

You want to apply for a study place at LUH but do not know how?

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 a lot of information about our application process and also further links to details such 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/Studienberatung/Neu_ab_Relaunch/02_Studium_Vor_dem_Studium/02_Bewerbung_und_Zulassung/02_Studienplatzbewerbung/03_MA-Bewerbung_D_EU/Master_Bewerbungsfriste-alleSem-engl.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.



Online application portal for Master's programmes

[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**).

1. Introduction

Now you have entered the online portal for our applicants. You will 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.

Introduction

Dear Prospective Student,

On the following pages you are requested to enter the data required by Leibniz Universität Hannover with regard to your application for master degree programmes.

You can find a checklist for the application procedure within the deadline from July, 15 [here](#). In case you need help filling out the online form, please use our [step by step instructions PDF](#). 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!**

Here you can find an application form as well as a list of the required documents, you need to upload by the end via a link that is created specifically for each programme.

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

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:

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](#).

Continue

2. Target degree

Select the degree you want to achieve and continue.

Target degree

Please select the desired target degree.

Target degree *

Please choose

- Certificate
- Cert M Teach. Edu, 2subj
- Cert SpecNeedsEdu, 2subj
- Master of Arts
- Master of Education
- Master of Laws
- Master of Science**
- Master's Teach. Edu.
- M. Teach. Edu. Eng.
- Special Needs Education

Fields marked with * are required fields, must be filled in.

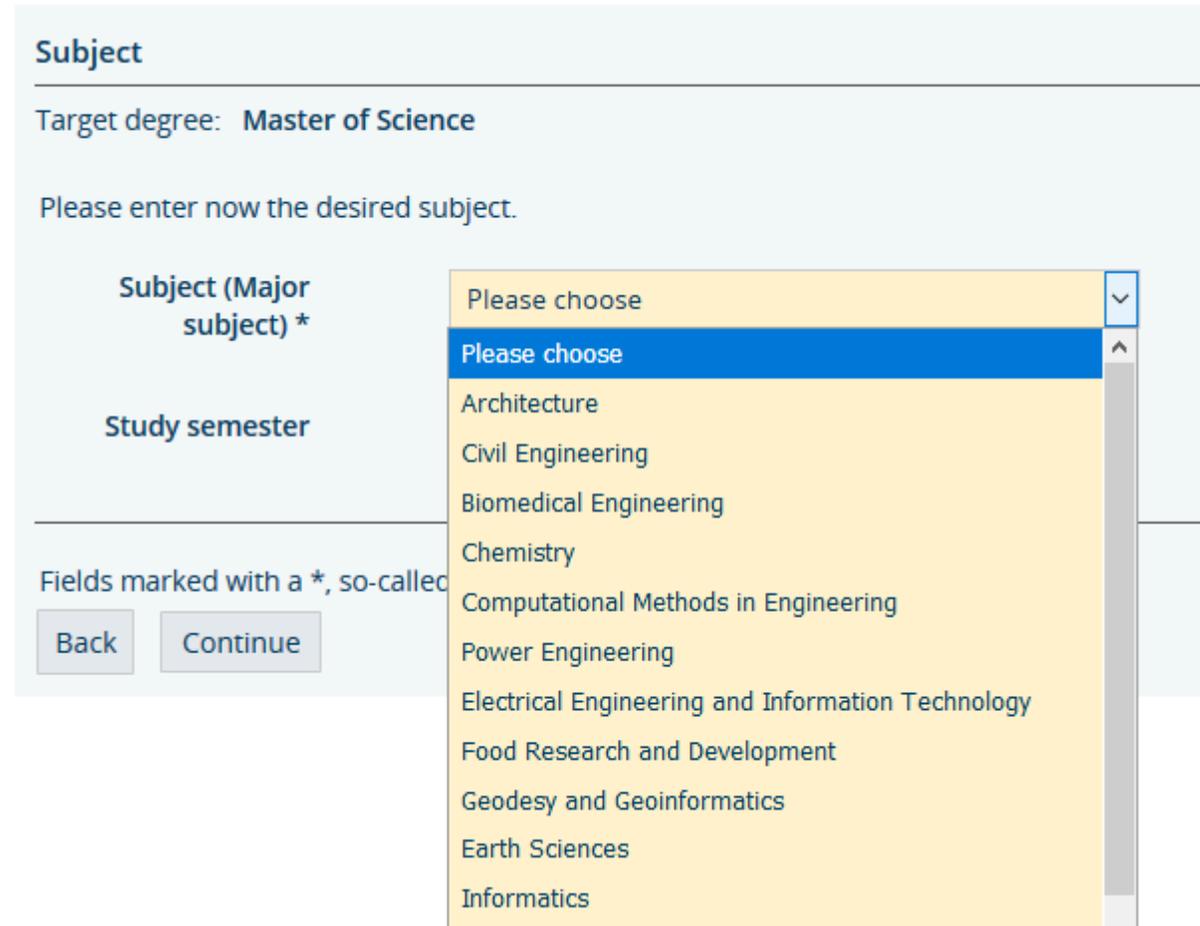
3. Subject

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 for that. In this case, make sure to upload a separate PDF for each application. You'll receive more information on what 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.



Subject

Target degree: **Master of Science**

Please enter now the desired subject.

Subject (Major subject) *

Study semester

Fields marked with a *, so-called

- Please choose
- Please choose
- Architecture
- Civil Engineering
- Biomedical Engineering
- Chemistry
- Computational Methods in Engineering
- Power Engineering
- Electrical Engineering and Information Technology
- Food Research and Development
- Geodesy and Geoinformatics
- Earth Sciences
- Informatics

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 have completed / will complete your bachelor's degree.
- *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.

Degree, e.g. bachelor's degree

University

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

Country* ▾

University* ▾

If you earned your **Bachelor degree in Germany**, please indicate the university.

If you acquired your **Bachelor degree abroad**, please select "Auslandshochschulen".

Grade

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

If at the time of application a previous degree has not yet been recorded, please ONLY enter the number of existing credits and the average score.

Both can be found in a current grade transcript which you will get at the examination office in your university.

Grade of bachelor's degree ▾

Number of existing credits

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

Birth name only if it is different from your current name

Country of Birth

Nationality (or nationalities)

After that: Continue.

Personal information

First name *

family name *

Gender * ▼

Academic title ▼

Date of birth (dd.mm.yyyy) * [Help](#)

Place of birth *

birth name [Help](#)

Country of birth * ▼

Nationality * ▼ [Help](#)

2nd Nationality ▼

Fields marked with a *, so-called mandatory fields, must be filled in.

[Back](#) [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 is not 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.

Address & Communication

Address

[Help](#)

Street and house number, maximum of 30 characters *

Additional (c/o, Room, App.)

Postal code *

Place of residence *

Nationality *

Communication

[Help](#)

Please enter the **phone number (digits and spaces only)** and **e-mail address** under which you are available for contact.

Telephone Number *

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

Email-Address *

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 in if you obtained it 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.

University entrance qualification (HZB)

If you have obtained your HZB abroad, please select „sonst. HZB im Ausl.(aHR)“.

Typ of the University entrance qualification *

Date of issue of the HZB (DD. MM. YYYY; e.g. 25.06.2015) *

If your "Grade of the University entrance qualification" does not correspond to the German system, please leave the preselection "Please choose".

Grade of the University entrance qualification

City/county of the acquisition of HZB in Germany *

If you earned your "University entrance qualification" in Germany, please DO NOT select "Ohne Angabe" in the following field, but leave the preselection "Please choose".

Country of acquisition of HZB abroad *

8. Previous studies

8.1 Previous studies

Please select the country where you first enrolled at university as *Country of first enrolment*. Normally this would be the country 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 if you have studied before 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 in if you have already studied in Germany.
If you haven't – just leave it as it is.

After that: Continue.

Previous studies

Country of First Enrolment

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

Primary university

If you are not yet enrolled, please enter the coming semester, the Wintersemester 2020.

Semester of first enrolment *

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

Old matriculation number

Semester counter

Please enter here the semesters you have already studied at **German** universities / universities of applied sciences.

Total number of previous semesters *

Semesters of academic leave *

Internship semesters *

Furthermore, semesters of study at Studienkolleg (Preparatory Course) *

Interruption semesters *

type of interruption

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 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.

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, but you were 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? *

Country (Germany or abroad)

German university

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

Country (abroad)

Target degree

1st subject

2nd subject

Form of Studies

Has your final target degree and/or subject not been listed? If so, please enter here what you have studied.

course of studies (free text)

Fields marked with a *, so-called mandatory fields, must be filled in.

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 that case, you need to select "Yes". If you are about to complete bachelor's degree, but have not 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 have obtained your last degree in.
- Name of university: Only if your last degree was in Germany. If it was not, 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 have obtained in your last degree. If your grade system does not match the German system, please type "400"

Completed exams

Did you already take a final examination at a university/university of applied sciences?

Type of the most recent Exam

Country of Examination

Name of University (for Examinations in Germany)

If you have obtained your degree in another country than Germany, please select „Abschl. außerh. Deutschland“

Degree

Form of study

1. Subject

2. Subject

Date of examination (dd.mm.yyyy e.g. 10.09.2019)

Audit status

Overall grade (e.g. 217 for Grade 2,17 or 300 for 3,00. If your grade does not match the german system, please type in 400, thank you!)

After that: Continue.

11. Parallel Studies

You only fill in this part 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 when you would sta

The university decides on the admission to a parallel study. Please include the following scanned do preliminary and intermediate examinations, etc.

Nationality

University/University of Applied Sciences in Germany

Degree pursued at institution

Form of study

1st subject

2nd subject

Fields marked with a *, so-called mandatory fields, must be filled in.

Back

Continue

12. Concluding remarks

Please read all the information on this page carefully and confirm that you have 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 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).
- 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.

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 – Part 1

You are almost done!

First switch the page to German in order to be able to print the PDF application form. (You can switch back to English afterwards.)

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. So please remain patient until your application status changes.

Complete application

Thank you for your data entry. Your CANDIDATE NUMBER is **94353955**.

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

For uploading your application documents, please pay attention to the following instructions:

1. Sign the application form (by hand or digitally).

PDF Druck

2. Check the second page of the application form for the documents needed for the application. Scan them, sort them in the order mentioned. Please make sure the documents are complete as we cannot consider incomplete applications.
3. Please summarize all of the documents in **ONE PDF file**. The first pages need to be the signed application form.
4. Name the PDF file as follows:
LAST NAME first name(s)_application number.pdf
(Example: **DOE John_94341234.pdf**)
5. Upload your PDF file here:

[upload](#)

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 has been 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 will explain where you can find the application portal on the next page.

Datei hochladen zu [MSc Sportwissenschaft \(Nicht-EU\)](#)

Bitte laden Sie hier Ihre zusammengefasste PDF-Datei hoch. Das Dokument muss wie folgt benannt sein:

NAME Vorname_Bewerbersnummer.pdf

(Beispiel: MUSTERMANN Max_94341234.pdf)

Andere Dateiformate sowie Einzeldokumente werden NICHT bearbeitet. Bitte laden Sie Ihre Unterlagen NUR EINMAL hoch. Vielen Dank!

Wenn rechts neben dem Dateinamen und der Dateigröße „hochgeladen“ steht und ein grünes Häkchen unter dem Dateinamen erscheint, ist Ihre Datei erfolgreich bei uns eingegangen. Eine weitere Bestätigung erfolgt nicht. Nachdem Sie Ihr PDF-Dokument hochgeladen haben, können Sie diese Seite schließen.

+ Datei hinzufügen

⊗ Abbrechen

1. Datei Drag & Drop wird von Chrome, Safari 5.0+, Firefox 4.0+ und IE 10.0+ unterstützt.

_TEST Applicant_12345678.pdf



39.34 KB

hochgeladen

13. Complete Application – Part 2

13.6 You can use the website <https://qis.verwaltung.uni-hannover.de/qisserver/servlet/de.his.servlet.RequestDispatcherServlet?state=user&type=0&application=lsf&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 Remain patient. Admission and rejection letters will be sent out in August to September at the latest. Additionally you will be able to find online admission letters in the application portal when the letters have been sent out.

Notification

The approval and rejection letters can be sent only after the meetings of the admission committees. Expediting this process is not possible. We kindly ask for your understanding. The shipping for **summer-semester applications** may run from February to March and from August to September for **applications for the winter-semester**.

Only for EU-applicants: In the letter of acceptance a deadline is specified for confirmation that the place at university is assumed.

The current processing status can be queried in the online directory of institutions and names [online directory of institutions and names](#) ^{en} if you log in with the following data:

User name: Your application number

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

You will also find this information in the confirmation e-mail which will be sent shortly by Leibniz Universität Hannover to the e-mail address you provided.

