



Checklist for submitting documents

👉 All documents are to be handed in **online** in the application portal together with the online application. A printout of your application is not necessary.

Obligatory documents	Remarks
Application agreement	<ul style="list-style-type: none"> ✓ Obligatory document! If missing, the application is invalid ✓ Completely filled out and signed ✓ to be handed in online as a scanned PDF
Curriculum Vitae	<ul style="list-style-type: none"> ✓ Obligatory document! If missing, the application is invalid
Motivation letter	<ul style="list-style-type: none"> ✓ Obligatory document! If missing, the application is invalid ✓ Max. length of 1 DIN A4 page
Certificate of enrolment	<ul style="list-style-type: none"> ✓ Obligatory document for enrolled students! If missing, the application is invalid ✓ <u>University applicants</u> who are not enrolled at the time of application yet, must submit their certificate of enrolment later (also possible by e-mail after end of deadline)
University entrance certificate	<ul style="list-style-type: none"> ✓ Obligatory document for enrolled students! If missing, the application is invalid ✓ For <u>foreign students</u>: if not present in German or English, an officially authenticated translation and conversion of the final grade into the German grading system is required (e.g. Admission from uni-assist e.V.)
Current transcript of records	<ul style="list-style-type: none"> ✓ Obligatory document for enrolled students! If missing, the application is invalid ✓ Students of teacher training: Calculate their average grade from credits that are relevant for the final grade (marked with a *) ✓ Students of law: Results of the intermediate examination if already present, otherwise the average mark is to be calculated from the modules relevant for the intermediate examination ✓ Students of medicine, pharmaceuticals and food chemistry: Certificate of the 1st section of the state-approved examination, if already present ✓ Students of dentistry: Certificate of the preliminary scientific or dental examination, if already present

Certificate of Bachelor's degree	<ul style="list-style-type: none"> ✓ Obligatory document for Master students! If missing, the application is invalid ✓ For <u>foreign students</u>: if not present in German or English, an officially authenticated translation and conversion of the final grade into the German grading system is required ✓ <u>University applicants for a Master's degree</u>, who do not have their Bachelor's certificate at the time of application yet must submit it later (also possible by e-mail after end of deadline)
Other documents (if stated in the online application)	Remarks
Prior vocational education	<ul style="list-style-type: none"> ✓ Supporting documents of completed vocational educations (e.g. final certificate/ graduation certificate)
Awards & prizes	<ul style="list-style-type: none"> ✓ Supporting documents of awards/ prizes won in competitions or contests within the last three years (participation alone is not sufficient!)
Extra-curricular or non-professional engagement	<p>Supporting documents of:</p> <ul style="list-style-type: none"> ✓ volunteer work, ✓ <u>active</u> participation in clubs, associations and/ or religious communities (a simple membership card is not sufficient!), ✓ political commitment such as committee work at the university, engagement in a political party and/or other political organisations, ✓ happened within the last 3 years with a min. duration of 6 months
Personal and social circumstances	<p>Supporting documents of:</p> <ul style="list-style-type: none"> ✓ caring for own children (birth certificate) ✓ caring of close relatives within the last 3 years and a min. duration of 6 months (e.g. official entry as carer), ✓ cooperation/ work in a family business and/ or employment during studies within the last 3 years and a min. duration of 6 months (e.g. employment contract, employer's reference) ✓ chronic diseases/ disabilities (if present and possible, a confirmation from the examination board/ examination office)
No documents required	Remarks
Family origin	<p>No evidence necessary, but explained in detail in the application. This concerns:</p> <ul style="list-style-type: none"> ✓ first academic (indicate educations/ professions of both parents) ✓ migration incl. refugee background ✓ foreign students