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/campuscenter/beratung.

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 Center for Academic Advising.

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.
Dates and deadlines

1 DECEMBER 2021—15 JANUARY 2022
Application period
Applying via STiNE

16 FEBRUARY 2022
Publication of letter of notification
You will find your acceptance or rejection letter in your STiNE account.

16 FEBRUARY 2022—23 FEBRUARY 2022
Enrollment period
7 days

Be aware that the deadlines specified are cut-off deadlines—meaning that no applications or enrollments will be considered after the deadline.

Furthermore, be aware that certain departments notify applicants of the selection committee’s decision before the official letter of notification is sent and ask the successful applicants to bindingly inform them of whether they accept the university place. Therefore, ensure throughout the application period and after the application period has ended that you can be reached at the email address you provided in your application.
1. Admission requirements

To successfully apply to your chosen degree program at Universität Hamburg, you must fulfill the respective admission requirements. Find detailed information on the content of the degree programs and on the admission requirements for individual master’s degree programs at www.uni-hamburg.de/liste-master.

1.1 First degree

To be able to apply to a master’s degree program at Universität Hamburg, you must provide proof of a first higher education degree. If you are in the final phase of your degree program and are therefore unable to provide a degree certificate containing your grades, submit a current transcript of records containing your grades as proof when submitting your application. You must then submit your degree certificate without delay—at the latest, by the end of the first subject semester (30 September for the summer semester). As long as you have not submitted a degree certificate with your grades, you will only be conditionally enrolled in the master’s degree program.

1.2 Language skills

If you did not complete your first degree in a degree program taught in German at a German-speaking university, you must also provide proof of proficiency in German to be accepted to a degree program at Universität Hamburg.

If you completed your degree abroad but obtained your higher education entrance eligibility (e.g., Abitur) at a German-speaking institution, you can submit this as proof (e.g., Abitur certificate).

For an overview of all the German-language certificates recognized by Universität Hamburg, see www.uni-hamburg.de/deutschkenntnisse (subject to change).

Be aware that you may not submit German-language certificates that are more than 3 years old as of the first day of the application period for the semester—for Summer Semester 2022, such certificates cannot have been issued prior to 1 December 2018.

For master’s degree programs that are taught in English, you do not have to provide proof of proficiency in German. However, for these degree programs, you must provide proof of proficiency in English. Each master’s degree program has its own rules, so be sure to read the information that pertains to the respective master’s degree program. See Degree Programs to find out which master’s degree programs are taught in German and English or only in English.

1.3 Additional prerequisites depending on the degree program

When applying to some master’s degree programs, further proof is required. Find further information on your selected master’s degree program in the program’s admission requirements or on the web page of the individual master’s degree program via the Degree Programs page.

2. Applying

You can find all the degree programs offered at Universität Hamburg via the Degree Programs web page. Apart from the exact application requirements, the overview also provides information on application options and degree types. Find detailed information on master’s degree programs at Universität Hamburg at www.uni-hamburg.de/liste-master. Be sure to note the information that applies specifically to your chosen master’s degree program.

2.1 Applying online

Use STiNE, Universität Hamburg’s online portal, to apply to your chosen master’s degree program.
The online application procedure can be used only for a master’s degree program at Universität Hamburg.

Furthermore, you can apply to start a master’s degree program only in the first subject semester when applying online—applying to start in a higher subject semester is not possible.

See individual master’s degree programs for information on individual selection procedures and specific forms of proof in the respective application information.

All consecutive master’s degree programs, with the exception of a few, are offered via the STiNE portal. If it is not possible to apply online, an alternative application procedure will be either described or linked to on the degree program’s page via the Degree Programs web page.

For most master’s degree programs, your application documents must be checked before admission. The type of documents you need to submit and how you must submit them depends on the individual master’s degree program that you have selected.

If you have questions regarding, for example, the prerequisites for your chosen master’s degree program, contact the person listed for your degree program in the online application portal or find detailed information on your master’s degree program at www.uni-hamburg.de/liste-master.

**Applying with application documents**

When applying online to a master’s degree program, submit all your information to Universität Hamburg electronically. After completing and electronically sending your application, you must upload or send the requisite forms of proof by post or email to the address indicated in the online application by the deadline.

For documents not issued in German or English, a certified translation in German or English is required.

**Applying without application documents**

For some master’s degree programs, you do not need to submit application documents; instead, you have to submit your online application only. For such degree programs, selection is based on the information provided in the application; in principle, you will need to submit the requisite forms of proof only once you have been admitted to the program. Documents are required only for the purpose of establishing comparability—namely, where:

- previous courses of study are not clearly comparable and
- you have graduated abroad.

You must submit these documents to the address indicated in the online application by the deadline. Be aware that some of the comparability information includes corresponding negative or positive catalogs. If your degree program has already been checked and determined to not be comparable, your application will not be successful.

If comparability cannot be determined, your application will not be further considered, and you will be removed from the admission procedure.

If you apply without submitting application documents, it will be assumed that—on the basis of the information you provided in your online application—you meet the admission requirements for your chosen master’s degree program and, therefore, have attained (or are in the process of completing) a first undergraduate degree that meets the admission requirements for your chosen master’s degree program.
If it is discovered during admission that you do not meet the admission requirements, you will not be allowed to enroll.

2.2 Special applications within the application

As part of your online application, you will also have the option to submit the following special applications:

- application for admission within the hardship quota
- application for admission within the elite athlete quota
- application to do a double degree (not required for a bachelor’s-to-master’s degree program)

Find further details in our information sheet on special applications for access and admission to consecutive master’s programs at https://www.uni-hamburg.de/campuscenter/studienorganisation/formulare-informationsmerkblaetter/sonderantraege-master.pdf (PDF, in German only) and at www.uni-hamburg.de/sonderantrag-master.

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.

Contact the Office for Students with Disabilities and Chronic Illnesses for individual advice on the regulations governing hardship and compensation for disadvantages.

3. Selection procedures

Following the application deadline, Universität Hamburg will carry out the admission and selection procedures. University places will be allocated according to the admission numbers set forth in the current bylaws on the maximum number of admissions. If there are more applications than places available, the University will have to conduct a selection procedure.

In accordance with the higher education admissions act (Gesetz über die Zulassung zum Hochschulstudium in Hamburg, HZG), university places for master’s degree programs will be allocated based on the following quotas:

Advance quota

- 10 percent for hardship cases
- 2 percent for elite athletes

After the deduction of the advance quota places for hardship cases and elite athletes, the remaining places will be awarded as follows:

- 90 percent based on applicant’s aptitude and motivation (academic performance quota) according to the respective faculty’s bylaws
- 10 percent based on the number of half years passed since obtaining entrance eligibility for the master’s degree program

There is no separate quota for applicants from abroad with regard to the allocation of university places for master’s degree programs.
3.1 Hardship case quota

In accordance with the higher education admissions act, 10 percent of places are to be allocated to applicants for whom rejection would result in exceptional hardship. By submitting a hardship application citing health reasons or extenuating personal reasons, you can specify circumstances that warrant your immediate admission to the degree program.

If there are more eligible cases of hardship than there are places available, the places will be allocated according to the degree of hardship. In case of comparable hardship, selection is based on academic performance.

3.2 Elite athlete quota

In accordance with the higher education admissions act, 2 percent of places are allocated to elite athletes who are members of A, B, C, or D/C national squads of elite associations of the German Olympic Sports Confederation for sporting disciplines offered at the Olympiastützpunkt Hamburg/Schleswig-Holstein and therefore bound to Hamburg as their place of study. In this quota, places are allocated first to elite athletes in one of the key sport squads of the Olympiastützpunkt Hamburg/Schleswig-Holstein (swimming, rowing, hockey, sailing, or beach volleyball); the remaining places are then allocated to other elite athletes.

3.3 Academic performance quota

According to the bylaws of Universität Hamburg for University admission, the faculties stipulate in their selection bylaws how the degree of aptitude and motivation is determined in the selection procedure for their master’s degree programs. In principle, for a master’s degree program, this is the grade point average of your first higher education degree—that is, the first degree you completed—or the grade point average available at the time of applying. Find the legal framework at www.uni-hamburg.de/rechtlichegrundlagen.

3.4 Waiting period quota

When allocating university places for the master’s degree programs for the waiting period quota, the number of half years passed since obtaining entrance eligibility for the master’s degree program is relevant. Accordingly, you can be considered for this quota only if you have completed a degree that corresponds to your chosen master’s degree program and can provide a university degree certificate at the time of application. The number of half years that have passed since completing your first degree—during which time you must not have enrolled at a publicly funded or state-recognized higher education institution in Germany—count toward the waiting period. Only half years that fall within the period 1 April–30 September in one year and 1 October–31 March of the following year count as completed half years. Periods of study undertaken after obtaining your degree will not count toward the waiting period. The maximum waiting period that will be considered is 10 half years.

4. Admission

On the specified dates, you will receive an email to the address provided in the online application informing you of the result of the selection procedure. You will find your acceptance or rejection letter in your application account under “Application > Documents.”

Therefore, ensure that you keep your STiNE login details safe. Keep in mind that you changed your password when you logged in to the application portal for the first time and that the first password sent to you by email is no longer valid. Call the STINE helpline if you are having problems accessing the portal.
Afterwards, save your acceptance or rejection letter on your private computer, as your application account will be deleted once the selection procedure ends, and the letters cannot be issued again. It is also worth storing rejection letters, as they may be required by other municipal authorities as forms of proof (e.g., for child benefits).

4.1 Acceptance letter

If you have been accepted to a degree program, you must electronically declare whether you accept the assigned university place within 7 days (cut-off deadline) of the acceptance letter being posted in your STiNE account. The deadline for accepting the university place can be found in your acceptance letter. Your admission becomes invalid if you do not accept the place by the deadline stated in the acceptance letter (Section 23 of the University admission bylaws) or do not comply with the formal requirements described in the acceptance letter.

You can accept the university place digitally only. You cannot enroll in person or by postal mail.

Note that some master’s degree programs contact their applicants directly after the selection decision has been made and send out acceptance letters in advance. You may need to contact them in advance to accept the university place. However, you cannot enroll until you receive the legally binding decision in your application account under “Application > Documents.”

4.2 Rejection letter

If you have not been allocated a university place according to the selection criteria or if you were excluded from the admission procedure for formal reasons, a rejection letter will be issued.

Applicants who are rejected for capacity reasons will automatically be entered into the succession procedure. Take note of the information in your rejection letter.

4.3 Succession procedure

If there are free places after the enrollment phase, they will automatically be allocated to the next-ranked applicants in the respective group.

There is no lottery procedure. However, should places remain available, they will be published at www.uni-hamburg.de/restplaetze. A specific date cannot be given.

5. Enrolling

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 a link to the 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 at www.uni-hamburg.de/einschreibung. Review your documents carefully using these checklists as your guide. The documents which 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/nachreichen 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 at www.uni-hamburg.de/ae.

5.1 Bachelor’s degree programs 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 and new online documents, including a federal student loan scheme certificate, will be made available in your STiNE account. 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 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 (for the summer semester, by 30 September at the latest). Use www.uni-hamburg.de/nachreichen for this purpose. Your enrollment will be completed immediately (and retroactively) afterwards, and you will receive corresponding online documents (including your federal student loan scheme certificate) in your STiNE account. 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. In this case, also remember to include the withdrawal certificate.

Find detailed information about

- the procedure after enrollment—for example, when you should receive your provisional semester documents and pay your semester contribution and
- getting started with your studies at Universität Hamburg.

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. Your insurance card is not sufficient proof.

If you are admitted to the degree program, you must provide proof of your health insurance to complete your enrollment. You do not need to submit this by the enrollment deadline; it can be submitted at a later date.

Find further information at www.uni-hamburg.de/kv.

5.3 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.

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.
Information and contact

Subject-specific information
www.uni-hamburg.de/liste-master

Questions about the application procedure and advising sessions
www.uni-hamburg.de/kontakt-cc
www.uni-hamburg.de/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
Tel: +49 40 42838-5000
uhh.bewerbung-technik@rrz.uni-hamburg.de

Office of Affairs for Students with Disabilities or Chronic Illnesses
www.uni-hamburg.de/bdb
Tel: +49 40 42838-3764
Fax: +49 40 42838-4486
beeintraechtigt-studieren@uni-hamburg.de

Information
www.uni-hamburg.de/studieren-mit-behinderung/vor-dem-studium/bewerbung

Office hours
www.uni-hamburg.de/studieren-mit-behinderung/kontakt/sprechstunden
www.uni-hamburg.de/campuscenter