

## Application Procedure and Forms

### Certified copies of the following documents are necessary

- General certificate of education or other school leaving certificate(s) including a German or English translation.
- Certificate of the first degree awarded relevant to this application or Transcript of Academic Record including a German or English translation.
- TOEFL results or IELTS results or Cambridge Certificate CAE (not older than two years at date of enrollment; except native speaker).
- Transcript of records including a German or English translation.
- Chronological curriculum vitae (with signature) in German or English.
- **Only for German applicants:** if you apply before the award of your Bachelor's degree you have to hand in a "[Vorläufige Bachelor-Bescheinigung zur Bewerbung um einen Studienplatz in einem Masterstudiengang](#)"

### Additional documents

- If you were awarded your **first degree by a non-German institution**, its eligibility must be confirmed by "Studienkolleg – Center for International Students" in Konstanz. Please enclose such confirmation. [Studienkolleg Konstanz](#) will assess your Bachelor's degree and decide if it meets the requirements for entering a Master's degree program in Germany and issues a certificate of a successfully completed university degree (at least 12+3 or 11+4 years of school/university education), which we require for application to the Master's program. Regarding the Studienkolleg Konstanz application please see also the information of their official website about their application documents. Please note that all copies for the Studienkolleg Konstanz are authenticated by a German authority!

- **ATTENTION:** Please be aware that the application procedure takes about 4 to 6 weeks. For applicants coming from China this procedure may take more than 6 weeks.
- If you were awarded your first degree by a **Chinese, Vietnamese or Mongolian institution**, its eligibility must be also confirmed by the **APS (Akademische Prüfstelle), German Embassy, [Peking](#) or [Hanoi](#) or [Ulan-Bator](#)**. Please enclose such confirmation.
- ECTS-Credits achieved in your first degree (if not specified in the certificate).
- Testimonial confirming your relevant **other educational and/or vocational experience (for at least three years)**.
- If available, certificate(s) confirming your **international experience** abroad.
- If available, certificate(s), transcripts etc. of other school/university up till the present.