

Winter School application

Please use the **LMU online portal to apply.**

Neurology <https://www.efv.verwaltung.uni-muenchen.de/nws>
Oncology <https://www.efv.verwaltung.uni-muenchen.de/ows>

Supporting documents to be submitted

International students	LMU students
CV (in English)	CV (in German)
Proof of Enrolment in English, on home university letterhead including: - student's date of birth and nationality - medical studies start and expected graduation dates	LSF-Notenauszug (grades shown in the study portal)
Most recent official Transcript of Records	Statement of Intent: A half-page statement (in English) written by the applicant that can include reasons for pursuing a medical career, for choosing the Winter School, etc.
Documentation of English language proficiency (non-native speakers): Official language certificate (TOEFL, IELTS, etc.) or LMU Confirmation of Language Skills , especially if the instruction language at the home university is English.	
Statement of Intent: A one-page statement (in English) written by the applicant that can include reasons for pursuing a medical career, for choosing the Winter School, etc.	

Prospective applicants who have already graduated from medical school are not eligible to participate.

---> International students: Documents to be submitted **only after you have been admitted**

Internships in Germany relating to a degree course, even in the context of the Winter School, require the approval of the Federal Employment Agency (Bundesagentur für Arbeit). LMU will obtain this approval for you.

Exception: You are a national of a Member State of the EU or one of the following countries: Iceland, Norway, Liechtenstein, Switzerland.

The following documents are needed for this purpose, which you enclose with your online application:

1. [Declaration of Certificate of Enrolment](#), to be filled in by your home university.

Help when filling in

Course of study

Item 10: "Medicine"

Item 11: Duration of the Medical Degree Program

Please put a cross in the bottom part of the form indicating that approval is being sought for an internship relating to a degree course and answer questions 16 to 18.

2. Copy of passport or identity card (page with personal data)
3. [Declaration of consent for the electronic processing of data / passport](#)
Here you declare that you consent to having the scan or picture of your passport transmitted. Please use the following address under "Company Details": Dekanat der Medizinischen Fakultät, Bavariaring 19, 80336 Munich.
4. [Evidence that the intern can support himself/herself independently](#)
For this purpose, please submit the relevant undertaking, i.e. the guarantee provided to the Federal Employment Agency by a third party on your behalf.

→ 3 months before Winter School start

Medical certificate and in-house medical service

Please submit the [Visiting Student Immunization Record \(Medical certificate\)](#) required by the LMU University Hospital Munich for all international students participating in clinical rotations.

A certificate, completely filled in, is a necessary precondition for your deployment in the hospital and serves to protect patients and staff against infectious diseases. Your attention is drawn to the fact that a possible consequence of incomplete details or a lack of immune protection is that you will not be able to take up your deployment.

- The form includes tests and immunizations and must be filled in by your GP/attending physician.
- We request the tests are performed **within 3 months** before the beginning of the internship.
- Please note that under "department" you must state the subject for which you have applied.
In addition, your full name as shown in your passport or identity card must be entered.
Next to the doctor's signature, he/she must also enter his/her name and stamp the form.
- Please enclose the completed form *including lab reports* with your online application **at least 6 weeks** before the beginning of the Winter School.

Cancellation policy

If you wish to cancel, please contact us immediately. Please be advised that a 200 € administrative fee will be deducted for all cancellations.

If you notify us at least 4 weeks before the start of the course, 100% of your tuition payment will be refunded. If accommodation has been booked, the deposit for the rent may not be refundable.

If you notify us less than 4 weeks before the start of the course, 50% of your tuition payment will be refunded. If accommodation has been booked, the deposit for the rent is not refundable.

If you notify us 3 days before the start of the course, 20% of your tuition payment will be refunded. If accommodation has been booked, the housing fee will be not refundable.

No refund will be made if you withdraw after the course has begun.