

APPLICATION PROCEDURE AND ADMISSION FOR THE DOUBLE DEGREE MASTERS PROGRAMME (MSc) GLOBAL SUSTAINABILITY SCIENCE

Leuphana University of Lüneburg and Arizona State University welcome German and international applicants! The double degree Masters programme Global Sustainability Science (M.Sc.) offered by Leuphana Graduate School and the School of Sustainability at Arizona State University is subject to general admission requirements and special academic prerequisites differing from other Masters programmes at Leuphana University of Lüneburg and Arizona State University. Please check carefully if you fulfil the following entry requirements and selection criteria.

CURRENT NOTE: Due to the Covid 19 crisis, some regulations in the application and selection process for Leuphana Graduate School Masters Courses have been changed. The application period starts on May 1, 2020 and ends on July 1, 2020. All further changes are **marked in red** in the following text and are only valid for applications for the winter semester 2020/21.

All changes are arranged in agreement with the ASU. For possible further changes at ASU, please check the ASU website at: <https://schoolofsustainability.asu.edu/admissions/graduate-admissions/>

APPLICATION PROCEDURE FOR LEUPHANA UNIVERSITY OF LÜNEBURG

Complete the online application for Global Sustainability Science (M.Sc.) between April 1 and June 1 / **May 1 and July 1** at

» www.leuphana.de/master-apply

If you apply to the GSS programme **holding a German degree**, you need to use the button “**Applying online through Leuphana**”. After you have finished entering your data, you will be given an application number, as well as an application letter for print out. You must submit the application letter with your application documents on or before **June 1 / July 1** (as determined by the post-mark date). The **postal address** is provided at the end of the online application.

If you apply with a **non-German qualification**, please use the button “**Applying online through uni-assist**”. All applicants who have obtained their first degree outside Germany have to use the online application form available on the uni-assist applicant portal (working service point for international student applications). Please complete the form online and send all necessary documents which are required from Leuphana University and also the ones **which uni-assist requires to uni-assist in Berlin**. uni-assist will check your documents to see if you fulfil the formal application requirements and will inform Leuphana University of Lüneburg of the result. You should finish your application **in April / in May** to make sure that your documents will reach Leuphana University in time. **Please note:** uni-assist has to be paid in advance.

Application documents required by Leuphana University

- Copy of first university degree (can be submitted later until March 31, 2021)
- Copy of academic transcript of records
- Copy of official certificate of English language proficiency (can be submitted later until March 31, 2021)
- Letter of motivation (max. 1000 words)
- Proofs, if applicable (see selection criteria and admission procedure below)

APPLICATION PROCEDURE FOR ARIZONA STATE UNIVERSITY

BEFORE submitting this application, please send your name and application ID to SOSGradSunDevil@asu.edu to request an application fee waiver. You can save your progress in the application at any time, but you must wait to submit it until after the application fee waiver is confirmed. This is important because Arizona State University need to know your Application ID in order to process the waiver. That application ID is generated when you start your application. You MUST request this waiver PRIOR to submitting your application. Application fees cannot be refunded after your application has been submitted.

- Complete the online application for the Master of Science (MS) in Sustainability at
» <https://schoolofsustainability.asu.edu/admissions/graduate-admissions/> (choose “apply directly”) until June 1 / **July 1** Please ignore the regular application deadlines for ASU-students.
- Applicants should select Global Sustainability Science as one of their areas of research/ study when completing the application.
- To be sent by the applicant:
 - Copy of first university degree (submit to ASU Graduate Education via mail or FedEx etc.)
 - Letter of application (max. 1000 words) (submit online as PDF part of the online application)
 - Résumé or Curriculum Vitae (not more than 3 pages) (submit online as PDF → part of the online application)
- To be sent by the respective agency, on request of the applicant:
 - Copy of academic transcript of records¹
 - Details available at: » <https://admission.asu.edu/transcripts>
 - English language proficiency examination results (if applicable) Details available at: » students.asu.edu/graduate/proficiency

ADDRESS ASU GRADUATE ADMISSIONS

If sending by U.S. mail send to:

Admission Services Applicant Processing
Arizona State University
P.O. Box 871004
Tempe, AZ 85287-1004

If sending by FedEx, DHL or UPS send to:

Admission Services Applicant Processing
Arizona State University
1150 East University Drive Building C, Room 226
Tempe, AZ 85281

¹ Since German universities usually do not provide this service, applicants are allowed to submit officially certified transcripts themselves.

FIRST UNIVERSITY DEGREE

The GSS Masters programme targets German and international students who either have a Bachelors degree or any equivalent. Non-German degrees will be examined with regard to their equivalency based on assessment proposals of the Zentralstelle für ausländisches Bildungswesen (» www.anabin.kmk.org).

Even if the bachelor degree has not been completed, an application to the GSS Masters programme is possible. Applicants have to prove that they successfully completed 81% of the required total course load (180 CP or 210 CP depending on the study programme). In case of admission, applicants have to submit their diploma by March 31 of the following year at the latest.

MODIFIED REQUIREMENTS: *If you have not yet completed your Bachelors degree the percentage of credits to be proven at the application deadline for the winter semester 2020/21 is once **reduced to 66%** (for example to **at least 120 credits** according to ECTS for a Bachelor degree comprising 180 credits according to ECTS). If you have been admitted under this condition, the degree certificate has to be submitted to the Student Service **by 31 March 2021** at the latest. If the proof is not submitted on time, you will be exmatriculated.*

DISCIPLINE-SPECIFIC REQUIREMENTS AND CREDIT POINTS

The GSS Masters programme is a consecutive Masters programme. Thus, applicants need at least 60 credit points (ECTS) from the first degree programme that are in disciplines related to the GSS Masters programme (compare list of consecutive disciplines).

MODIFIED REQUIREMENTS: *The minimum from regularly 60 consecutive ECTS credits is reduced to at least **40 ECTS credits**. These 40 ECTS credits have to be proven at the time of application in a certified transcript of records and, if possible through module descriptions. In addition, you must enclose an overview of the modules you will submit by March 31, 2021 in order to achieve the 60 consecutive ECTS credits.*

LANGUAGE SKILLS

Non-native speaker need to provide English language proficiency through:

- Internet-based TOEFL test (iBT) with at least 92 points and no section below 22 points, spoken English section not below 23 points
- International English Language Testing System, Academic (IELTS Academic) 6.5 test with no section below 6.5

No certification should be older than 2 years.

International applicants for the GSS Masters programme do not have to provide German language skills, as the programme is taught in English.

MODIFIED REQUIREMENTS: *The submission deadline at Leuphana University (not at ASU) for the English language certificate is extended until **March 31, 2021**. Applicants will be provisionally admitted until then. If the proof is not submitted within the deadline, the provisional admission will be revoked and at the same time the de-registration from the study programme will proceed.*

SELECTION CRITERIA AND ADMISSION PROCEDURE

If the number of applicants, who fulfil the required entry requirements, exceeds the number of open slots (10), a joint selection committee reviews the applications against the following criteria. In case two applicants receive the same score, the ranking will be chosen by lot.

Criteria		Proof	Points
Step 1			
Final Grade of First University Degree	A maximum of 30 points can be achieved with the final grade (see list below)	Copy of first university degree	max. 30
Personal suitability	Motivation, interests, personal and academic skills related to the aptitude for the GSS Master programme, intercultural competencies	Letter of application (max. 1000 words)	max. 7
Experience abroad	International experience of at least one semester or six months due to a stay abroad as a student, trainee or volunteer. No points can be awarded for working as an Au pair or for travelling	Certificate from the university abroad, the foreign employer or institution	max. 4
Voluntary commitment	Volunteering or trainee activities of at least one year in an university, public or state-approved private institution	Certificate from the university abroad, the employer or institution	max. 2
Practical Experiences	Completed apprenticeship or practice profession in a related area of at least 1500 hours	Certificate of vocational training or job reference	max. 4
Step 2			
Selection interview (optional)	Interview regarding aptitude for university study/the GSS Master programme	Interview documentation	max. 12

A maximum of 30 points can be achieved with the final grade:

Final Grade / GPA of Bachelor Degree (or equivalent)	Points in the Selection Procedure
1,0	30 points
1,1	28 points
1,2	26 points
1,3	24 points
1,4	22 points
1,5	20 points
1,6	18 points
1,7	16 points
1,8	14 points
1,9	12 points
2,0	10 points
2,1	8 points
2,2	6 points
2,3	4 points
2,4	2 points
up to 2,5	0 points

PARALLEL APPLICATION TO THE MASTERS DEGREE PROGRAMME SUSTAINABILITY SCIENCE

Parallel application to the Masters degree programme Sustainability Science (M.Sc.) at Leuphana University of Lüneburg is possible. Applicants have to submit a separate application.

APPLICATION DEADLINE, FORM, AND PROCESS

Application deadline is June 1 / **July 1** for the following winter semester.

As the entire application process is stapled, no films or application folders should be submitted with the application documents. Submitted films or folders cannot be returned.

FORM OF DOCUMENTS

- Documents will not be returned to the applicants, with one exception (APS-certificate). Therefore, with the exception of the APS-certificate, no original documents should be handed in.
- The certificate of English language proficiency can be provided to Leuphana University by computer printout, but the original certificate must be submitted at the time of registration. The certificate of English language proficiency must be sent directly to Arizona State University by the testing agency, on request of the applicant. ASU's institutional code for the TOEFL is 4007, with no departmental code required. No institutional code is needed for the IELTS.
- Notarization of documents are only accepted when issued by one of the following institutions/authorities: Federal authorities (in Germany), Regional authorities (in Germany), Local governments (in Germany), Churches (in Germany), Schools in Germany and German schools abroad, German notaries public, Local courts of justice, Agencies of the DAAD abroad, German foreign agencies.

VISA AND RESIDENCE

Applicants from abroad should get familiar with the German and US entry and residence visa regulations. For more information on the relevant regulations, please visit for Germany:

» www.leuphana.de/master-apply

and for the U.S.A.:

» students.asu.edu/international/support/visa