



LUDWIG-
MAXIMILIANS-
UNIVERSITÄT
MÜNCHEN

ZENTRALE UNIVERSITÄTSVERWALTUNG
REFERAT III.3
INTERNATIONAL AFFAIRS



Guide to Master Studies for International Students at LMU

Step 1: Applying for admission to the appropriate Master Studies Office

You need to locate and contact the appropriate Master Studies Office of LMU. You must apply for admission to this office directly. The requirements for admission may vary for different master courses. Most departments have assembled various information, templates and forms necessary for prospective master students on their homepage. These can be downloaded as PDF-documents. Further sources of information are: posters at institutes, department offices or special internet pages.

For information regarding a particular program and/or its academic or English-language requirements we kindly ask you to contact the program coordinators directly.

Contact:

http://www.en.uni-muenchen.de/students/degree/master_programs/index.html

Step 2: Application (pre-registration) to the International Affairs Office

Please apply first for university admission to the International Affairs Office (application deadline 15 Jan/15 July):

Address: Geschwister-Scholl-Platz 1, D - 80539 München

Tel: 089/2180-3156 or -3743, Fax: 089/2180-3136

Visitors' Address: Ludwigstr. 27/EG, (Subway: U3/U6, Station: Universität),

e-mail: zulassung.international@lmu.de

<http://www.lmu.de/international>

General Admission Requirements of the International Affairs Office

- 1) A complete application form
- 2) An officially notarized copy of all university/secondary school documents and diplomas in the language of your home country (may consist of several parts) and an officially notarized translation. Diplomas in Catalan, Danish, Dutch, English, French, Icelandic, Italian, Norwegian, Portuguese, Romanian, Spanish, Swedish or Latin do not need to be translated

- 3) Proof of German language proficiency, please check the general application information of the International Office and ask the Coordinator of the respective Master Studies Office if the proof of a German examination is necessary for the enrolment of your subject at LMU
- 4) Enrolment and study documentation from all German universities attended to date
- 5) A complete curriculum vitae up to the date of application
- 6) If applicable, a marriage certificate or official certification of name change
- 7) Your letter of admission to Master Studies from the respective Master Studies Office. This letter of admission might be presented at the time of the registration only if you did not receive the admission before the application date 15th July.

Step 3: Receiving an Official Notification of Admission from the International Affairs Office

This official letter of admission of LMU is an important legal document for submission to government offices. You will receive this letter of admission on the pre-condition, which you have to be admitted by the respective Master Studies Office and on the pre-condition that you will successfully pass the German examination.

Step 4: Letter of admission to Master Studies by the appropriate Master Studies Office

If your application is successful you will receive an official letter of acceptance by the Master Studies Office. Please show this copy to the International Affairs Office when registering.

Step 5: Enrolment at the International Affairs Office

To enrol as a student at LMU you must bring your official letter of acceptance and all the necessary documents listed therein. Enrolment is only possible on the dates stated in your letter of acceptance.