

10 TIPS FOR ONLINE APPLICATIONS

CERTIFICATES OF CORPORATE SUSTAINABILITY MANAGEMENT

We are delighted that you would like to study one of our certificates in Sustainability Management at Leuphana University Lüneburg. To make your online application as easy as possible, we have put together some important tips here.

1 Admission requirements are a first university degree and at least one year of professional experience after graduation. You have not completed a first degree? Get in touch with us, we will be happy to advise you on the options for certificate or module participation. This option is also interesting for those who are not aiming for a university certificate, but would like to deepen their knowledge of the respective subject without examinations and a formal qualification.

YOU CAN PREPARE THIS BEFORE APPLYING ONLINE:

2 Have the following documents ready in PDF format:

- **University entrance qualification** (Abitur certificate or equivalent) | Upload not required, but relevant for data entry
- **Curriculum vitae** in tabular form (academic and professional background; in German or English) | Upload as PDF required
- **Degree certificates** (all degree certificates with grades, degree certificates are not sufficient) | Upload as PDF, can be submitted later
- **Job references** (proof of your professional experience after graduation) | Upload as PDF, can be submitted later
- Proof of German language skills if applicable (for non-native speakers)
- Certificate Sustainability Reporting & Accounting: Proof of English language skills ([see website for details](#))

3 Combine the documents for each admission requirement/proof in one PDF document - i.e. one PDF for all degrees, all references, etc.

4 Find the following data in advance, which you must enter in the application form:

- Date of your university entrance qualification certificate
- Study semesters of previous degree programmes (start semester and final semester) - these can be found on your certificate of exmatriculation, for example
- Date of the final examination of the previous degree programmes

5 Prepare a short text that you can copy and paste into the field "Description - Professional experience". Describe in a few sentences your professional activities after graduation or, if you have been working for a longer period of time, those of the last five years. You are also welcome to explain here whether you have already worked on sustainability issues.

NOW IT'S TIME FOR THE ONLINE APPLICATION:

6 The first step is to create an applicant account. Register for our campus management system myCampus and follow the steps indicated. You can then apply in the second step. [To the registration page](#)

7 Complete the online application in [MyCampus](#) by clicking on "My applications" on the start page. The first steps in the application window are

- Select start semester - the certificates start in the following semesters:
Sustainability Management in Sports and Sport Business: Summer and winter semesters
Decarbonisation Management: Summer semester
Sustainable Supply Chain Management: Summer semester
Sustainability Reporting and Accounting: Winter semester
Circular Economy: Winter semester
- Programme selection: Type of degree programme = Other degree/certificate programme
I Degree objective = Certificate of Advanced Studies (CAS) I Degree programme = Name of certificate I Form of degree programme = Continuing education programme

Then fill in your personal details.

8 Fields outlined in yellow are mandatory fields - you must complete these in full in order to send the application. You can find more tips on how to fill out the application wizard [here](#).

9 Complete all mandatory fields in the application wizard up to the preview overview so that your application is automatically saved temporarily (if you are missing information, enter a value "provisionally"). You can then go through the application wizard again and check and correct your details. Please note: If you close the browser window beforehand, your previous entries will be lost.

10 Use the preview view to check your data. Once you have submitted your application, you can no longer change your personal details or the details of your degree programme.

Do you have any questions about online applications? Get in touch with us!

You are welcome to use our counselling service to clarify questions about the application process individually. [Book an appointment online here](#), send us an appointment proposal by email (csm-certificates@leuphana.de) or simply call us: (0) 4131/ 677- 22 28 (Felix Westermann - Sustainable Supply Chain Management | Sustainability Reporting & Accounting) or (0) 4131/ 677- 22 64 (Dominik Ahrari: Decarbonisation Management | Circular Economy | Sustainability Management in Sport and Sport Organisations) or (0) 4131/ 677- 22 34 (Benjamin Sachs: CCSM Programme Coordinator).

... and what happens after the application?

We will check your application and send you a confirmation of receipt. If any documents are missing, we will contact you. You will receive further information from us on all further steps - admission and acceptance of the study place - during the process. If anything is unclear, please do not hesitate to ask us.

If your application is successful, Student Services will also require the following documents for enrolment:

- Certificate of exmatriculation for previous periods of study (digital)
- Proof of insurance from a statutory health insurance company (digital)

This is only for the sake of completeness - first of all, we look forward to receiving your application!