Application Information
International Master’s Degree Programs
Content

Application and enrollment deadlines

1  Admission requirements  5
   1.1  Proof of first degree  5
   1.2  Language proficiency  5
   1.3  Further requirements  5

2  Application  6
   2.1  Online application  6
   2.2  Supporting documents  6
   2.3  Special application  7

3  Quotas  8
   3.1  Hardship quota  8
   3.2  Performance quota  9
   3.3  Waiting period quota  10

4  Admission  11
   4.1  Letter of acceptance  11
   4.2  Rejection letter  11
   4.3  Succession procedure  12

5  Enrollment  13
   5.1  Supporting documents  13
   5.2  Provisional semester documents  14
   5.3  Waiver  14

Contact and information  15
Preface

Dear Applicant,

... or as we say in Hamburg, “Moin, Moin!”

We are delighted that you are interested in studying at Universität Hamburg! To ensure that everything runs smoothly in your application process, this brochure will provide you with all the information you need on deadlines, supporting documents, and the general procedure for applying and enrolling at Universität Hamburg. If you have any further questions about your application or enrollment, the Application, Admission and Student Affairs team is always there for you: www.uni-hamburg.de/kontakt-cc.

The information in this brochure applies exclusively to applications to international master’s degree programs. If you are interested in another degree program, please see the application information at https://www.uni-hamburg.de/en/campuscenter/bewerbung.html.

We wish you success with your application and hope to welcome you as a student to Universität Hamburg!

Your Application, Admission and Student Affairs Team

Important:

Information concerning the legal basis of application procedures may be subject to changes that took effect after the publication of this brochure. This applies particularly to the bylaws of Universität Hamburg for University admission as well as to the information on admission restrictions, selection procedures, and special submission requirements for individual degree programs.
Be aware that the deadlines stated above are final and that no extensions can be granted. Application and enrollment cannot be considered after the exemption deadlines.
# 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 titled “Special admission requirements for master’s degree programs”.

Necessary language requirements for the specific master’s degree program are listed on “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:

- **Buddhist Studies (MA)**
- **Economics (MSc)**
- **Indology and Tibetology (MA)**
- **Integrated Climate System Science (MSc)**
- **Intelligent Adaptive Systems (MSc)**
- **International Business and Sustainability (MIBAS) (MA)**
- **Languages and Cultures of Southeast Asia (MA)**
- **Marine Ecosystem and Fisheries Sciences (MSc)**
- **Molecular Plant Science (MSc)**
- **Ocean and Climate Physics (MSc)**
- **Physics (MSc)**
- **Politics, Economics and Philosophy (MSc)**
- **Wood Science (MSc)**

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 can 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 only set up 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: [www.uni-hamburg.de/liste-master](http://www.uni-hamburg.de/liste-master).

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. Upload your supporting documents to the online platform. You must submit your special application by the application deadline. See the information on [Special Applications](#) for detailed information on valid and invalid special applications as well as on the 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 your hardship application (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. Find detailed information on hardship applications at www.uni-hamburg.de/sonderantrag-master.

**Elite athlete quota**

In accordance with the Hamburg higher education act, 2 percent of available places are allocated to elite 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 elite 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.

Elite athletes can also submit a special application for consideration of their status when applying for a higher semester or a master’s degree program.

For more detailed information, visit www.uni-hamburg.de/masterbewerbung or www.uni-hamburg.de/sonderantrag-master.

**3.2 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 at www.uni-hamburg.de/liste-master. For details of the legal framework, visit www.uni-hamburg.de/rechtlichegrundlagen.
### 3.3 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.” If you are unsuccessful due to capacity constraints, your application will be automatically forwarded to the succession procedure. In this case, you will be informed in your rejection letter of your ranking, the ranking of the last admitted applicant, and the selection methods used. 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 Succession 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 by letter.
5 Enrollment

Once you received your acceptance letter for an international master’s degree program, you must enroll at Universität Hamburg. To enroll, you will first need to accept the study place before the deadline via our online form. Do not submit any paper applications.

Your admission offer will be rescinded if you do not formally accept the study place by the date given in your acceptance letter (see also Section 25 of the bylaws of Universität Hamburg for University admission).

5.1 Supporting documents

Required documents:

- First degree certificate
  You must submit this by the end of the first subject semester of your master’s degree program (31 March) at the latest.

- Proof of health insurance
  Students with a European Health Insurance Card can submit a copy of their card as proof of health insurance. Travel health insurance does not provide sufficient coverage for students in Germany. Therefore, do not take out travel health insurance for the duration of your stay. If you are still in your country of origin and have not yet taken out German health insurance, you may also submit proof of health insurance after arriving in Germany. For more information (also on private health insurance), see http://www.uni-hamburg.de/kven.

- Withdrawal certificate
  You must provide this only if you were enrolled at another German higher education institution in the previous semester. For more information and the submission deadlines, see http://www.uni-hamburg.de/exen.

- Proof of English language proficiency
  Not required if proof of English language skills was already required and submitted with the application.

If you cannot provide all the supporting documents, submit the online enrollment form anyway. You can submit the remaining documents later via www.uni-hamburg.de/submit-later.

After submitting your form, you will receive an automatic confirmation of receipt by email. Once you receive this confirmation, you can be sure that we have received your form. If you have not received this confirmation, check your spam folder. If you still cannot find this confirmation, contact us via www.uni-hamburg.de/studium.
You can also find all necessary information on the supporting documents required for enrollment in the checklist.

## 5.2 Provisional semester documents

We will send you your provisional 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 new STiNE login details. You can personally collect your provisional semester documents and a TAN list at the Service Point in the Campus Center. See our opening hours. As soon as you have a German address, send it to the Campus Center using the contact form. This information is subject to the proviso that a personal visit to the Campus Center will be possible again once the documents have been prepared. Inform yourself here again in mid-September.

You can transfer your semester contribution after you have picked up your provisional semester documents.

## 5.3 Waiver

If, after accepting an offer to study at Universität Hamburg, you would like to waive your place, sign and send the declaration of waiver as soon as possible. You do not need to provide reasons for the waiver.
Contact and information

General academic advising
www.uni-hamburg.de/kontakt-cc
www.uni-hamburg.de/campuscenter/beratung

Subject-specific advising
www.uni-hamburg.de/list-master

STiNE online application
www.stine.uni-hamburg.de

Online application technical support
www.rrz.uni-hamburg.de/beratung-und-kontakt/serviceline
phone:  +49 40 42838-5000
email:  uhh.bewerbung-technik@rrz.uni-hamburg.de

Office for Students with Disabilities and Chronic Illnesses
www.uni-hamburg.de/bdb
phone:  +49 4042838-3764
fax:    +49 40 42838-4486
email:  beeintraechtigt-studieren@uni-hamburg.de
www.uni-hamburg.de/studieren-mit-behinderung/vor-dem-studium/bewerbung