

Checklist: Proof and Documents for Enrollment

International Master's Degree Programs — Winter Semester 2023/24

In the winter semester 2023/24, enrollment at Universität Hamburg will take place digitally. Documents sent in paper form by post will not be considered! You will receive a link to the digital enrollment application with your letter of admission. Please note that you must enroll within 7 days after receiving your letter of admission. This deadline is final; no extensions can be granted.

Please check your documents carefully using this checklist. The documents **highlighted in colour** must be submitted within the enrollment deadline, otherwise your admission will no longer be valid. If there are no documents highlighted in colour in this checklist, there are no documents for your degree program that must be submitted within the enrollment deadline. You can submit the remaining documents later without jeopardizing your admission. Submitting documents at a later date may mean that you only receive your permanent semester documents (proof of enrollment, BAföG certificate, and semester public transport pass) after the semester has started. Please send us any later submissions via www.uni-hamburg.de/submit-later.

Without exception, all applicants (including students who have already enrolled) must submit the following documents:

Applicant Group	Proof/Document(s)	Format	✓
All applicants	<ul style="list-style-type: none"> First degree certificate: <p>If not yet available, you must submit this at the latest by the end of the first subject semester of your master's degree program (31 March or 30 September).</p> <p>Note: The degree certificate information will automatically be transmitted for graduates of Universität Hamburg who will obtain their degree during the first subject semester of their master's degree.</p> <p>Graduates of Universität Hamburg who have already received their transcript must submit an uncertified copy.</p>	Uncertified copy*	<input type="checkbox"/>
M.Sc. Innovation Business and Sustainability	<ul style="list-style-type: none"> Proof of English language proficiency <p>Not required if the proof of English language skills was already submitted with the application.</p> <p>The proof of English language proficiency must be provided no later than May 31, 2023.</p>	Uncertified copy*	<input type="checkbox"/>

Applicant Group	Proof/Document(s)	Format	✓
M.A. Peace and Security Studies	<ul style="list-style-type: none"> Proof of German language proficiency <p>See www.uni-hamburg.de/german-language</p> <p>Proof of German language proficiency is only required if you have applied with a non-German language degree.</p>	Uncertified copy*	<input type="checkbox"/>
You do not need to submit any other documents (e.g., letter of motivation, CV, or internships)!			

Note on health insurance

In order to be enrolled, you must either have statutory health insurance or obtain exemption from insurance through a state health insurance agency.

Your status (insured or exempt) is transmitted to the universities by the state health insurance agencies via an electronic procedure. Thus, once you receive an acceptance letter, contact a public health insurance provider immediately and have yourself insured or exempted so that Universität Hamburg can be notified about your insurance status. As long as your insurance status is not reported to Universität Hamburg, you will not be enrolled and therefore will not receive semester documents. Further information, in particular about exemption, is provided here: www.uni-hamburg.de/kven.

* You may be asked to provide the documents marked with * as certified copies during the course of your studies. In this case, you will receive a message in your STiNE account. You will be given sufficient time to have your documents certified. For more information see www.uni-hamburg.de/certification.

For more information about the procedures following enrollment, see www.uni-hamburg.de/pe.