

Dear international student applicant,

You submitted an application for admission to studies at LMU and now you have questions regarding either your letter of admission/rejection or the further process of your enrollment.

Unfortunately, we are currently unable to answer all requests immediately due to an extraordinarily high number of email requests. This may also result in some delay answering *your* email which we regret.

Enclosed please find is a list of answers to the most frequently asked questions. Perhaps, this will help you find answers to some of your questions right away:

## **FAQ - Current status of application and registration (international students)**

### **1. I submitted my application for admission to studies at LMU yet did neither receive a notification of admission nor rejection. When will I find out whether I am admitted?**

First of all, please check which postal address you gave on your application form and whether this address is still up-to-date. Notification letters are generally sent by regular mail to the address given in your application form.

In some individual cases a letter of notification may not yet have been sent out. Please note that the deadline for submitting any missing or additional documents is 17 August 2017.

Should you have not yet received a letter of admission or rejection from us by 31 August 2017, please write an email to [zulassung.international@lmu.de](mailto:zulassung.international@lmu.de) with a header saying "Not yet received a letter of admission – could you please check" and state your full name, birth date and the subject you have applied for. We will then try to reply as soon as possible.

### **2. I have not yet made an application to the International Office. The deadline for submission of applications for winter semester 2017/18 was 15 July 2017 I just realized. Are there any exemptions for subsequent submission of applications?**

Yes. In the following cases you may submit a complete application until 17 August 2017:

- You participated successfully in the "*Voranmeldeverfahren*" for the degree program of your choice
- You participated successfully in the "*Eignungsfeststellungsverfahren*" for the degree program of your choice
- You received a letter of acceptance from a Master program coordinator to study the Master degree program of your choice

Applications for doctoral studies at LMU will be accepted all September and until 19 October 2017 during our additional registration dates (see FAQ 3).

### **3. I received a notification of admission. When and how can I register?**

Enrollment and registration (*Immatrikulation*) at the International Office (*Referat für Internationale Angelegenheiten*) is possible only in person during the registration period. You will find the exact dates on your letter of admission which in individual cases may differ from the dates given below. The registration period at the International Office for winter semester 2017/18 is as follows:

**14 Sep. – 04 Oct. 17, 8 – 10 am - Registration for all non-restricted degree programs (except 15 Sep.)**

**12 Sep. – 18 Sep. 17, 8 – 10 am - Registration for all programs with restricted admission (except 15 Sep.)**

**For master and doctoral degree programs additional registration dates are offered every Tuesday and Thursday from 9 – 10 am from 10 Oct. – 26. Oct. 2017.**

Please make sure to bring your notification of admission, the originals of *all* certificates submitted and *all* further documents indicated on the back side of your letter of admission.

During registration you will have to take the following four steps in person:

**Step 1:** Precheck in room F 007 – comparing data with online registration, checking the notification of admission and proof of health insurance

**Step 2:** Reception and acceptance of complete documentation in front of room G 018

**Step 3:** Verification of original certificates and any additional documents

**Step 4:** Issuance of your student ID card and further information on studying at LMU

### **4. How can I prove to have been admitted at LMU in order to apply for a student visa in my home country?**

With your letter of admission from the International Office. Your notification of admission to studies at LMU will be recognized by all embassies worldwide.

### **5. I am unable to come to Munich in time for the obligatory enrollment during the registration period. What can I do? Will it be possible to have someone else registering in place of me – perhaps with a written authorization?**

No. In particular exceptional cases (such as unexpected waiting time when applying for a student visa in your country of origin) registration in person at a *slightly* later date may be possible. This, however, only applies to non-restricted, undergraduate degree programs. In such cases, please send

a short explanatory email to [zulassung.international@lmu.de](mailto:zulassung.international@lmu.de) with a header saying “application for subsequent registration” and state your full name, birth date, registration number and the degree program you have been admitted to.

Please note that for postgraduate master and doctoral degree programs extended periods for registration apply (see FAQ 3).

#### **6. I received a notification of rejection. I am disappointed now and unhappy with this decision. Is there anything I can do to still be admitted for winter semester 2017/18?**

The reasons for a rejection are stated in your notification of rejection. If those reasons happen to be “incomplete documents”, and you are applying for a non-restricted degree program, the deadline for submitting any additional or missing documents is 17 August 2017.

In case all documents are complete by this date and you are then eligible to study your intended degree program at LMU, you will promptly receive a notification of admission from us.

#### **7. I received a definite notification of rejection. What happens to my data and the documents I submitted? Can I get them back?**

Yes. You may pick up your documents in person three months after the application deadline the earliest. Documents may also be collected by another person with an authorization letter signed by the applicant. You can pick up your documents at room G 018 (Ludwigstr. 27, München, ground floor).

Please note that application documents cannot be returned by regular mail. In case of rejections all application documents will be destroyed, data protected, after one year.

#### **8. How and where can I learn more about studying at LMU? Do you offer any orientation events?**

Yes. During registration you will be given more information on both orientation events in English and further events and activities offered by the International Office. Degree Students are invited to join the “Welcome Session” on 9 October 2017. You will also find information on all events taking place at the International Office here: [http://www.uni-muenchen.de/studium/studium\\_aktuell/veranstaltungen/ia/index.html](http://www.uni-muenchen.de/studium/studium_aktuell/veranstaltungen/ia/index.html).

We hope this information has answered some of your own questions. Should you have any further questions or need advice, please send us an email stating that you already read these FAQs and we will be happy to reply.

You may also reach us in person or by phone during the following opening hours:

**Service helpdesk:** Mondays to Wednesdays: 9 – 11.00 am  
Thursday: 1.30 – 3 pm  
The International Admissions Office will be closed due to the processing of applications (17/07 – 15/08/17)  
During the registration period (12/09 – 04/10/17):  
Monday to Thursday: 8 – 8.30 am

**Telephone hours:** Mondays and Wednesdays: 2 – 3 pm, Thursdays: 10 – 11.30 am  
The International Admissions Office will be closed due to the processing of applications (17/07 – 15/08/17)  
During the registration period (12/09 – 04/10/17): Mondays: 2.30 – 3.30 pm

Ludwig-Maximilians-Universität München

Referat für Internationale Angelegenheiten – International Office

**Visitor address:** Ludwigstr. 27, ground floor, rooms G 020 and G 024

**Postal address:** Geschwister-Scholl-Platz 1, 80539 Munich

Phone: +49-89-2180 3743/3156/2823

Fax: +49-89-2180 3136

[www.lmu.de/international](http://www.lmu.de/international)

With kind regards

The International Admissions Team at LMU Munich