You're an applicant from outside of the EU and you don't know how to apply?

Let's walk you through it!

The first step is to go to our website: https://www.uni-hannover.de/en/studium/vor-dem-studium/bewerbung-und-zulassung/studienplatzbewerbung/master-application-for-prospective-students-from-outside-the-eu/

There you can find various information about our application process and also further links to details as language or other special requirements. Please note that application periods may differ. The deadline depends on the programme you choose to study. Please find the different application periods here: https://www.uni-hannover.de/fileadmin/luh/studiengaenge/Master_Bewerbungsfriste-alleSem.pdf

Have you read everything?

Good! So let's start with the application.

Start the application form by clicking on the link to the application portal.

Online application portal for Master's programmes

Link to the application portal

⚠ **Note: differing application deadlines**

It is no longer possible to apply for some master's programmes, as they had a previous application period (**15th April - 31st May**).

If the portal appears in German for you, you can switch to English in the upper left corner

1. Introduction

Now you're on the online portal for our applicants. You'll need to fill out this form in order to get your data into our system. Please take your time for this and make sure you type in the right data.

Please answer the questions from page one (introduction) to page thirteen (complete application).

On the first page, you'll find some information on how to fill out the application form. Read the information stated there and confirm you've read them by clicking "Yes" in the dropdown-field and continue.

Introduction

Dear Prospective Student,

On the following pages you are requested to enter the data required by Leibniz Universität Hannover with regard to your application for master degree programmes.
You can find a checklist for the application procedure within the deadline from July, 15 here . In case you need help filling out the online form, please use our step by step instructions PDF . For your navigation within the online form, please only use the navigation elements below.

The applicant number of your application may be gathered from the last page of the online form, it is the **RED number!**
Here you can find an application form as well as a list of the required documents, you need to upload by the end via a link that is created specifically for each programme.

Application deadlines for all master study courses

Please note:
To apply for a study place in a master course of studies, the applicant must either have successfully completed a bachelor (or comparable) study course or acquired a minimum of credit points in the basic study course.

For detailed information, please refer to the respective admission regulations. **respective admission** .

I hereby confirm having read and taken notice of the above information: Yes

Privacy Statement

The subject of data protection is the **personal data that you provide when applying to study at Leibniz Universität Hannover (LUH).** Personal data will only be collected to the extent necessary for the **application process** to study at LUH.
Details regarding data processing can be found in the **privacy statement**.

Continue

2. Target degree

Select the degree you want to achieve and continue.

3. Subject

Select the study programme you want to study at Leibniz University.

In case you want to apply for more than one programme, you need to fill out the online form again afterwards. In this case, make sure to upload a separate PDF for each application. You'll receive more information on how this PDF should look like in step 13: „Complete application"

Also make sure to have deleted all cookies and your browser's cache to make sure you start fresh.

After that: Continue.

Subject

Target degree: **Master of Science**

Please enter now the desired subject.

Subject (Major subject) *

Please choose ▾

| Please choose |
| Architecture |
| Civil Engineering |
| Biomedical Engineering |
| Chemistry |
| Computational Methods in Engineering |
| Power Engineering |
| Electrical Engineering and Information Technology |
| Food Research and Development |
| Geodesy and Geoinformatics |
| Earth Sciences |
| Informatics |

Study semester

Fields marked with a *, so-called

Back   Continue

4. Degree

4.1 University

Please fill out in which country you have earned your bachelor's degree.

- *Country:* Select the country of the university where you've completed your bachelor's degree at or will complete your Bachelor's degree respectively.

- *University:* Select "Auslandshochschulen" if you haven't earned your bachelor's degree in Germany.

4.2 Grade

Only fill out the number of existing credits.

The grading system differs in each country, which is why the mark you've obtained in your home country is not the same as it is in Germany. That is why you need to leave the two grade spots (Grade of bachelor's degree / Average grade) blank.

After that: Continue.

Degree, e.g. bachelor's degree

University

Please indicate where you have earned your bachelor's degree (or comparable graduation).

Country*   [Please choose ⌄]

University*   [Auslandshochschulen ⌄]

If you earned your **Bachelor degree in Germany, please indicate the university**.

If you acquired your **Bachelor degree abroad, please select "Auslandshochschulen"**.

Grade

Please enter a grade **only** if you have earned your bachelor's degree at a **German university**.

If at the time of application a previous degree has not yet been recorded, please ONLY enter the number of existing credits and the average score.

Both can be found in a current grade transcript which you will get at the examination office in your university.

Grade of bachelor's degree   [Please choose ⌄]

Number of existing credits   [155]   [Help]

Average grade   [Please choose ⌄]   [Help]

5. Personal information

Fill out your personal information:

First name

Last name

Gender

Academic title (if you already have one)

Date of Birth (DD.MM.YYYY)

Place of Birth

Birth name only if it changed

Country of Birth

Nationality (or nationalities)

After that: Continue.

6. Address & communication

6.1 Address

Please enter a current and valid address, under which we can contact you. This is the address we will send any postal correspondence (e. g. admission or rejection letter) to. In case your name isn't on the mailbox, please give us a c/o name.

6.2 Communication

Enter your telephone number. Remember to add your country code in front of your actual number.

Here you can see 001 for USA, followed by the actual telephone number.

Enter a valid e-mail address. In case we need to contact you, we will most likely contact you via e-mail. So make sure you enter a valid e-mail address.

After that: Continue.

Address & Communication

Address

[Help]

Street and house number, maximum of 30 characters * — `Lane Street 110`

Additional (c/o, Room, App.) — `c/o John Rogers`

Postal code * — `00000`

Place of residence * — `City Village`

Nationality * — `USA`

Communication

[Help]

Please enter the **phone number (digits and spaces only) and e-mail address** under which you are available for **contact**.

Telephone Number * — `001482487631`

We need a **valid e-mail address**, as our **correspondence with you** will take place **by e-mail**.

Email-Address * — `j.applicant@example.com`

7. University entrance qualification

This might be the leaving certificate from high school/secondary school or similar.

As your university entrance qualification is most likely not from Germany, please select "foreign university entrance (aHR)" as shown in the example and fill out the date when you completed it.

University entrance qualification (HZB)

If you have obtained your **HZB abroad**, please select „sonst. HZB im Ausl.(aHR)".

Typ of the University entrance qualification * — foreign university entrance (aHR)

Date of issue of the HZB (DD. MM. YYYY; e.g. 25.06.2015) * — 15.08.2012   Help

The grade of the university entrance qualification only needs to be filled out if obtained in Germany. If this is not the case, please leave it empty.

If your "Grade of the University entrance qualification" **does not correspond to the German system**, please leave the **preselection "Please choose"**.

Grade of the University entrance qualification — Please choose

Here you need to select the country where you obtained your university entrance qualification. As yours was most likely obtained abroad, leave the first choice on "Please choose" and only select the *Country of acquisition of HZB abroad*.

City/county of the acquisition of HZB in Germany * — Please choose   Help

If you earned your "University entrance qualification" in Germany, please DO NOT select "Ohne Angabe" in the following field, but **leave the preselection "Please choose"**.

Country of acquisition of HZB abroad * — USA

After that: Continue.

8. Previous studies

8.1 Previous studies

Please select the state where you first enrolled in as *Country of first enrolment.* Normally this would be the state where you completed your bachelor's degree.

If your first enrolment was abroad, please leave "Please choose" on *Primary university.*

The semester of first enrolment is the first semester, you've studied at all. If you've completed your bachelor's degree abroad, please type in the first semester of your bachelor's studies.

If you have already been a student at Leibniz University, please enter your old matriculation number.

8.2 Semester counter

You only need to fill that part out, if you have already studied in Germany.
If you haven't – just leave it that way.

After that: Continue.

Previous studies

Country of First Enrolment USA

Have you already pursued studies **abroad**? If so, please choose "Please select" in the "primary university" field.
Or perhaps you have already studied in **Germany**? In this case, select the university of **your first enrolment** from the drop-down list. Thank you!

Primary university   Please choose   Help

If you are not yet enrolled, please enter the coming semester, the Wintersemester 2020.

Semester of first enrolment * 2016 Sommersemester

Have you already **been enrolled at Leibniz Universität Hannover?** If so, please specify here your old matriculation number.

Old matriculation number   10100000

Semester counter

Please enter here the semesters you have already studied **at German** universities / universities of applied sciences,

Total number of previous semesters *   0

Semesters of academic leave *   0   Help

Internship semesters *   0   Help

Furthermore, semesters of study at Studienkolleg (Preparatory Course) *   0

Interruption semesters *   0   Help

type of interruption   Please choose   Help

9. Studies in the previous semester

9.1 General information

Select "No" if you haven't studied at a German university in the previous semester (= the semester before your planned start at Leibniz University)

Select "Yes" if you have studied at a German university in the previous semester (= the semester before your planned start at Leibniz University)

9.2 Studies in the previous semester

Please only fill this page out, if you have studied in Germany in the previous semester (despite the information on that page).

If you have studied abroad in the previous semester, leave everything blank and continue to the next page.

After that: Continue.

Studies in the previous semester

Pre-Semester = semester directly preceding the application semester.
On this entire page please provide information, only if you have studied in the pre-semester, but you were NOT enrolled at Leibniz Universität Hannover!

General Information

Have you been enrolled at university or university of applied sciences (any country) in your pre-semester? * [No]

Country (Germany or abroad) [Please choose]

German university [Please choose]

If you have studied in Germany, **do NOT select Germany,** but leave -Please select- unchanged. Thank you!

Country (abroad) [Please choose]

Target degree [Please choose] [Help]

1st subject [Please choose] [Help]

2nd subject [Please choose]

Form of Studies [Please choose]

Has your final target degree and/or subject not been listed? If so, please enter here what you have studied.

course of studies (free text) [_____]

Fields marked with a *, so-called mandatory fields, must be filled in.
[Back] [Continue]

10. Completed exams

Here we take a look at your most recent degree.

- As the master is a secondary degree, you most likely already have completed a final examination of a bachelor. In this case, you need to select "Yes". If you're about to complete bachelor's degree, but haven't yet completed your final examinations, please select "No" and leave the next three fields empty.

- Kind of latest examination: final examination

- Country of examination: The country you've obtained your last degree in.

- Name of university: Only if your last degree was in Germany. If it wasn't, leave "Please choose"

- Degree: Please select "Abschl.außerh.Deutschland" if you have obtained your degree anywhere else than Germany – no matter which degree it is.

- Form of study: If your last degree was your first bachelor's degree, select "Erststudium". If it was your second bachelor's degree, select "Zweitstudium". If you have obtained a master's degree, select "Konsekutiver Master".

- 1st subject: Select your course of study of your last degree. Note: If you have studied two subjects, please choose one of them to type in and leave the 2nd subject blank in any case.

- Date of examination (DD.MM.YYYY)

- Audit status: Passed/definitely not passed

- Overall Mark: The overall mark you've obtained in your last degree. If your grade system does not match the German system, please type "400"

After that: Continue.

Completed exams

Did you already take a final examination at a university/university of applied sciences?	Yes
Type of the most recent Exam	Final exam
Country of Examination	USA
Name of University (for Examinations in Germany)	Please choose

If you have obtained your **degree in another country than Germany**, please select „**Abschl. außerh. Deutschland**"

Degree	Abschl.außerh.Deutschland
Form of study	first degree
1. Subject	Fertigungs-/Produk.-Tech.
2. Subject	Please choose
Date of examination (dd.mm.yyyy e.g. 10.09.2019)	12.06.2018
Audit status	passed
Overall grade (e.g. 217 for Grade 2,17 or 300 for 3,00. If your grade does not match the german system, please type in 400, thank you!)	400

11. Parallel Studies

You only fill that part out if you want to be enrolled at another university in Germany at the same time as you want to be enrolled in Leibniz University Hannover.

If you do not plan to do so, please just click continue.

Parallel studies

In case you are still enrolled at another university of applied sciences/university when you would sta

The university decides on the admission to a parallel study. Please include the following scanned do preliminary and intermediate examinations, etc.

Nationality	Please choose
University/University of Applied Sciences in Germany	Please choose
Degree pursued at institution	Please choose
Form of study	Please choose
1st subject	Please choose
2nd subject	Please choose

Fields marked with a *, so-called mandatory fields, must be filled in.

Back   Continue

12. Concluding remarks

Please read all the information on this page carefully and confirm that you've done so by selecting "Yes".

After that: Continue.

Concluding remarks

Complete and accurate information and affidavit

- Based on my above information which is complete and truthful, I hereby apply for the admission to study.

- I hereby declare under penalty of perjury that I have neither concealed any periods of study nor degrees obtained at German universities.

   I am aware,
- that any false, feigned or concealed information provided, when discovered later, can possibly lead to de-registration,

- that the re-registration to the study must take place each semester no later than the deadline fixed for that purpose, by payment of the applicable semester fees, otherwise the enrolment may be terminated.

I am aware that any false information may result in revocation of the enrolment.

Observe strictly

- Your application will **only be considered**, if you have filled in your data online **AND** uploaded your application documents as **one PDF file** within the given application deadline (15th July 2020, 11:59 PM).

- You can download the application form from the following page as a PDF. On the second page of it, you will find a list of the documents needed for the application.

By sending the data, I hereby agree to the facts mentioned above. I hereby confirm having read and taken notice of the above information. | Yes ⌄ |

| Back | | Continue |

13. Complete Application – Part 1

You are almost done!

13.1 Generate (by clicking PDF Druck), sign (digitally or manually) and save the application form.

13.2 Check the second page of the document for the list of required documents.

13.3 Scan the documents and save them in the correct order as a single PDF. Make sure that the application form is the first two pages!

13.4 Name the single pdf as follows
LAST NAME first name(s)_application number.pdf

13.5 Upload the document by clicking on the upload link. You will also receive this link via e-mail.

After uploading your document, you will not receive any message or mail that the actual upload was successful – there will only be a note that it's uploaded.

If you have uploaded everything during the application period your application status will change in the application portal. This can take up to several weeks after the application period ended, so please remain patient until your application status changes.

We'll explain where you can find the application portal on the next page.

Upload file to MA ████████████████████████████

Please upload your application documents merged into ONE PDF document here. The PDF document has to be named as follows:

LAST NAME first name(s)_application number.pdf

(example: DOE John_94341234.pdf)

We will not accept it if you upload more than one file for your application and we can also not consider other file formats than PDF. Please upload your application documents only once. Thank you!

Uploading your application file was successful, if „uploaded" appears next to filename and the size of the document on the right side. You will not receive a separate confirmation.

+ Add File   **⊘ Cancel**

1. File Drag & Drop is supported for Chrome, Safari 5.0+, Firefox 4.0+, IE 10.0+

APPLICANT Jane_9412345.pdf   967.16 KB   uploaded

Leibniz
Universität
Hannover

13.6 You can use the website https://qis.verwaltung.uni-hannover.de/qisserver/servlet/de.his.servlet.RequestDispatcherServlet?state=user&type=0&application=lsf&noDBAction=y&init=y to log into your application portal.

Here you can check your application status, using your application number as the username and your token as the password.

You can also find the application form in the portal if you should have misplaced it earlier.

13.7 Last step: Remain patient! Admission and rejection letters will be send out in August to September. If you've applied during the earlier application period some may already be send out in June/July. Additionally you will be able to find online admission letters in the application portal when the letters have been sent out.

Notification
The approval and rejection letters can be sent only after the meetings of the admission committees. Expediting this process is not possible. We kindly ask for your understanding. The shipping for **summer-semester applications** may run from February to March and from August to September for **applications for the winter-semester**.

Only for EU-applicants: In the letter of acceptance a deadline is specified for confirmation that the place at university is assumed.

The current processing status can be queried in the online directory of institutions and names online directory of institutions and names ⊐ if you log in with the following data:
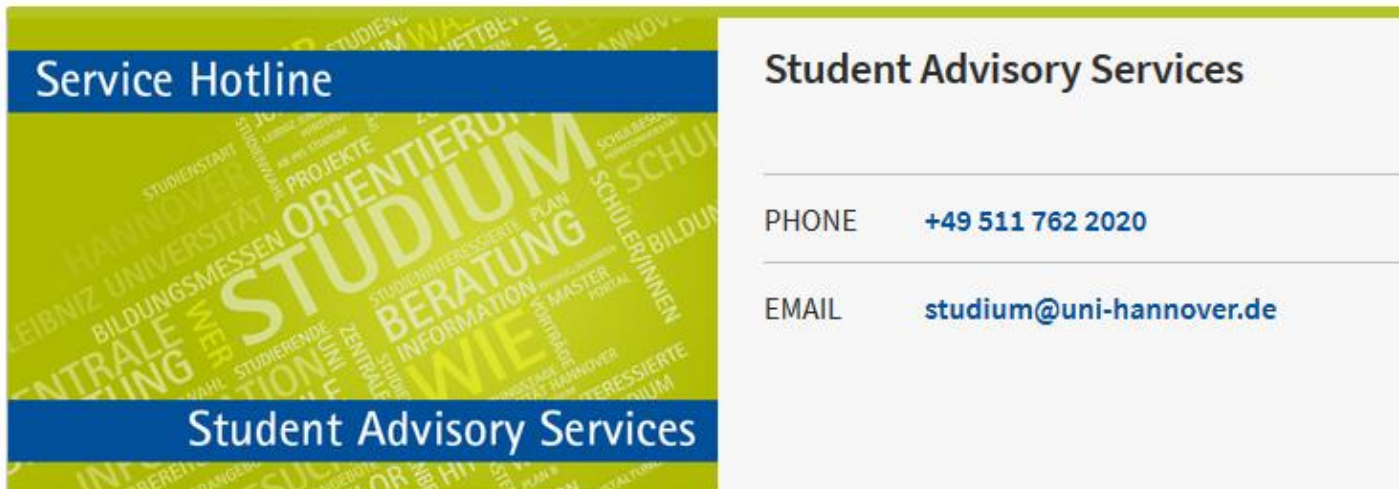
User name: Your application number
Password: Token, on the document in PDF (just underneath your application number)
You will also find this information in the confirmation e-mail which will be sent shortly by Leibniz Universität Hannover to the e-mail address you provided.

YOU DID IT!

Congratulations! We wish you good luck with your application.

If you have any further questions or encounter technical problems, please feel free to contact the student information services via telephone or e-mail.

Service Hotline

STUDIUM
ORIENTIERUNG
BERATUNG
WIE

Student Advisory Services

Student Advisory Services

PHONE	+49 511 762 2020
EMAIL	studium@uni-hannover.de