



LUDWIG-  
MAXIMILIANS-  
UNIVERSITÄT  
MÜNCHEN

CENTRAL UNIVERSITY ADMINISTRATION  
REFERAT III.3  
INTERNATIONAL OFFICE - ADMISSIONS



# Information Sheet on Application for Admission (EU/EWR)

## Application submission (subjects with unrestricted admission):

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 **degree courses with local admission restrictions** as major or minor subjects, please apply within the deadline to the *Studentenkanzlei* (Office of the Registrar). For further details, see: [www.lmu.de/studium](http://www.lmu.de/studium). Due to the different system of place allocation, the International Office in this case is **not responsible** for applications submitted by EU/EWR citizens. The same applies to **degree courses with restricted admissions throughout Germany** in the areas of human medicine, veterinary medicine, dental medicine and pharmaceuticals. For these degree courses, please submit your application to the *Stiftung für Hochschulzulassung* at [www.hochschulstart.de](http://www.hochschulstart.de). For details of deadlines, please also see the attached information sheet "Important dates and addresses".

Please note that 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 an **academic advising and orientation/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 academic advising and orientation/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](http://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, transcripts of records (with grading scale) and, if available, diploma supplements in the original language and in translation (if required, see above). 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 *Zeugniserkennungsstelle für den Freistaat Bayern* (ZAST) is required for holders of the International Baccalaureate who have not yet received their final certificate. The International Admissions Office also reserves the right to require a recognition notification from ZAST in other individual cases without being required to state reasons.
- **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 (DSD II)
- Deutsche Sprachprüfung II of the *Sprachen- und Dolmetscher-Institut, Munich*
- "telc Deutsch C1 Hochschule"

If you are unable to submit any of the above certificates at the time of application, you will 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.

**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 registration 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. We send the letter of admission by e-mail or the rejection notification by post to the address you provide on the application form.

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subject to alterations