



MASTER PROGRAMME  
EUROPEAN AND EUROPEAN LEGAL STUDIES

CHECKLIST  
APPLICATION DOCUMENTS

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The following documents and data shall accompany your application for admission to the Master Programme. Either you will be asked to upload the document in question or to enter the data directly into the online application form.

With regard to files that you shall upload, please make sure that the maximum volume for each documents or file does **not exceed 1.8 MB**. We can only accept files in one of the following formats: **.doc**, **.docx**, **.pdf.**, **.jpeg**. Please name the files according to the pattern you find below.

Type of Document/Data	Name of File (please adapt to your name)
1. Passport photograph (45 mm x 35 mm)	SURNAME, first name, Photo, 2015-16
2. Curriculum vitae (please use the <a href="#">EUROPASS CV</a> )	SURNAME, first name, CV, 2015-16
3. Diploma qualifying for admission to an institution of higher education or an equivalent document which entitles the applicant to be admitted to an institution of higher education, e.g. school leaving certificate or university-entrance qualification	SURNAME, first name, entrance qualification, 2015-16
4. Document proving the graduation from an institution of higher education or most current grade breakdown and course information, possibly indicating the number of earned Credit Points (CP) according to the European Credit Transfer and Accumulation System (ECTS)	SURNAME, first name, tertiary education, 2015-16
5. If necessary for compensation of missing CP: proof of achievements above average (such as practical experience, studies in other institutions, research activities, publications) in fields related to the Master Programme	SURNAME, first name, equivalent performance, 2015-16
6. Proof of the English language proficiency required for studies and examinations in the Master Programme	SURNAME, first name, English proficiency, 2015-16
7. Proof of the German language proficiency required for studies and examinations in the Master Programme, if you wish to also attend lectures in German and sit examinations in German	SURNAME, first name, German proficiency, 2015-16
8. Possibly other documents, proving your qualification and motivation for the Master Programme	SURNAME, first name, additional documentation, 2015-16

Type of Document/Data	Enter
<b>9.</b> 'Letter of Motivation': in this you shall elaborate on your reasons for applying for admission to the Master Programme	Entry field in the form (4,000 characters, including spaces)
<b>10.</b> 'Declaration regarding the Field of Specialisation': your preference concerning the fields of specialisation shall be indicated (please indicate your first, second and third choice between the four specialisation fields 'The EU as Political Actor', 'External Relations of the EU', 'Companies as Economic Actors' or 'Law of the EU')	Entry field in the form
<b>11.</b> Confirmation that the tuition fees according to the regulations of the Master Programme will be paid	Entry field in the form
<b>12.</b> Confirmation to have duly taken note of the Examination Regulations of the Master Programme	Entry field in the form
<b>13.</b> Names and email addresses of two professors or other individuals who are familiar with your academic and professional development	Entry fields in the form

*Incomplete Set of Documents*

If, at the time of the application deadline, you cannot provide a complete set of documents, please communicate this and the reasons therefore, as well as give information on when you expect to be able to provide the missing documents, e. g. test date for TOEFL or expected date of graduation. In such cases, the Admissions and Examinations Committee may admit you under the condition that you provide the missing documents before the start of the academic year. All admission conditions have to be met before the start of the academic year, i.e. before 1 October 2015.