Only if your last degree was in Germany. If it wasn’t, leave “Please choose”

- Degree: Please select “Abschl.außerh.Deutschland” if you have obtained your degree anywhere else than Germany – no matter which degree it is.

- Form of study: If your last degree was your first bachelor’s degree, select “Erststudium”. If it was your second bachelor’s degree, select “Zweitstudium”. If you have obtained a master’s degree, select “Konsekutiver Master”.

- 1st subject: Select your course of study of your last degree. Note: If you have studied two subjects, please choose one of them to type in and leave the 2nd subject blank in any case.

- Date of examination (DD.MM.YYYY)

- Audit status: Passed/definitely not passed

- Overall Mark: The overall mark you’ve obtained in your last degree. If your grade system does not match the German system, please type *400*

After that: Continue.
11. Parallel Studies

You only fill that part out if you want to be enrolled at another university in Germany at the same time as you want to be enrolled in Leibniz University Hannover.

If you do not plan to do so, please just click continue.
12. Concluding remarks

Please read all the information on this page carefully and confirm that you’ve done so by selecting “Yes”.

After that: Continue.

<table>
<thead>
<tr>
<th>Concluding remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete and accurate information and affidavit</td>
</tr>
<tr>
<td>• Based on my above information which is complete and truthful, I hereby apply for the admission to study.</td>
</tr>
<tr>
<td>• I hereby declare under penalty of perjury that I have neither concealed any periods of study nor degrees obtained at German universities.</td>
</tr>
<tr>
<td>I am aware</td>
</tr>
<tr>
<td>• That any false, forged or concealed information provided, when discovered later, can possibly lead to de-registration,</td>
</tr>
<tr>
<td>• That the re-registration to the study must take place each semester no later than the deadline fixed for that purpose, by payment of the applicable semester fees, otherwise the enrolment may be terminated.</td>
</tr>
<tr>
<td>I am aware that any false information may result in revocation of the enrolment.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Observe strictly</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Your application will only be considered, if you have filled in your data online AND uploaded your application documents as one PDF file within the given application deadline (15th July 2020, 11:59 PM).</td>
</tr>
<tr>
<td>• You can download the application form from the following page as a PDF. On the second page of it, you will find a list of the documents needed for the application.</td>
</tr>
</tbody>
</table>

By sending the data, I hereby agree to the facts mentioned above. I hereby confirm having read and taken notice of the above information. Yes ✅

Back  Continue
13. Complete Application – Part 1

You are almost done!

13.1 Generate (by clicking PDF Druck), sign (digitally or manually) and save the application form.

13.2 Check the second page of the document for the list of required documents.

13.3 Scan the documents and save them in the correct order as a single PDF. Make sure that the application form is the first two pages!

13.4 Name the single pdf as follows
LAST NAME first name(s)_application number.pdf

13.5 Upload the document by clicking on the upload link. You will also receive this link via e-mail.
After uploading your document, you will not receive any message or mail that the actual upload was successful - there will only be a note that it’s uploaded.

If you have uploaded everything during the application period your application status will change in the application portal. This can take up to several weeks after the application period ended, so please remain patient until your application status changes.

We'll explain where you can find the application portal on the next page.
13. Complete Application – Part 2

13.6 You can use the website https://gis.verwaltung.uni-hannover.de/gisservlet/de.his.servlet.RequestDispatcherServlet?state=user&type=0&application=Isff&noDBAction=y&init=y to log into your application portal.

Here you can check your application status, using your application number as the username and your token as the password.

You can also find the application form in the portal if you should have misplaced it earlier.

13.7 Last step: Remain patient! Admission and rejection letters will be send out in August to September. If you've applied during the earlier application period some may already be send out in June/July. Additionally you will be able to find online admission letters in the application portal when the letters have been sent out.
YOU DID IT!

Congratulations! We wish you good luck with your application.

If you have any further questions or encounter technical problems, please feel free to contact the student information services via telephone or e-mail.

**Service Hotline**

**Student Advisory Services**

PHONE: +49 511 762 2020

EMAIL: studium@uni-hannover.de