



CERTIFICATES TO BE ENCLOSED WITH THE APPLICATION

NECESSARY CERTIFICATES

- Bachelor certificate or equivalent degree, or – if the degree is not yet available – a certificate of achievement from the examination office concerning at least 145 credit points (CP) according to the European Credit Transfer and Accumulation System (ECTS), or at least 81% of the overall required achievements
- Transcript of Records or a comparable certificate with diploma, Magister degree, or state examination as proof that the previous degree will be deepened in the same discipline by the chosen Masters programme (consecutive degree programme).
 - On your Transcript of Records, please indicate the modules which you would like to be credited for specific disciplines within the scope of a consecutive degree programme.
- If applicable, proof of the required knowledge of the English language
- If applicable, proof of the required knowledge of the German language
- Current certificate of study or certificate of deregistration which indicates the study programme studied up to now, the number of vocational school, university and holiday semesters as well as the standard period of study
- Applicants for the programme *Cultural Sciences*, Study Path *Culture, Language, Literature* should additionally submit a letter of motivation and the completed and signed registration form.
- Applicants for the programme *Global Sustainability Science* must additionally submit a curriculum vitae and a letter of motivation.
- Applicants for the programme *International Economic Law* should additionally submit a curriculum vitae and a letter of motivation.

OPTIONAL CERTIFICATES

- International experience
- Scholarships
- Voluntary electoral office
- Best 10% of an academic year
- Only for the Masters programme Management & Entrepreneurship: scholastic aptitude test, such as TM-WISO (Test for Masters programmes in Economics and Social Sciences) or GMAT (Graduate Management Admission Test)

FORM OF CERTIFICATES TO BE SUBMITTED

- If you are applying via uni-assist, all certificates and the *Transcript of Records* have to be submitted as certified copies. If you are applying for the programme *International Economic Law* via Leuphana, simple copies are sufficient.
- Please do not send the cover letter and the certificates in transparencies or application folders, but in individual sheets of paper, because all application documents will be stapled. Submitted transparencies or folders cannot be returned.
- Only for shipment within Germany: please attach 2.15 EUR in stamps to the cover letter (preferably one stamp for 1.45 EUR and one stamp for 0.70 EUR).