

## 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 1<sup>st</sup>**:

- application for evaluation of admission requirements (informal letter/email)
- transcript of records / certificate of your Bachelor degree<sup>1,2</sup>
- 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.

<sup>1</sup> If you have passed all exams but not received your Bachelor certificate yet, please submit a [confirmation of passing all exams](#).

<sup>2</sup> 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.