



Checklist Required documents for application



On the basis of this checklist you can check the completeness of your documents. Please submit all required documents in due time and complete. Thank you. It depends on your CV, which documents are required.

- Fully completed and signed **application form**
- Complete CV with out gaps** up to the date of application submission (specification of month and year)
- For undergraduate degree courses (bachelor's degree and state examination): **certified copy of university entrance qualification** in the original language (can comprise of different components and include a university admissions examination)
- For undergraduate degree courses (bachelor's degree and state examination): **certified translation of the university entrance qualification** (certificates in the following languages do not require translation: English, French, Italian, Catalan, Latin, Portuguese, Romanian, Spanish). Stamps have to be translated, too.
- For all degree courses: **certified copies of all university certificates, degree certificates, transcripts of records and, if available, diploma supplements** in the original language and in **translation** (if required, see above). For applicants from the **USA** Transcripts in closed Envelope are needed. For information regarding the accuracy and completeness of certified copies and translations, please see the information sheet.
- A **recognition notification from the *Zeugnisenerkennungsstelle für den Freistaat Bayern (ZAST)*** is required:
 - ▶ for **holders of the International Baccalaureate** who have not yet received their final certificate
 - ▶ for applicants from the **USA** (unless they already hold a bachelor's degree)
 - ▶ for applicants from **Afghanistan**
 - ▶ applicants from **PR China, Mongolia and Vietnam** should submit the original certificate of the „Akademische Prüfstelle bei der Deutschen Botschaft“ (APS)The International Admissions Office also reserves the right to require a recognition notification from ZAST in other individual cases.
- Registration certificate and confirmation** of all programs studied at German universities
- In the case of placement in a higher semester, always a **notification of transfer of credits** from the relevant examination office
- For **master's degree and doctoral studies**: **written approval** issued by the relevant master's degree or doctoral studies degree course or the doctoral committee responsible (for master's degree: can be submitted with registration)
- Proof of **all academic achievements** in Germany or abroad so far with application for change of subject
- Official proof** if there has been a **change of name** (e.g. marriage certificate)
- Proof of **German language proficiency** (see information sheet)