

**Checklist: Proof and Documents for Enrollment  
Paperless Application - Master's Degree Programs (except teacher training)  
Winter Semester 2024/25**

- Bewegungs- und Sportwissenschaft (M.A.)
- Biologie (M.Sc.)
- British and American Cultures: Text and Media (M.A.)
- English as a World Language (M.A.)
- Medienwissenschaft (M.A.)
- Psychologie mit Schwerpunkt klinische Psychologie und Psychotherapie (M.Sc.)
- Psychology (M.Sc.)

In the winter semester 2024/25, enrollment at Universität Hamburg will take place digitally. Documents sent in paper form by post will not be considered! You will receive the relevant information on the digital enrollment application with your admission letter. 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 uploaded 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 uploaded 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. For late submissions, please use the "Submit further documents" area in the enrollment portal.

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

Applicant Group	Proof/Document(s)	Format	✓
Applicants who have applied with the <u>final grade of their degree.</u>	<ul style="list-style-type: none"> <li>• <b>First degree certificate</b> to verify the grades indicated in the online application</li> </ul> <p>Graduates of Universität Hamburg who have already received their transcript must upload an uncertified copy.</p>	Uncertified copy*	<input type="checkbox"/>
Applicants who have applied with the <u>preliminary average grade.</u>	<ul style="list-style-type: none"> <li>• <b>Transcript of records</b> to verify the grades indicated in the online application</li> <li>• <b>Graduates of Universität Hamburg:</b> printout of your course account overview</li> </ul> <p>These documents must only be uploaded if a provisional average grade was indicated in the application. If the final grade has already been indicated, the degree certificate is sufficient to prove the grade.</p>	Uncertified copy*	<input type="checkbox"/>

Applicant Group	Proof/Document(s)	Format	✓
<b>All applicants</b>	<ul style="list-style-type: none"> <li>• <b>First degree certificate</b> to verify that you have completed your degree program. 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).</li> </ul> <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. <b>Graduates of Universität Hamburg who have already received their transcript must submit an uncertified copy.</b></p>	Uncertified copy*	<input type="checkbox"/>
<b>Bachelor's degree obtained abroad</b>	<ul style="list-style-type: none"> <li>• <b>Proof of German language proficiency</b> See <a href="http://www.uni-hamburg.de/german-language">www.uni-hamburg.de/german-language</a>.</li> </ul>	Uncertified copy*	<input type="checkbox"/>
<b>Psychologie mit Schwerpunkt klinische Psychologie und Psychotherapie (M.Sc.)</b>	<ul style="list-style-type: none"> <li>• <b>Higher education entrance eligibility</b></li> </ul> <p><b>Proof of English language proficiency (deadline for late submission end of first semester)</b> for example., school instruction / language certificate, see <a href="http://www.uni-hamburg.de/list-master">www.uni-hamburg.de/list-master</a>.</p>	Uncertified copy*	<input type="checkbox"/>
<b>Psychology (M.Sc.)</b>	<ul style="list-style-type: none"> <li>• <b>Higher education entrance eligibility</b></li> </ul> <p><b>Proof of English language proficiency (deadline for late submission end of first semester)</b> for example., school instruction / language certificate, see <a href="http://www.uni-hamburg.de/list-master">www.uni-hamburg.de/list-master</a>.</p>	Uncertified copy*	<input type="checkbox"/>
<b>Bewegungs- und Sportwissenschaft (M.A.)</b>	<ul style="list-style-type: none"> <li>• <b>Proof of English language proficiency</b> for example., school instruction / language certificate, see <a href="http://www.uni-hamburg.de/list-master">www.uni-hamburg.de/list-master</a>.</li> </ul>	Uncertified copy*	<input type="checkbox"/>
<b>Biology (M.Sc.)</b>	<ul style="list-style-type: none"> <li>• <b>Proof of English language proficiency</b> for example., school instruction / language certificate, see <a href="http://www.uni-hamburg.de/list-master">www.uni-hamburg.de/list-master</a>.</li> </ul>	Uncertified copy*	<input type="checkbox"/>
<b>English as a World Language (M.A.)</b>	<ul style="list-style-type: none"> <li>• <b>Proof of English language proficiency</b> for example., school instruction / language certificate, see <a href="http://www.uni-hamburg.de/list-master">www.uni-hamburg.de/list-master</a>.</li> </ul>	Uncertified copy*	<input type="checkbox"/>

### **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 and have yourself insured or exempted so that Universität Hamburg can be notified about your insurance status. However, this notification can also be made after the end of your enrollment deadline. 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](http://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](http://www.uni-hamburg.de/certification).

For more information about the procedures following enrollment, see [www.uni-hamburg.de/pe](http://www.uni-hamburg.de/pe).

If you would like to receive important information and updates about the admissions and enrollment process directly on your mobile phone, please subscribe to our WhatsApp channel:  
<https://whatsapp.com/channel/0029Vager3m6mYPULPuahQ2h>.