

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

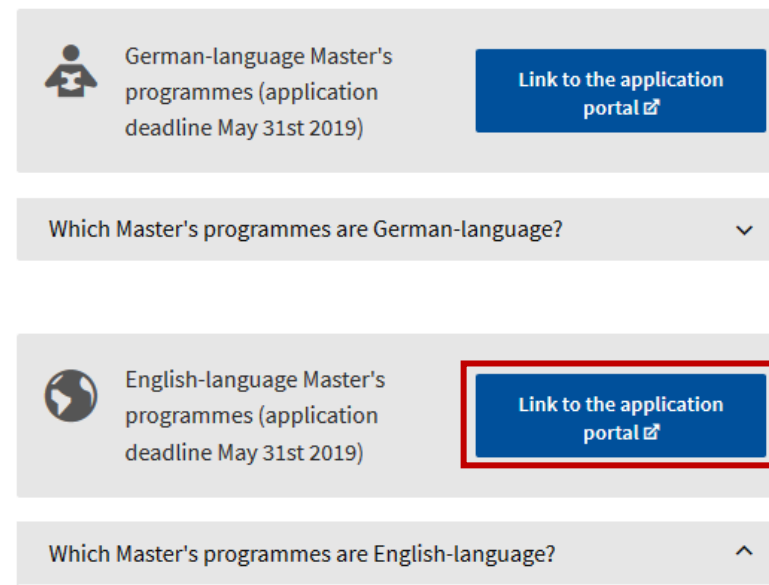
Let's walk you through it!

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/>

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 the application periods differ. The deadline depends on the programme you chose to study. Please find the different application periods here: 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 whether you want to apply for a master's programme in German or in English.



The screenshot shows a web interface for selecting a master's programme. It features two main sections, one for German-language programmes and one for English-language programmes. Each section includes a title, a description, a deadline, and a button to link to the application portal. The English-language section's button is highlighted with a red border.

German-language Master's programmes (application deadline May 31st 2019) [Link to the application portal ↗](#)

Which Master's programmes are German-language? ▾

English-language Master's programmes (application deadline May 31st 2019) [Link to the application portal ↗](#)

Which Master's programmes are English-language? ▲

THE ONLINE FORM FOR MASTER STUDY COURSES

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 fourteen (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".

In general: After completing the form, a PDF document will be generated. Make sure to print that and add all the documents as printed on the second page of it. Caution: Some of the documents need to be certified copies (the bachelor's certificate, transcript as well as your language certificate).

After that you'll send all the documents to the address stated on this page:



Introduction

Dear Prospective Student,

On the following pages you are requested to begin with entering the data required by Leibniz Universität Hannover with regard to your application for master study courses. For your navigation within the online form, please only use the navigation elements below.

The applicant number of your application may be gathered from the last page of the online form, it is the **RED number!** There you will also find a form for print out and a list of the documents you have to submit to the registration office by surface mail within the deadlines specified.

[Application deadlines for all master study courses](#) PDF

Please note:
 To apply for a study place in a master course of studies, the applicant must either have successfully completed a bachelor (or comparable) study course or acquired a minimum of credit points in the basic study course. For detailed information, please refer to the respective admission regulations: [respective admission](#) ☞.

I hereby confirm having read and taken notice of the above information: Yes ▾

Privacy Statement

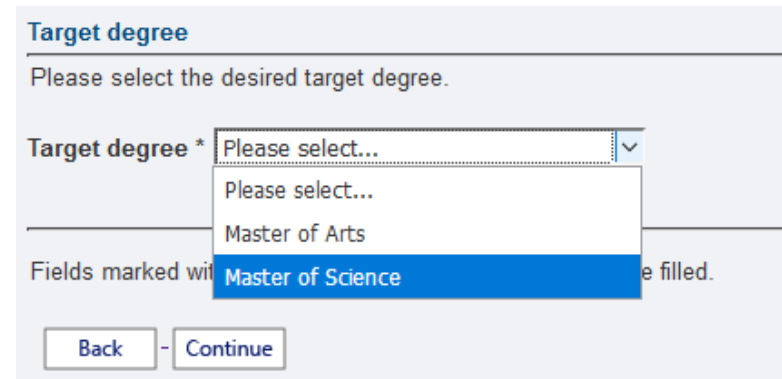
The subject of data protection is the **personal data that you provide when applying to study at Leibniz Universität Hannover (LUH)**. Personal data will only be collected to the extent necessary for the **application process** to study at LUH. Details regarding data processing can be found in the [privacy statement](#).

Address:
 Leibniz Universität Hannover
 Immatrikulationsamt
 Welfengarten 1
 30167 Hannover

Continue

2. Target degree

Select the degree you want to achieve and **continue**.



Target degree

Please select the desired target degree.

Target degree *

- Please select...
- Master of Arts
- Master of Science**

Fields marked with * must be filled.

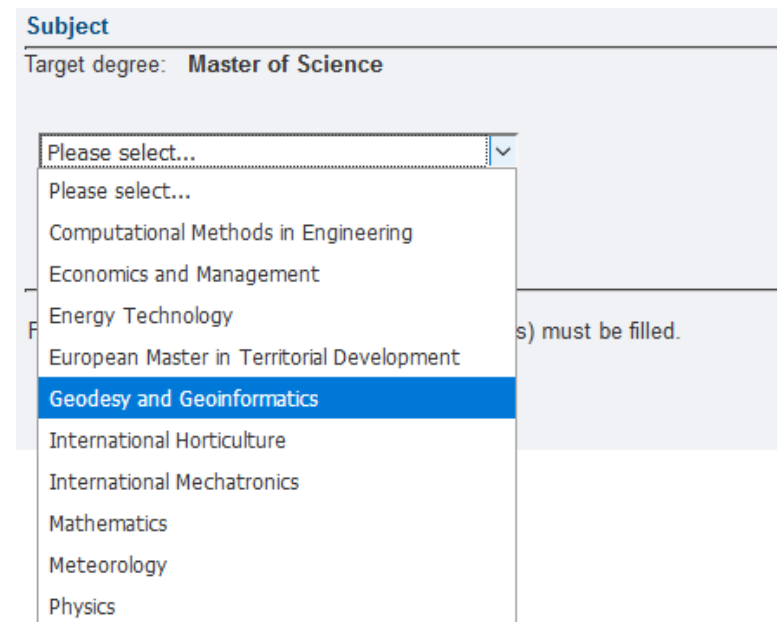
-

3. Subject

Select the study programme you want to study at Leibniz University and **continue**.

In case you want to apply for more than one programme, you need to fill out the online form another time. In this case, make sure you add all of the documents needed to each filled out application form. However, it's sufficient if one set has certified copies and the others have simple copies.

After that: **Continue**.



Subject

Target degree: **Master of Science**

- Please select...
- Computational Methods in Engineering
- Economics and Management
- Energy Technology
- European Master in Territorial Development
- Geodesy and Geoinformatics**
- International Horticulture
- International Mechatronics
- Mathematics
- Meteorology
- Physics

Fields marked with * must be filled.

4. Degree, e.g. bachelor's 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.
- *University*: Select "University Abroad" 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](#).

Degree, e.g. bachelor's degree

University

Please indicate where you have earned your bachelor's degree (or comparable graduation).

Country *

University *

Grade

Please enter a grade **only** if you have earned your bachelor's degree at a **German university**.

Note Bachelor / Grade of bachelor's degree

vorh. ECTS / Number of existing credits

Durchschnittsnote / Average grade

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
- Nationality (or nationalities)
- Country of Birth

After that: [Continue](#).

Personal information

First name *	<input type="text" value="Mustafa"/>
Last name *	<input type="text" value="Ahmed"/>
Gender *	<input type="text" value="männlich/male"/>
Academic title	<input type="text" value="Please select..."/>
Date of birth (e.g. 12.03.1993) * (dd.mm.yyyy)	<input type="text" value="12.03.1993"/>
Place of birth *	<input type="text" value="Kandahar"/>
Maiden name	<input type="text"/>
Nationality *	<input type="text" value="Afghanistan"/>
2nd Nationality	<input type="text" value="Please select..."/>
Country of birth *	<input type="text" value="Afghanistan"/>

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.

Address & communication

Address

Please enter the address here under which you may be contacted by regular mail.

Street and house number * <small>maximum of 30 characters</small>	<input type="text" value="Street 1"/>
Additional (c/o, Room, App.)	<input type="text" value="c/o Hamed"/>
Postal code *	<input type="text" value="00000"/>
Place of residence *	<input type="text" value="City"/>
State *	<input type="text" value="Afghanistan"/>

6.2 Communication

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

Here you can see 0093 for Afghanistan, 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 "sonst. HZB im Ausl. (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.

Communication

Please enter the phone number (numbers only) and e-mail address under which you contact.

Telephone Number *

We need a valid e-mail address, as our correspondence with you will take place through it.

Email-Address*

University entrance qualification

"University entrance qualification" (below named "HZB" for the German term "Hochschulzugangsberechtigung")

If you got your "University entrance qualification" in other country than Germany, please select "sonst. HZB im Ausl.(aHR)".

Type of HZB *

Date of HZB *(dd.mm.yyyy)

If your HZB grade does not correspond to the German system, please leave it empty.

Grade of HZB

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 select" and only select the *Country of acquisition of the HZB abroad*.

After that: Continue.

8. Previous studies

8.1 Previous studies

Please select the state, where you first enrolled in as *State 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 select..." on *Primary university*.

The Semester of first enrolment is the first semester, you're studying in Germany. If you haven't studied here before, it's the upcoming winter semester.

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

After that: Continue.

Please indicate the location (county or county-level city in Germany) or the state where you acquired your HZB.

City / County of acquisition of the HZB in Germany *

Country of acquisition of the HZB abroad *

Previous studies

Have you already pursued studies abroad? If so, please choose "Please select" field.
Or perhaps you have already studied in Germany? In this case, select first enrolment from the drop-down list. Thank you!

State of first enrolment *

Primary university *

Semester of first enrolment *

Have you already been enrolled at Leibniz Universität Hannover? If so, please enter your old matriculation number.

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](#).

Semester counter
Please enter here the semesters you have already studied at German universities / u

Total number of previous semesters *	<input type="text" value="0"/>
Semesters of leave *	<input type="text" value="0"/>
Internship semesters *	<input type="text" value="0"/>
Furthermore, semesters of study at Studienkolleg (Preparatory Course) *	<input type="text" value="0"/>
Interruption semesters *	<input type="text" value="0"/>
Kind of Study Interruption	<input type="text" value="Please select..."/>

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)

Studies in the previous semester

Pre-Semester = semester directly preceding the application semester.

On this entire page please provide information, only if you have studied in the pre-semester NOT enrolled at Leibniz Universität Hannover!

General information

Have you been enrolled at university or university of applied sciences (any country) in your pre-semester?

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 already have to have completed a final examination of a bachelor, so you need to select "Yes".

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

Studies in the previous semester

Pre-Semester = semester directly preceding the application semester.

On this entire page please provide information, only if you have studied in the pre-semester NOT enrolled at Leibniz Universität Hannover!

General information

Have you been enrolled at university or university of applied sciences (any country) in your pre-semester?

Studies in the previous semester

Country (Germany or abroad)

German university

Country (abroad)

If you have studied in Germany, **do NOT select Germany**, but leave -Please select- unchanged.

Target degree

1st subject

2nd subject

- 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 exam (DD.MM.YYYY)
- Passed/definitely not passed
- Overall Mark: The overall mark you've obtained in your last degree.

After that: **Continue.**

Completed exams	
Most Recent Degree	
Have you already taken a final examination at a university / university of applied sciences?	Yes
Kind of Latest Examination	final examination
Country of Examination	Afghanistan
Name of University (for Examinations in Germany)	Please select...
Degree achieved	Abschl. außerh. Deutschland
Form of Study	Erststudium
1st subject	Geowissenschaften
2nd Subject	Please select...
Date of Exam (e.g. 10.09.2016)	10.09.2016
passed / definitely not passed	passed
Overall Mark (217 for 2,17)	70

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](#).

Parallel studies

In case you are still enrolled at another university of applied sciences/university of applied sciences/ university of applied sciences, please indicate this university.

The university decides on the admission to a parallel study. Please enclose a detailed certificate of study from the first university/ university of applied sciences, e. g. certificates of study, preliminary certificate of study.

State

University/university of applied sciences

Degree pursued at institution

Form of study

Subjects

1st subject

2nd subject

3rd subject

12. Concluding remarks

Please read all in the information on this page carefully and confirm that you've done so by selecting "Yes".

After that: **Continue.**

Concluding remarks

Complete and accurate information and affidavit

- Based on my above information which is complete and truthful, I hereby apply for the admission to study.
- I hereby declare under penalty of perjury that I have neither concealed any periods of study nor degrees obtained at German universities.

I am aware,

- that any false, feigned or concealed information provided, when discovered later, can possibly lead to de-registration,
- 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.

I am aware that any false information may result in revocation of the enrolment.

Observe strictly

- Your application can be considered in the approval process **only if you have entered your data online AND the written application documents** are received at Leibniz Universität Hannover by the end of the application deadline (May 31th).
- The application for enrolment (= cover letter) is available for print-out as PDF on the next page. On the back of this cover letter, a list of documents to be submitted is provided.
- Please allow about three days of postal delivery time to ensure timely receipt.

By sending the data, I hereby agree to the facts mentioned above.

I hereby confirm having read and taken notice of the above information:

13. Complete Application

You've made it! The online application is done and in our system.

Now you have to print the online cover letter. Save this document for yourself.

Check the printed cover letter, if all the information on it is right. If you find, you've made a mistake in your address or anything else on it, just change it by hand.

After reading through the information on the cover letter, sign it.

On the second page, you will find a list of all the documents you need to gather for your application:

- 1) University entrance qualification
- 2) Degree certificate of your bachelor's studies
- 3) Transcript of your bachelor's programme
- 4) CV
- 5) Language certificate
- 6) Applicants from China, Vietnam and Mongolia: APS certificate

The information here may vary from program to program.

Make sure you have **certified copies** of your university entrance qualification, bachelor's degree and the transcripts as well as the language certificate.

If you have all of the documents needed, put them into an envelope and send it to us to:

Leibniz Universität Hannover
Immatrikulationsamt
Welfengarten 1
30167 Hannover

Make sure it arrives at our university within the application deadline!

Complete application

Thank you for your data entry. Your CANDIDATE NUMBER is **94305030**.

Please click on "PDF Druck" first! Then you can follow the link / the links!

Print of the cover letter
 Please print out the letter to Gottfried Wilhelm Leibniz Universität Hannover now, which is provided as PDF file behind the button available below.

PDF Druck
 Please enclose the documents mentioned on the printout and send them together with the signed copy, by the deadline, to

Leibniz Universität Hannover
Immatrikulationsamt
Welfengarten 1
30167 Hannover

Notification
 The approval and rejection letters can be sent only after the meetings of the admission committees. We kindly ask for your understanding that the shipping for **summer-semester applications** may extend from January to the begin March while shipping for **winter-semester applications** may run from August to September. In the letter of acceptance a deadline is specified for confirmation that the place at university is assumed.

The current processing status can be expected to be queried in the [online directory of institutions and names](#) [☐] from the 31 calendar week (applications for winter semester) or from the 7 calendar week (applications for the summer semester).

User name: your application number
Password:Token, on the document in PDF (just underneath your application number)

Safety note:
 Now please close the browser, so that subsequent users cannot view your data entered.

