A – Procedure with a German university degree

**Step 1 – Applying via AlmaWeb portal:**

- open an account at the AlmaWeb study portal
- create and submit your application online
- print and sign your application

For further details, please also check the video tutorials or the central information websites for German or international applicants, respectively. For international students with a German university degree, we recommend to use the checklist (German version) of documents needed for the application.

**Step 2 – Applying at the Faculty:**

In addition to the application in AlmaWeb, please submit the following documents via email at the Dean’s office of our faculty before **August 1st**:

- application for evaluation of admission requirements (informal letter/email)
- transcript of records / certificate of your Bachelor degree
- short vita / personal data sheet
- B2 level certificate (or equivalent) of English language

The aptitude commission will check all documents. If we can offer you a place, you will receive a written notification that you have passed the evaluation of subject-specific admission requirements (FZV). Add this notification to your application documents from step 1.

1 If you have passed all exams but not received your Bachelor certificate yet, please submit a confirmation of passing all exams.

2 If you need to submit the application before passing all exams, attach a current overview of subjects and grades and a letter from your home university, which indicates when the degree is likely to be awarded. However, a certified copy of your degree certificate must be available by the time you enroll.

**Step 3 – Submission of printed application**

**German applicants**

Submit the printed version of your application for enrolment along with all required documents to the Studentensekretariat:

Universität Leipzig
Studentensekretariat
Masterbewerbung
Goethestraße 6
04109 Leipzig

**International applicants**

International students should instead send these documents to the International Centre (Akademisches Auslandsamt):

Universität Leipzig
Akademisches Auslandsamt
Frau Stefanie Kölling
Goethestraße 6
04109 Leipzig
Germany

**Step 4 – Acceptance and Enrolment:**

If your application was successful, please go to the AlmaWeb portal to accept or decline the place. Once you have paid the semester fee and enrolled, you are officially a student of our university. Please also visit the getting-started page for further information.