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## CONTACT AND INFORMATION
PREFACE

Dear Applicant,

We are delighted that you are interested in studying at Universität Hamburg. To ensure that application procedures run smoothly, all information on deadlines, documents to be submitted, and the general procedure for the application and enrollment period at Universität Hamburg can be found on the pages below. Should you have further questions concerning applying and enrolling, use the following contact options: www.uni-hamburg.de/en/campuscenter/beratung/kontakt.

If you are unsure about which master’s degree program is most compatible with your bachelor’s degree or about which degree programs are actually on offer at Universität Hamburg, contact the www.uni-hamburg.de/en/campuscenter/bewerbung.

We wish you luck with your application to study at Universität Hamburg and success in your studies.

Sincerely,
Application, Admissions and Student Affairs Team
at Universität Hamburg

IMPORTANT

Be aware that the information provided here concerning the legal framework of the application process is subject to changes that will take effect only after the publication of this brochure. This particularly applies to the bylaws of Universität Hamburg for University admission and information concerning restricted admissions, selection procedures, and special conditions of admission for individual degree programs.
Be aware that the deadlines specified are cut-off deadlines—meaning that no applications or enrollments will be considered after the deadline.
1 ADMISSION REQUIREMENTS

Application requirements depend on the specific international master’s degree program. However, a first university degree is required for all master’s degree programs.

1.1 PROOF OF FIRST DEGREE

If you are in the final phase of your first degree program and cannot yet provide a final certificate containing your grades, please submit the most recent transcript of records confirming your provisional grade point average. You will then need to submit your degree certificate by the end of the first semester of your master’s degree program. Be sure to read our information on enrolling in or changing to a master’s degree program.
1.2 LANGUAGE PROFICIENCY

When you apply to our international master's degree programs, which are taught in English, you must prove your English language proficiency. You will find all the accepted methods of proving English proficiency in the information sheets on the Campus Center web page information on enrolling in or changing to a master's degree program.

Necessary language requirements for the specific master’s degree program are listed on the page Special admission requirements for master’s degree programs.

1.3 FURTHER REQUIREMENTS

Each master’s degree program requires further supporting documents. Find the specific details about your master’s degree program in the information sheets on the “Special admission requirements for master’s degree programs” page or on the page of the respective degree program.
2 APPLICATION

You can apply online to one of the following international master's degree programs throughout the application period (15 February–31 March) via STiNE:

- African Languages and Cultures (M.A.)
- Atmospheric Science (M.Sc.)
- Buddhist Studies (M.A.)
- Economics (M.Sc.)
- Indology and Tibetology (M.A.)
- Integrated Climate System Science (M.Sc.)
- Intelligent Adaptive Systeme (M.Sc.)
- Innovation, Business and Sustainability (MIBAS) (M.Sc.)
- Languages and Cultures of Southeast Asia (M.A.)
- Manuscript Cultures (M.A.)
- Marine Ecosystem and Fisheries Sciences (M.Sc.)
- Molecular Plant Science (M.Sc.)
- Ocean and Climate Physics (M.Sc.)
- Peace and Security Studies (M.A.)
- Physics (M.Sc.)
- Politics, Economics and Philosophy (M.Sc.)
- Wood Science (M.Sc.)

It is not possible to apply to a higher semester of a master's degree program.

2.1 ONLINE APPLICATION

To apply, you must first create a STiNE account. (If you already have a registered student account, you have to use that to apply.) Once you have registered, you will receive an email with further instructions. Fill in the fields in the online application form, and upload any required supporting documents in PDF format. When finished, check that you have not missed anything. Then click “Submit” to submit your application.

You can set up only one application account and submit one application. Incomplete or incorrect applications will be disqualified from the admission procedure (Section 17 subsection 3 of the bylaws of Universität Hamburg for University admission).
2.2 SUPPORTING DOCUMENTS

The application requirements for a master’s degree program are set by the respective department. Once you have filled out and electronically submitted your application, send all required supporting documents by the application deadline to the department responsible for your chosen degree program.

Find out what supporting documents are required and the respective department’s address in the application information (PDF) for your chosen degree program.

Be aware that your application can only be considered if you submit all the required supporting documents by the application deadline. This deadline is final; no extensions can be granted.

2.3 SPECIAL APPLICATION

In our online application platform for master’s degree programs, you can submit a special application for preferred admission in addition to the standard application for admission.

Be aware that, when applying online, you must complete your special application separately and also electronically send it separately; otherwise, it will not be considered.

You must submit the required supporting documents with your application; upload these when you apply online. If you notice after submitting your application that you did not upload all the required supporting documents, you can reopen your application and upload the remaining documents. For this purpose, use the following contact form: www.uni-hamburg.de/studium.

For detailed information on special applications, see the information on special applications and formal requirements.
3 QUOTAS

In accordance with the higher education admissions act (Gesetz über die Zulassung zum Hochschulstudium in Hamburg, HZG) and impending amendments to the HZG, admission to master’s degree programs will be based on the following quotas:

- Hardship quota—10 percent of places will be allocated to hardship cases.

Once the hardship quota has been filled, the remaining places are allocated according to the following quotas:

- Performance quota—90 percent of places will be allocated according to the applicants’ degree of aptitude and motivation as assessed by the respective faculties.

- Waiting period quota—10 percent of places will be allocated according to the number of half years since the applicant obtained their qualifications for admission to the respective master’s degree program.
3.1 HARDSHIP QUOTA

Hardship applications are submitted to secure exemption from the general selection criteria based on performance or waiting period. The legal framework therefore imposes strict criteria for the recognition of hardship cases.

Study places within the hardship quota are allocated to applicants for whom rejection of the admission application would give rise to exceptional hardship.

Exceptional hardship exists if immediate admission to the course is paramount due to health reasons ("urgent cases") and particularly for applicants bound to the Hamburg region for specific health, family, social, or economic reasons ("location-bound cases"). Within the hardship quota, one-third of study places are available for urgent cases. The remaining two-thirds of the study places within the hardship quota are intended for location-bound cases. Study places remaining within one category (e.g., urgent cases) are allocated to the other category (e.g., location-bound cases), or vice versa. Any remaining study places are allocated according to the performance and waiting period quotas. In cases of hardship equivalence, rank is determined by a lottery.

Submit your hardship application electronically as a special application as part of the online application. You must provide proof to support you hardship application (i.e., a short self-written report, medical certificate, birth certificate, registration certificate).

You must submit your completed hardship application electronically and separately from the actual application for the master’s degree program by the application deadline. Incomplete hardship applications (i.e., those lacking proof) will be rejected. If your hardship application cannot be considered or is not approved, your application will be processed according to the general selection criteria.

3.2 TOP ATHLETE QUOTA

In accordance with the Hamburg higher education act, 2 percent of available places are allocated to top athletes who are members of the Olympiastützpunkt Hamburg/Schleswig-Holstein in the A, B, C, or D/C squad of the German Olympic Sports Confederation and who are bound to Hamburg for this reason. Within this quota, university places are granted first to top athletes who are members of a squad in the German Olympic Sports Confederation (swimming, rowing, hockey, sailing, or beach volleyball); thereafter, any remaining places are granted to other elite athletes.
Top athletes can also submit a special application for consideration of their status when applying for a master’s degree program.

### 3.3 PERFORMANCE QUOTA

If the number of applicants exceeds the number of places available, a selection procedure will be necessary. Candidates who fulfill the formal requirements for admission will be ranked according to specific criteria (e.g., bachelor’s degree grade, letter of motivation, etc.) set by the faculties responsible for the chosen master’s degree program. For details of the program’s selection criteria, read the application information PDF for your chosen master’s degree program. For details of the legal framework, visit [www.uni-hamburg.de/rechtlichegrundlagen](http://www.uni-hamburg.de/rechtlichegrundlagen) (in German).

### 3.4 WAITING PERIOD QUOTA

In the waiting period quota, the number of half years that have passed since you obtained your higher education entrance eligibility certificate is relevant in the allocation of study places for a master’s degree program. You can only be included in this quota if you have already obtained a first degree before applying to the master’s degree program. The number of full half years that have passed since you obtained your first degree constitute the waiting period. Only half years that fall between 1 April and 30 September of one year and 1 October and 31 March of the next are considered full half years. Any periods of study since obtaining the first degree are not deemed part of the waiting period. The maximum waiting period considered is 10 half years.
4 ADMISSION

Once your application has been reviewed, you will receive an acceptance or rejection letter in your STiNE account under “Documents.” You will also receive an email to the address provided in the online application. Ensure that you keep your login information until then.

Save your letter of notification on your private computer, as your application account will be deleted once the admission procedure is complete. Once your account has been deleted, you will no longer have access to your letters of notification, and they cannot be recreated. In some cases, rejection letters may be required by the authorities (e.g., the Federal Employment Agency’s Family Benefits Department).
4.1 LETTER OF ACCEPTANCE

If your application is successful, you will receive a notification via email and a letter of acceptance in your STiNE account. This letter entitles you to a study place at the University. If you want to accept the study place at Universität Hamburg, you will first need to enroll. Make note of the enrollment deadline and the application form in your letter of acceptance. The enrollment period is only seven days. In order to be considered, your enrollment application must be received by Universität Hamburg online before the deadline. Do not submit any paper applications.

If you do not want to accept the study place, you do not need to do anything: once the enrollment deadline passes, your admission will be revoked if you have not enrolled.

4.2 REJECTION LETTER

If your application is unsuccessful in the main procedure—for formal reasons or due to capacity constraints—you will receive a rejection letter in your STiNE account under “Documents.” You can find further information on the selection procedure and the admission criteria for individual degree programs (see legal conditions) in the respective faculty’s statutes.

If you received a rejection letter for an international master’s degree program, you can apply for another master’s degree program commencing in the winter semester in the application period beginning 1 June provided that you withdraw your application for the previous master’s degree program. To do so, please notify us via our contact form. We will then reactivate your online application so that you can withdraw your previous application and submit a new one.
4.3 **SUCCESION PROCEDURE**

In cases where a successful applicant does not accept the offer, a succession procedure is used to allocate the available place to the highest-ranked applicant on the respective list (i.e., waiting period and performance lists).

If your application was unsuccessful due to capacity constraints, you will be automatically entered into the succession procedure. In this case, you do not need to and cannot reapply.

If you were rejected for formal reasons are disqualified from the admission procedure in accordance with Section 17 of the bylaws of Universität Hamburg for University admission (PDF, in German), you will not be entered into the succession procedure.

The succession procedure normally begins after the main admission procedure, and the offered places must be accepted within a week. Therefore, if you receive a rejection letter in the main procedure due to capacity constraints, we recommend that you check your STiNE account regularly (at least once a week) to ensure that you do not miss the enrollment deadline in the event that you were offered a place during the succession procedure.

In the succession procedure, no new rejection letters will be sent—only successful applicants will be notified.

5 **ENROLLMENT**

Upon accepting the university place, you are enrolled at Universität Hamburg. You have 7 days to enroll. You will find the exact date of your acceptance deadline and information about your digital enrollment application in your acceptance letter. Once you have successfully submitted your digital enrollment application, you will find a printout of the application in your STiNE account under “Application > Documents.”

The offer of admission expires if you do not accept the university place by the deadline or do not submit the requisite proof for enrollment by the deadline. The loss of the university place is irreversible.
Find out everything you need to know about the documents you require for enrollment in our checklists. Review your documents carefully using these checklists as your guide. The documents that you must submit prior to the enrollment deadline are marked in color in the checklists. You can submit the remaining documents later via www.uni-hamburg.de/submit-later without jeopardizing your admission. However, your permanent semester documents (proof of enrollment, federal student loan scheme certificate, semester public transport pass) may not arrive until after the semester has started if you submit your documents at a later date.

Be aware that enrollment at Universität Hamburg takes place entirely electronically. Paper documents sent via the postal service or personally submitted on-site will not be considered.

Find further information about the enrollment procedure on the “Procedures following enrollment” page.
5.1 Bachelor’s Degree Programs Completed at Universität Hamburg

By paying the semester contribution on time, you regularly reregister for the respective semester and receive your semester documents (including online documents) for your previous bachelor’s degree program. At the same time, you are registered for your chosen master’s degree program, which enables you to register for courses in STiNE.

Once you have successfully completed your bachelor’s degree program, your retroactive enrollment into the master’s degree program will be finalized. The faculties’ academic offices or examination offices will pass degree information on to the Application, Admissions and Student Affairs Team when the degree certificate is requested.

Alternatively, you can submit a certificate verifying your successful completion of the degree program from the respective academic office. This must contain the date of your last examination and confirm that you completed the bachelor’s degree program—phrases such as “is expected to finish” are not sufficient.

If you have already submitted your bachelor’s degree certificate for enrollment, your enrollment in the master’s degree program will be finalized and you will also receive your certificate confirming proof of enrollment.

5.2 Bachelor’s Degree Programs Not Completed at Universität Hamburg

If you have not yet completed your bachelor’s degree program at the time of enrollment for the master’s degree program at Universität Hamburg, submit your degree certificate and your withdrawal certificate from your previous university as soon as possible within the first subject semester (by 31 March at the latest). Use www.uni-hamburg.de/submit-later for this purpose. Alternatively, you can submit a certificate verifying your successful completion of the degree program from your previous higher education institution. This must contain the date of your last examination and confirm that you completed the bachelor’s degree program—phrases such as “is expected to finish” are not sufficient.
Find further information about the enrollment procedure at www.uni-hamburg.de/ae.

**INFORMATION ON HEALTH INSURANCE**

When taking up your university studies, there are statutory provisions regarding health insurance that apply to you. Find out about your future insurance status when preparing your application, and contact the relevant health insurance provider to obtain an insurance certificate. Find further information at www.uni-hamburg.de/kv.

### 5.3 PROVISIONAL SEMESTER DOCUMENTS

If you have received a university place at Universität Hamburg and have been accepted during the enrollment phase, you will initially receive provisional semester documents (provisional student ID and HVV semester public transport pass) by postal mail. At the same time, you will receive an email containing your new login details for your STiNE account, because your application account will be converted into a student account once you have been accepted, and because the login details you used for your online application will no longer be valid. You will also receive your TAN list in a separate letter, which you will need to register for courses via STiNE.

Your will receive your permanent semester documents (student ID, HVV semester public transport pass, proof of enrollment) once we have received the full semester contribution and once you have submitted all the requisite supporting documents to complete enrollment.
Please note that we will send you your semester documents at the beginning of September unless you have entered a non-German address in your enrollment application—in which case, we will email you your STiNE login details only.

As soon as you have a German address, send it to the Campus Center using the contact form to receive your semester documents.

### 5.4 WAIVER

If you decide against taking up your university place after your admission to or enrollment at Universität Hamburg, promptly complete the waiver declaration form. You do not have to give any reason for your waiver.

Be sure to note the deadlines listed on the home page for when waivers and possible refunds of paid semester fees are possible.
CONTACT AND INFORMATION

CAMPUS CENTER

www.uni-hamburg.de/en/campuscenter


SUBJECT-SPECIFIC INFORMATION

www.uni-hamburg.de/en/campuscenter/bewerbung/master/zugangsvoraussetzungen/weitere

QUESTIONS ABOUT THE APPLICATION PROCEDURE AND ADVISING SESSIONS

www.uni-hamburg.de/en/campuscenter/beratung/kontakt

www.uni-hamburg.de/en/campuscenter/beratung

STINE APPLICATION PLATFORM

www.stine.uni-hamburg.de

TECHNICAL PROBLEMS WHEN APPLYING ONLINE

RRZ—STINE HELPLINE

www.rrz.uni-hamburg.de/beratung-und-kontakt/serviceline (in German)

Telefon: +49 40 42838-5000

E-Mail: uhh.bewerbung-technik@rrz.uni-hamburg.de

OFFICE OF AFFAIRS FOR STUDENTS WITH DISABILITIES OR CHRONIC ILLNESSES

www.uni-hamburg.de/bdb (in German)

Telefon: +49 40 42838-3764

Fax: +49 40 42838-4486

E-Mail: beeintraechtigt-studieren@uni-hamburg.de

CREDITS

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