

Master Application Procedure

Welcome to the Faculty of Humanities at Georg-August-University. In this video, I would like to give you an overview of the Master Application Procedure.

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There are a few things you need to consider when applying for a Master's program in Göttingen, therefore, I will tell you important information on the Application Process, which documents you need for application, what else you need to know regarding the application, admission and enrolment, and finally I will talk about the transition from the Bachelor's to the Master's degree.

1. Application Process for Master Programs

The perfect Program for you

To start your application Process for the Master's program, you first need to find a suitable Master's program. Each program has specific requirements you need to consider. You can check them on the homepage of the Master program which you are interested in: www.phil.uni-goettingen.de/masterprograms

To visualize this process for you, we will now assume you are interested in the Master's program "English: Language, Literatures and Cultures".

Go to the homepage <https://www.uni-goettingen.de/de/658195.html> and scroll down to the "Overview of the Master's programme", you need to select your superordinate topic – Humanities and Cultural Studies, European Philologies, Non-European Philologies or Study Programmes Offered in English. In our case, we need to find English which can be found both under European philologies and study programmes offered in English. Either way, you click on your subject and you are redirected to the overview page of this subject. When you click on "application", you can find the admission requirements and the language requirements you need to fulfil. These requirements could be specific courses you need to take in your Bachelor's, specific language skills and a Bachelor's degree.

Structure of the Master Programs

After you have found your suitable programme, you need to decide between the three possible structures of your Master's programme. There is a) the Single Honours Master where you need to gain 78 credits, b) the Joint Honours Master where you need to gain 42 Credits in your major subject and 36 credits in your minor subject, and c) the Joint Honours Master with 42 credits in your major subject and 18 Credits for each minor subject. Your decision needs to be based on possibility too.

On the Master of Arts homepage, → www.phil.uni-goettingen.de/masterprograms → [Study Options: Single and Joint Honours MA plus Minor subjects \(PDF in English\)](#) you can find all study possibilities offered at the Faculty of Humanities. In this graphic you can see the distribution of Credits for each structure. → [Structure of the MA programmes \(PDF in English\)](#)

Application deadlines

The application deadlines for the regular period for the winter semester are April 1st until June 1st. The additional application period is from September 15th until September 30th. For the summer semester the regular application period dates from October 1st to December 1st. The additional application period dates from March 15th to March 31st. International applicants who need a visa are allowed to apply within this additional application period, but if admission is possible, they will have to postpone their studies until the next semester. Please note that the Master's programs of Intercultural German Studies have other application periods. You can inquire about them on the respective homepage. → www.phil.uni-goettingen.de/masterapplication

Application

Please check the admission requirements of the minor programs as well. You can again find them under Admission Requirements. → www.phil.uni-goettingen.de/masterprograms → Study and Examination Regulations → [Overview admission requirements for minor subjects \(PDF in English\)](#).

Online Application

Your application for your Master's study program has to be submitted only via our online application portal. → https://masterbewerbung.phil.uni-goettingen.de/de/master_applications It is allowed to upload more than one application for different program combinations.

Turning back to our example that you are interested in the Master's programme: English: Language, Literatures and Cultures, you have to go to the landing page of the Application portal, search for your program, English, and click on it. You will be redirected to an overview of the general admission requirements – what you have to prove for successful admission – and you will see again the dates for the application period.

2. Application Documents

Now we will look at the required documents you need for your application. You need a CV in German or English, a Degree Certificate with a transcript of records. If the originals are not in English or German, these documents must also be submitted in the form of certified German or English translations. You may apply for a place in any of the Master's programmes even if you have not yet fully completed your Bachelor's degree. Sometimes you need a description of your completed Bachelor's courses. If you want to be placed into a higher semester in your Master's you need the transcript of records of your Master's programme you are currently studying. If necessary, a motivation letter on the reasons to study and to reflect on previous academic experience has to be submitted. Also, if necessary, appropriate documentation to prove specific language skills for the chosen Master's program has to be submitted, but only if these special access requirements have been defined. You can also find an overview of the needed application documents on our homepage. → www.phil.uni-goettingen.de/masterapplication-documents There you can also check if you need a motivation letter.

For International Students

For International Students who apply for a Master's program taught in German, documentation of sufficient language skills is required. In the DSH you need a Level 2, in the TestDaF you need at least 4 times a TDN4, in the Goethe Certificate a C2 is required or in the Telc you need a C1. For an application for English language Master's programs, German language skills are not required,

but an official English language certificate with the level C1. For further information regarding the different certificates please check the admission requirements of your chosen Master's program. Proof of sufficient German or English language can also be submitted after the application deadline but not later than September 30th for the winter semester or March 31st for the summer semester. If you need a visa, you should provide your required certificate as soon as possible at least before the official deadlines. Admission without an official German language certificate is not possible in German courses and respectively in English courses without an official English language certificate. → www.phil.uni-goettingen.de/masterapplication-documents
Again, you can check on our homepage which programs are offered in English.

3. Further Information on Application, Admission and Enrollment

You will now receive further information regarding Application, Admission and Enrollment.

After your application, your documents are checked and after a few weeks, you will receive either an admission or a rejection letter. After admission, you must enrol in the degree program of your major subject if you come from another university or transfer to the master's program of your subject. Module packages and minor subjects will be added to your student's account by the time of registration for examination at the latest. After enrolment, you can register for courses. If you have a conditional admission with a learning agreement – being additional Bachelor courses – you have two semesters to complete the coursework. For these courses you must register directly with the teacher, not via FlexNow. → www.phil.uni-goettingen.de/mastercoordination
→ [Important Information on Application and Admission Procedure](#) → Further Information → [Learning agreement form](#). After completing the courses from your learning agreement, you must use the regarding form which then must be signed by the student counsellor. Once you have completed the form and signed it, you have to send it to the Master's Coordination Office via e-mail master.koordination@phil.uni-goettingen.de.

A recommendation:

Take part in the orientation week before the winter semester for a good start of your studies: www.phil.uni-goettingen.de/orientation-week.

Students starting in the summer semester should contact both the Student and Examination Advisory Service: www.phil.uni-goettingen.de/study-advisory

and the Subject-specific Advisory Service: www.phil.uni-goettingen.de/subject-specific-advisory before beginning their studies.

4. Transition from the Bachelor's to the Master's degree.

Now you will receive information on the transition from the Bachelor's to the Master's degree.

Information for Applicants with BA degree from Göttingen

For applicants with a Bachelor's degree from Göttingen – both domestic and international students – you must re-register for the coming semester in time. January 31st for the summer semester and July 31st for the Winter Semester. Without a Bachelor's degree, you need a provisional admission with which enrolment is possible. You must ensure by 15th November (Winter Semester) or 15th May (SoSe) that all the Bachelor coursework required for graduation, including the Bachelor's thesis, has been entered into your FlexNow account. If your Bachelor's thesis was written in a subject of another faculty, the degree must be proven separately to the Master Coordination. If you have been granted admission, you must apply to change your course of study to the Office of Student Affairs → www.uni-goettingen.de/masterstudiengaenge.

If you are an international student who already completed your Bachelor's program at the University of Göttingen, you must apply to the International Office → www.uni-goettingen.de/masterenrollment. After enrolment and the transfer of the semester fee, you will receive access data for electronic online services. Only then you can register for courses. Please note the registration deadlines for the individual subjects for the courses. These can be found in EXA or you can inquire about them from the respective student advisory service.

Information for external Applicants

If you are an external applicant for a Master's program and you already received your letter of admission, you must submit your application for

enrolment to the Registrar's Office by 30th September (WiSe) or 31st March (SoSe) at the latest → www.uni-goettingen.de/masterstudiengaenge.

If you are an international student who has completed the Bachelor's program at a German or foreign university you must apply to the International Office → www.uni-goettingen.de/masterenrollment.

After Enrolment and transfer of the semester fee, you will receive access data for our electronic online services (eCampus, StudIP and FlexNow). Only then can you register for courses. Please note the registration deadlines for the individual subjects for the courses. These can be found in EXA or you can inquire about them from the respective student advisory service.

You can collect your student ID card after enrolment at the "Chipkarten Stelle" inside the main building on campus called ZHG.

If you are an international student you need to have secured your visa and financial securing before applying for a Master's program. You can find all the necessary information at the Homepage of the International Students Advisory Services → www.phil.uni-goettingen.de/international-study-advisory

and in Study Guide for international students. → www.uni-goettingen.de/internationalguide.

Important Information for all Applicants

If you decide against a Master's program in Göttingen after all, you can apply for a refund of the semester fees at a later date up to 4 weeks after the beginning of lectures → www.uni-goettingen.de/reimbursement

Please note: according to new regulations, in some cases, the deadline for proof of the Bachelor's degree can be extended to 31st of March (WiSe) or 30th September (SoSe). This is only possible, however, if a) only the final thesis is missing as an examination achievement or b) the final thesis has already been submitted to the university and the scope of the otherwise missing examination achievements does not exceed 6 credits. On the 15th of November or 15th of May, a check is made to see which Master's students can receive an extension.

Once admission is granted you do not need to apply again but you can push your start of studying to the next semester if, for example, you need more time for your visa. Contact the master coordination if this applies to you →

master.koordination@phil.uni-goettingen.de . Via the QR-Code you can access an overview to your Time Table Creation.

If you have further questions or any problems during your application process we are here for you → www.phil.uni-goettingen.de/mastercoordination.

You can either access the homepage via the QR-Code or via www.uni-goettingen.de/phil-beratung.

All the best and good luck for your studies.