



Universität Hamburg

DER FORSCHUNG | DER LEHRE | DER BILDUNG



Europa
Kolleg
Hamburg

European and
European Legal Studies

MASTER PROGRAMME

EUROPEAN AND EUROPEAN LEGAL STUDIES

CHECKLIST

APPLICATION DOCUMENTS AND INFORMATION

The following documents and information shall be provided with your application for admission to the Master Programme. You will either be asked to upload the document in question, or to enter the information directly into the online application form.

Please make sure that the file size for any document to be uploaded does **not exceed 1.8 MB**. We can only accept files in the following formats: **.doc, .docx, .pdf., .jpeg**. Documents that are neither in English or German have to come with an official translation into either one of these languages.

1. **Passport photograph**
Please provide a .jpeg file
2. **Curriculum vitae**
Please use the EUROPASS CV (link) format
3. **University diploma** - an official document proving the graduation from an institution of higher education or most current grade breakdown and course information, indicating the number of earned Credit Points (CP) according to the European Credit Transfer and Accumulation System (ECTS)
4. **High School 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 graduation certificate or university-entrance qualification
5. If applicable: **proof for compensation of missing credit points (CP)**
These are above-average achievements (such as practical experience, studies in other institutions, research activities, publications) in fields related to the Master Programme. 60 CP can be compensated by one year of full-time practical experience.
6. **Proof of English language proficiency**, with test scores dating back no more than three years:
 - TOEFL with a minimum result of 79 (iBT), 213 (CBT) or 550 (PBT)
 - IELTS with a minimum result of 6.5
 - Cambridge Proficiency in English (CPE) with at least a grade of 'C' in all parts
 - Cambridge in Advanced English (CAE) with at least a grade of 'C' in all parts

Alternatively, proof of English language proficiency may be waived, if you have successfully completed your studies in English.

7. Preference regarding the **Field of Specialisation**

We will ask you to indicate your first, second and third choice of field of specialisation. Please make sure to take a closer look at the curricula of the elective fields:

- The EU as a Political Actor
- External Relations of the EU
- Companies as Economic Actors
- Law of the EU

Further information is available in our curriculum (link).

8. **Letter of Motivation**

Using a maximum of 4,000 characters (including spaces) you will be asked to detail your motivation to take up studies in our Master Programme.

9. **Contact details of a professor to act as a referee** in support of your application

10. **Any other relevant documents**, proving your qualification and motivation for the Master Programme

If you are applying for a scholarship with Europa-Kolleg Hamburg:

11. **Contact details of another professor** supporting your application for a scholarship

12. **Letter giving reasoned statement for the award of a scholarship**

Please note that scholarships will be granted based on extraordinary academic and extracurricular merits.

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. This information is to be entered in the relevant section of your online application.

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 will have to be met before the start of the academic year, on 1 October.