



Information Sheet on Application for Admission (non-EU)

Application submission:

Application deadline for the winter semester:	July 15
Application deadline for the summer semester:	January 15

Please note that applications must have been submitted in their entirety by these deadlines at the latest, along with all documents listed (the date of receipt by the university applies).

Admission restrictions/responsibilities: for subjects with admission restrictions and *Studienkolleg München*, **late submissions** (certifications, proof of language proficiency etc.) are not permitted due to legal provisions applying to the allocation of places at university. Moreover, the *Studentenkanzlei* (Office of the Registrar) is responsible for **foreign nationals with a German university entrance qualification**. This also applies to **foreign nationals who hold a German university degree** and wish to follow on to their next stage of their studies within the same subject area.

Numerous degree courses also require an **aptitude assessment** or a **pre-registration procedure** for which additional, timely registration is required through the website of the course in question, independently of the application for admission. Please find out in good time whether an aptitude assessment or pre-registration procedure is required for the degree course of your choice and by when you need to register with the institute concerned. For details and a list of all courses, see www.en.lmu.de/students/degree.

Documents required:

- Fully completed application form
- For undergraduate degree courses (bachelor's degree and state examination): certified copy of university entrance qualification in the original language (can comprise of different components and include a university admissions examination)
- For undergraduate degree courses (bachelor's degree and state examination): certified translation of the university entrance qualification (certificates in the following languages do not require translation: English, French, Italian, Catalan, Latin, Portuguese, Romanian, Spanish)
- For all degree courses: certified copies of all university certificates, degree certificates and, if available, diploma supplements in the original language and in translation (if required, see above). For applicants from the USA Transcripts in closed Envelope are needed. For information regarding the accuracy and completeness of certified copies and translations, please see the information sheet "Information on certified copies and translations"
- A recognition notification from the *Zeugnisanerkennungsstelle für den Freistaat Bayern* (ZAST) is required for holders of the International Baccalaureate who have not yet received their final certificate, for applicants from the USA (unless they already hold a bachelor's degree) and for applicants from Afghanistan. Applicants from the PR China, Mongolia and Vietnam should submit the original certificate of the *Akademische Prüfstelle bei der Deutschen Botschaft*. The International Admissions Office also reserves the right to require a recognition notification from ZAST in other individual cases.
- **Proof of German language proficiency (see overleaf)**
- Complete CV without gaps up to the date of application submission
- Registration certificate and confirmation of all programs studied at German universities (in the case of a change of subject or university, evidence of degree course grades already attained is mandatory; places cannot be allocated without proof of prior grades)
- For master's degree and doctoral studies: written approval issued by the relevant master's degree or doctoral studies degree course or the doctoral committee responsible
- In the case of placement in a higher semester, notification of transfer of credits from the relevant examination office
- Official proof if there has been a change of name (e.g. marriage certificate)

Proof of German language proficiency:

- Official proof by means of a certificate from a higher educational institution in Germany (*Gymnasium, Fachhochschule, Studienkolleg*) or the equivalent certificate from Austria, Luxembourg, South Tyrol or German-speaking Switzerland
- DSH 2: Certificate confirming that the *Deutsche Sprachprüfung für den Hochschulzugang (DSH)* has been passed at level „2“
- Goethe Certificate C2: GDS Goethe-Institut (from 2012); *Kleines/Großes Sprachdiplom* (until 2011)
- TEST DAF 4: Certificate *Test Deutsch als Fremdsprache* with level 4 in all four skill areas (the test is not accepted if a score of less than 4 points was achieved in any section)
- Language certificate of the *Kultusministerkonferenz der Länder der Bundesrepublik Deutschland* Level II, C1 in all four areas (if less than C1 is scored in any area, the test cannot be accepted)
- Deutsche Sprachprüfung II of the *Sprachen- und Dolmetscher-Institut, Munich*
- “telc Deutsch C1 Hochschule”

Subjects with unrestricted admission: At the time of application, proof of current attendance at an intensive German language course is sufficient, providing this course is at least equivalent to **Level B2 of the European Framework of Reference**. You will then receive a provisional notification of admission with an invitation to take the DSH test. Later registration can only be made in this case if, in addition to the other documents, a certificate can be submitted confirming that DSH level „2“ – or one of the other above-mentioned tests – has been passed.

Please note that a university degree in German from a foreign university is not accepted as a substitute for one of the above tests.

In the case of an **application for admission to take the *Feststellungsprüfung*** (preparatory course assessment at *Studienkolleg*), it is likewise sufficient to provide evidence of current attendance at an intensive German language course at least equivalent to Level B2 of the European Framework of Reference. Before being admitted to the *Studienkolleg*, all applicants must then take a German test (a mathematics test is also required for the T-course, and an English language placement test for the W-course). If the admission test is failed, fresh proof must be provided on re-application showing current attendance at an intensive language course that is at a higher level than the one attended previously.

Important: Do not send us any original certificates or original translations. Please only send us certified copies of your original certificates and of your original translations. During the entire application and registration period, all documents remain with the International Admissions Office and cannot be made available to you, even for a short period of time. Please note that it is not generally possible to send documents back to you. Documents can be collected three months after expiry of the application deadline on submission of a passport or ID card in Room G 018. If documents are not collected or the student is not registered, all applications are disposed of after one year in accordance with data privacy regulations. No responsibility is accepted for the loss of application documents.

Submission of original certificates at registration. Please note that once you have been admitted to your course, i.e. after receipt of a notification of admission, you are required to appear in person during the registration period and submit all original certificates (you will be notified of appointments for when you receive your notification of admission).

Application processing times. After the application deadline, the International Admissions Office closes for two to three weeks to process applications. Acceptance or rejection at LMU occurs solely through the issue of an admission or rejection notification by the International Admissions Office. Notifications are sent out no earlier than four to five weeks after the application deadline. Please refrain from inquiring about the status of place allocation during this period. In exceptional cases, notifications can be sent out digitally providing that a declaration of consent has been signed.

Application for a student visa in good time. Please apply early on to the German Embassy in your home country for a student visa since the visa application process is very lengthy and generally takes several weeks. You will require your notification of admission as proof.

Status: 14.03.2017,
subject to alterations