



## APPLICATION PROCEDURE AND ADMISSION FOR THE DOUBLE DEGREE MASTERS PROGRAMME (M.Sc.) 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.

Applicants to the double degree Masters programme Global Sustainability Science (GSS) must submit their application to both Leuphana University of Lüneburg **and** Arizona State University. GSS applications will be reviewed by both universities.

The Leuphana application has to be completed online at: » [www.leuphana.de/master-apply](http://www.leuphana.de/master-apply)

The ASU application has to be completed online at: » [webapp4.asu.edu/dgsadmissions/Index.jsp](http://webapp4.asu.edu/dgsadmissions/Index.jsp)

### APPLICATION PROCEDURE FOR LEUPHANA UNIVERSITY OF LÜNEBURG

Complete the online application for Global Sustainability Science (M.Sc.) between April 1 and June 1, 2018 at » [www.leuphana.de/master-apply](http://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, 2018** (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 (Arbeits- and Servicestelle für Internationale Studienbewerbungen). 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** 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**

- Officially notarized copy of first university degree
- Officially notarized copy of academic transcript of records
- Official certificate of English language proficiency
- Letter of application (max. 1000 words)
- Proofs, if applicable (see selection criteria and admission procedure below)

**APPLICATION PROCEDURE FOR ARIZONA STATE UNIVERSITY**

- Complete the online application for the Master of Science (MS) in Sustainability at » [schoolofsustainability.asu.edu/degrees/master-science/](http://schoolofsustainability.asu.edu/degrees/master-science/) (choose “Apply Now”). 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:
  - Officially notarized 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)
  - Application fee of US\$90 (\$70 for US citizens), to be refunded after application (pay online → 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:
  - Officially certified copy of academic transcript of records<sup>1</sup>
  - Details available at: » [students.asu.edu/graduate/faqs](http://students.asu.edu/graduate/faqs)
  - English language proficiency examination results (if applicable)  
Details available at: » [students.asu.edu/graduate/proficiency](http://students.asu.edu/graduate/proficiency)

**DOCUMENTS TO BE SENT TO ARIZONA STATE UNIVERSITY AFTER ADMISSION**

- Financial guarantee form with financial documents, i.e., tuition waiver document from Arizona State University and bank statement (submit to ASU Graduate Education via e-mail) [Arizona State University will then issue an I-20 form, with which the admitted student can apply for a visa - see additional information below.]
- Proof of health insurance
- MMR immunization documentation (download form from MyASU and submit to ASU Health Services via email → instructions are on the form)

**ADDRESS ASU GRADUATE ADMISSIONS****If sending by U.S. mail send to:**

Arizona State University  
 Graduate Admissions Services  
 P.O. Box 871003 Tempe, AZ 85287-1003

**If sending by FedEx, DHL or UPS send to:**

Arizona State University  
 Graduate Admissions Services  
 1151 S. Forest Avenue, #SSV112 Tempe, AZ 85287-0112

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

## ENTRY REQUIREMENTS

### FIRST UNIVERSITY DEGREE

The GSS Masters programme targets German and international students who either have a distinguished Bachelors degree or any equivalent (with a minimum of 7.5 points for students of law, holding a state examination degree). 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](http://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. Please complete this form as proof of your progress and ask your examination office to verify it.

### 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).

### OFFICIAL TRANSCRIPT OF RECORDS

Applicants must send transcripts from each university or college they have attended. Official transcripts are normally stamped and verified by the issuing institutions. Unofficial copies will not be accepted. Arizona State University usually only accepts transcripts being sent from the issuing institution, requested by the applicant (see footnote 1). If not issued in English, they need to be translated and approved by the issuing institution.

### LANGUAGE SKILLS

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

- Internet-based TOEFL test 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.

## SELECTION CRITERIA AND ADMISSION PROCEDURE

If the number of applicants, who fulfil the required entry requirements, exceed 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  |
|--|---|---|---------|
| <b>Step 1</b>                          |   |   |         |
| Final Grade of First University Degree | A maximum of 30 points can be achieved with the final grade (see list below)  | Officially certified 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  |
| <b>Step 2</b>                          |   |   |         |
| 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:

| <b>Final Grade / GPA of Bachelor Degree<br/>(or equivalent)</b> | <b>Points in the Selection Procedure</b> |
|---|--|
| 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 PROGRAMME SUSTAINABILITY SCIENCE**

Parallel application to the Masters 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<sup>st</sup> 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/en/graduate-school/master/apply.html#c436703](http://www.leuphana.de/en/graduate-school/master/apply.html#c436703)

and for the U.S.A.:

» [students.asu.edu/international/support/visa](http://students.asu.edu/international/support/visa)