International Center

Admission to a master programme at Christian- Albrechts - Universität zu Kiel

1. General information

Applications must be sent to the central administrative office Uni-ASSIST for every master programme held in German. Your application has to be sent only to the following address:

Christian-Albrechts-Universität zu Kiel
c/o UNI-ASSIST e.V.
D – 11507 Berlin

Please complete the mandatory online application. Please note that you still have to send your application documents via mail to Uni-ASSIST. To apply ONLY online is NOT sufficient!

For all master programs held in English at the Christian - Albrechts - Universität zu Kiel (CAU), please apply directly at the respective university department:

- M.Sc. Medical Life Science http://www.medlife.uni-kiel.de/

Please note: There are specific application deadlines for some programmes! Please get the specific information on the respective websites.

The following master programs held in English are excluded from this procedure. Application deadline is January 15th for the following summer semester and July 15th for the winter semester:

- Quantitative Finance
The application procedure for these master programmes is the same as for the master programs held in German, therefore the application must be sent **only** to the following address:

Christian-Albrechts-Universität zu Kiel  
c/o UNI-ASSIST e.V.  
D – 11507 Berlin

You are **obliged** to fill out the **online-application form. Please note that you still have to send your application documents via mail to UNI-ASSIST. To apply ONLY online is NOT sufficient!**

Application deadline for all master programmes in German via UNI-ASSIST is **July 15th** for the winter semester and **January 15th** for the summer semester.  
To fasten the process you are kindly asked to **forward your application** to UNI-ASSIST: for the winter semester until **June 15th** and for the summer semester until **December 15th**.

### 1.1 Application forms

There are specific application forms for master programs that are linked at the respective websites:

- **European Master of Applied Ecology:**  
  [http://www.emmc-imae.org/application/](http://www.emmc-imae.org/application/)
- **M.Sc. AgriGenomics:**  
- **M.Sc. Biological Oceanography:**  
- **M.Sc. Climate Physics:**  
- **M.Sc. Digital Communications:**  
- **M.Sc. Environmental Management:**  
  [http://www.sustainability.uni-kiel.de/en/information-for-applicants](http://www.sustainability.uni-kiel.de/en/information-for-applicants)
- **M.Sc. Materials Science and Engineering:**  
  [http://www.kielmat.com/5.html](http://www.kielmat.com/5.html)
- **M.Sc. Sustainability, Society and the Environment:**  
  [http://www.sustainability.uni-kiel.de/en/information-for-applicants](http://www.sustainability.uni-kiel.de/en/information-for-applicants)
- **M.Sc. Ecohydrology**  
  [http://www.ecohyd.org/application-requirements-0](http://www.ecohyd.org/application-requirements-0)
- **M.Sc. Medical Life Science:**  
  [http://www.medlife.uni-kiel.de/how-to-apply-1](http://www.medlife.uni-kiel.de/how-to-apply-1)

Please leave your email-address so we can get in touch with you and solve upcoming questions as soon as possible.
2. Entrance Qualifications

2.1 For master programs held in German

Please hand in your documents as followed:

1. **Curriculum vitae**, including a complete overview of the applicant’s education
2. **Copy of your passport**, showing your name and passport photograph
3. **Payment slip** of the fee paid for the application

For the following documents please hand in:

- **certified copies** of all the originals written in original language
- **certified copies** of the translations (in German or in English)
  
  Translations must be done by **sworn interpreters**
  
  (http://www.justiz-dolmetscher.de)

4. **School leaving certificate for higher education** which qualifies applicants to study at a university in their home country, including an overview of grades and subjects
5. **University transcripts** including a list of subjects and grades
6. **Certificate of a university entrance examination** passed in a foreign country including a complete list of grades from a university (if available)
7. **Transcript of an assessment test** passed at a Preparatory College (“Studienkolleg”) in Germany, including an overview of grades (if applicable)
8. Verification of **proficiency in German language**. For admission to the CAU, the following certificates are accredited as sufficient:
   - University entrance qualification obtained at a German school
   - Certificate that an assessment test has been passed at a Preparatory College (“Studienkolleg”) in Germany
   - "Deutsches Sprachdiplom der Kultusministerkonferenz" (Certificate of Proficiency in German) DSDII
   - Certificate of the DSH-2 examination
   - Test-DAF with at least the grade “4” in all areas
   - tele Deutsch C1 Hochschule

Please do not send us original documents, because they will be destroyed afterwards!

Only for applicants from **PR China, Vietnam and Mongolia**:
Applications from China, Vietnam and Mongolia will only be accepted if an original certificate from the Academic Examination Board (APS) is enclosed (no copies!). At the time you receive our letter of admission, you may apply for your visa at the Academic Examination Board. This avoids asking for an appointment at the visa office.

2.2 For master programmes held in English: Economics; Quantitative Economics; Quantitative Finance, Environmental and Resource Economics, i – Masder, MAMBE and Computer Science

Please hand in your documents as followed:

1. **Curriculum vitae**, including a complete overview of the applicant’s education
2. **Copy of your passport**, showing your name and passport photograph
3. **Payment slip** of the fee paid for the application

For the following documents please hand in:

- **certified copies** of all the originals written in original language
- **certified copies** of the translations (in German or in English)
  
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6. **University transcripts** including a list of subjects and grades
7. **Transcript of an assessment test** passed at a Preparatory College (“Studienkolleg”) in Germany, including an overview of grades (if applicable)

8. Verification of **proficiency in English language**: The required verification (eg. TOEFL 550, TOEFL 580, IELTS 6.5, C1, et al.) can be found at the website of the respective study program at: [http://www.studservice.uni-kiel.de/sta/0-1-3.pdf](http://www.studservice.uni-kiel.de/sta/0-1-3.pdf)

   For following master programs held in English: Economics; Quantitative Economics; Quantitative Finance, Environmental and Resource Economics:

9. Curriculum of your degree program, including information on the number and type of examinations to be taken per academic year (*Module Manuals*)

**Please do not send us original documents, because they will be destroyed afterwards!**

Only for applicants from **PR China, Vietnam and Mongolia**:

Applications from China, Vietnam and Mongolia will only be accepted if an original certificate from the Academic Examination Board (APS) is enclosed (no copies!). At the time you receive our letter of admission, you may apply for your visa at the Academic Examination Board. This avoids asking for an appointment at the visa office.

### 2.3 General information for applying to master programmes

There are specific requirements for master programmes. Before applying it is very important to check if you fulfill those requirements. Please find out via the respective examination regulations which requirements with regard to the content and the subject must be fulfilled. Some study programs for instance ask for a minimum grade and/or the verification of an internship or knowledge in a foreign language.

Please have a look at the overview of all minimum grades at: [https://www.studium.uni-kiel.de/de/bewerbung-einschreibung/bewerbung/nc-auswahlgrenzen](https://www.studium.uni-kiel.de/de/bewerbung-einschreibung/bewerbung/nc-auswahlgrenzen)

Further requirements are listed within the constitutions of study qualifications at: [http://www.studservice.uni-kiel.de/sta/0-1-3.pdf](http://www.studservice.uni-kiel.de/sta/0-1-3.pdf)

### 3. Payment and Money Transfer if you apply via Uni-ASSIST

Uni-ASSIST charges € 75, - for verifying an application. Applicants with multiple applications will be charged with € 15, - for each additional Uni-ASSIST university.

**Your application to UNI-Assist will only be processed after receiving your payments.**

**TRANSFER.** In order to accelerate the pre-processing of your application, please include a copy of the transfer voucher, indicating the date and the amount of money transferred to Uni-ASSIST.

Please transfer your payments to the following Uni-ASSIST account:

<table>
<thead>
<tr>
<th>Beneficiary</th>
<th>uni-assist e.V.</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Bankcode IBAN</td>
<td>DE6210020890019055272</td>
</tr>
<tr>
<td>BIC/SWIFT-Code</td>
<td>HYVDEM488</td>
</tr>
<tr>
<td>at the</td>
<td>HypoVereinsbank</td>
</tr>
<tr>
<td>Branch</td>
<td>Filiale Berlin-Charlottenburg</td>
</tr>
<tr>
<td></td>
<td>Leibnizstrasse 100</td>
</tr>
<tr>
<td></td>
<td>D-10625 Berlin</td>
</tr>
</tbody>
</table>

For ‘Purpose of Payment’ on the transfer slip, please state your citizenship, date of birth (dd.mm.yyyy), family name, first name, semester (e.g. WS05 or SS06)

A purpose of payment could for instance look like this: Mongolia, 12.01.1983, Baatur Iwan, SS08
If you already have an application number assigned by Uni-ASSIST, please add this number to the "purpose of payment". Please consider additional payments, e.g. international transaction fees that might occur if you transfer money from a foreign bank account.

**CREDIT CARD.** It is also possible to pay by credit card (VISA or Mastercard). Please use the form "debit/credit card" (see last page). The holder of the credit card has to fill out and sign the form.

Please use the form "payment with credit card" and submit the form together with your documents and make sure to fill out your form legibly in block letters.

As soon as Uni-ASSIST receives your payment you will get an email confirmation and your application will be processed.

Please note that regarding your money transfer Uni-ASSIST is not liable for any problems that might occur due to incorrect information or other mistakes. In case Uni-ASSIST should not receive your payment for any reason, your application cannot be processed. For further information on MoneyGram please go to: www.moneygram.com. For information referring to this application, the further procedure or exemplifying application sheets please have a look at: http://www.uni-assist.de/application-online.html

4. Further information

**Evaluation of educational certificates**
Information concerning the evaluation of educational certificates received abroad can be found at the following website: https://www.kmk.org/kmk/information-in-english.html. Please note that this offer does not grant any legal claim to admission.

**German Language course at the German as a Foreign Language Unit** ("Lektorat Deutsch als Fremdsprache")
For information about the German courses at the German as a Foreign Language Unit please have a look at http://www.international.uni-kiel.de/en/application-admission/application-admission/german-course?set_language=en.

**Fees**
A social fee, which includes free public transportation, has to be paid each semester. The current amount for the winter semester is €120.50,-. Also there is a one-time registration fee of €55,-.

**Health insurance**
According to § 5 Section 1 No. 9 SGB V, students of German universities have to obtain health insurance from a statutory health insurance company until the end of the 14th semester of their course of study and / or until they are 30 years old. International students can apply for exemption from the statutory health insurance status if they are covered by a German private health insurance company or if they present proof that health insurance from their home country is valid in Germany. The student is required to prove that the foreign insurance policy provides the same coverage as a German statutory health insurance company. The monthly contributions for the statutory health insurance currently amount to approximately €90,- per month (for students).

**Cost of living**
The cost of living differs at universities in various cities. International students must assume that their monthly expenses will amount to at least €730,- per month. This amount can be split up as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health insurance (approx.)</td>
<td>€ 90.00</td>
</tr>
<tr>
<td>Rent including utilities (approx.)</td>
<td>€ 250.00</td>
</tr>
<tr>
<td>Groceries, clothing and other needs (approx.)</td>
<td>€ 300.00</td>
</tr>
<tr>
<td>Study materials, books (approx.)</td>
<td>€ 90.00</td>
</tr>
<tr>
<td>Total (approx.)</td>
<td>€ 730.00</td>
</tr>
</tbody>
</table>

Last update May 2017 5
Accommodation
We recommend that you start looking for accommodation in Kiel as early as possible. Various notes and useful links can be found at: [http://www.international.uni-kiel.de/en/advising-activities-services/service-information/accomodation-in-kiel](http://www.international.uni-kiel.de/en/advising-activities-services/service-information/accomodation-in-kiel)
A limited amount of rooms is available in the 14 student dormitories in Kiel. A list of student dormitories is available on the internet ([http://www.studentenwerk.sh/en/home/startseite.html](http://www.studentenwerk.sh/en/home/startseite.html)). Please send your application for student housing online in time at:

Financing
It is absolutely necessary to proof sufficient funds for your studies in Germany before departure. German authorities abroad will issue a visa for study purposes only if the student has sufficient proof that he or she has at least €730,- available on a monthly basis.

Scholarships
The CAU awards scholarships to international students only within the international exchange programs. Therefore, there is no need to address an application to the CAU with a request for a scholarship before the beginning of your studies. Information on grants, particularly those awarded by the German Academic Exchange Service (DAAD), can be obtained from German diplomatic and consular representatives in your home country. They will provide information about the application deadlines and addresses of institutions granting scholarships or financial aid

Arrival
The closest airport to Kiel is located in Hamburg. From Hamburg you can take the airport bus which is called "Kielius". It leaves from the Shopping Plaza B at Hamburg Airport every hour or every two hours and takes you to the central bus station in Kiel. From the central bus station, you reach the Christian – Albrechts - Universität/ Westring, with the bus lines 50, 60S/61/62, 81 or 91/92. If you intend to take a taxi from the central bus station to Kiel University, you can buy a combined ticket in the "Kielius" which includes the cost of the taxi.

Your contact persons at the International Center:
For English Master courses  Frau Koslowski  e-mail: akoslowski@uv.uni-kiel.de
For German Master courses  Frau Langner  e-mail: vlangner@uv.uni-kiel.de

Christian-Albrechts-Universität zu Kiel
- International Center –
Westring 400, D-24118 Kiel

Consulting hours of the International Center

<table>
<thead>
<tr>
<th>During lecture period</th>
<th>during semester break:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Tuesday</td>
</tr>
<tr>
<td>1.00 – 3.00 pm</td>
<td>1.00 – 3.00 pm</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Thursday</td>
</tr>
<tr>
<td>1.00 – 3.00 pm</td>
<td>9.00 – 12.00 pm</td>
</tr>
<tr>
<td>Thursday</td>
<td></td>
</tr>
<tr>
<td>9.00 – 12.00 pm</td>
<td></td>
</tr>
</tbody>
</table>

Internet:  [http://www.international.uni-kiel.de/en/set_language=en](http://www.international.uni-kiel.de/en/set_language=en)
Important web sites for foreign applicants

- **International Center**: information for foreign students  
  http://www.international.uni-kiel.de/en

- **Important dates**:  
  http://www.studservice.uni-kiel.de/termine.shtml

- **Information for students**: Registration, change of subject, re-registration, exmatriculation  
  http://www.international.uni-kiel.de/en/application-admission/student-services

- **Table of courses**: list of all the subjects offered at the CAU  
  http://www.studservice.uni-kiel.de/sfangebot.shtml

- **Departmental student advisor**:  
  http://www.studium.uni-kiel.de/de/kontaktberatung/studienfachberatung/glossar

- **Application for the German Course**:  
  http://www.international.uni-kiel.de/en/application-admission/application-admission/german-course

- **University calendar of the CAU**: ordered by faculties  
  http://univis.uni-kiel.de/form?dsc=go&to=lec

- **German as a Foreign Language Unit (Lektorat Deutsch als Fremdsprache)**:  
  http://www.uni-kiel.de/lektorat-daf/index-e.shtml

- **Student services**: administration of the dormitories etc.  

- **Student’s union (ASTA)**:  
  http://www.asta.uni-kiel.de/

- **Protestant study community (ESG)**: certification of copies:  
  http://www.esg-kiel.de/

- **University compass (HRK)**: table of all the courses offered in Germany:  
  http://www.hochschulkompass.de/en.html

- **Central office for the allocation of university places (located in Dortmund)**:  
  http://www.hochschulstart.de/

- **Approval of certificates**:  

We are looking forward to your application.  
Your International Center of the CAU zu Kiel
Payment by Credit Card

VISACARD  
EURO- / MASTERCARD

Amount in €: _______________________
Card Holder: ______________________
Card No.: _______________________
Valid until (month/year): ______________________
Card Verification Value 2 (CVV2)*: ______________________

Signature of Card Holder

- Your „Card Verification Value 2 (CVV2)“ consists of the least three digits of the number on the back of your credit card near your signature:

Please note: The credit card companies have recently excluded credit cards issued in the following countries from non-personal money transfer.

Asia: Indonesia and the Philippines
Africa: Côte d’Ivoire, Nigeria, Ghana and Egypt
Eastern Europe: Romania, Bulgaria, Lithuania, Kazakhstan, Ukraine and the Balkan States (former Yugoslavia)
Western Europe: Great Britain, the Netherlands