

Application Checklist and documents to be submitted

- Please send your complete application in the correct order (pdf document) by email to mscguh@zmg.uni-freiburg.de
- Please note: only complete applications will be forwarded to the Admission and Selection Committee. If documents are missing, your application will not be processed.
- In case of admission you will receive the enrolment documents with further instructions.
- Be prepared to send in certified notarized and translated copies of your documents if requested.
- If originals are double-sided, please scan both sides
- Applicants from China, Vietnam and Mongolia must be prepared to hand in an APS (“Akademische Prüfstelle”) certificate from the German Embassies in Beijing, Hanoi and Ulan Bator respectively.

Required documents:

Please arrange the documents in the following order.

1. Page 1 to 5 of the application form with a pass photo on page 1 in the upper right hand corner
Please use as name of the pdf: **01_Lastname_Application_form_MScGUH.pdf**
2. Typed Curriculum vitae for instance in Europass Format (<http://europass.cedefop.eu.int>). Please give dates as dd/mm/yyyy (e.g. 31/12/2015). Please use as name of the pdf: **02_Lastname_CV.pdf**
3. Motivation-Letter explaining your personal motivation and future plans regarding this course answering the following questions: 1. Why are you interested in our training in Global Urban Health? 2. What do you expect from this course and how do you plan to use acquired knowledge in the future? What is your career perspective? (1 page). Please use as name of the pdf: **04_Lastname_Motivation.pdf**
- 4a. A scanned copy of all diplomas awarding relevant university degrees as PDF. (Originals will have to be presented upon matriculation!) Please use as name of the pdf: **03_Lastname_1_Degree_Diploma.pdf**
- 4b. A scanned copy of all official academic transcripts as PDF. (Originals will have to be presented upon matriculation!)
 - Please make sure to enclose the grading system of your transcript.
 - German Medical Doctors: Please send: „Zeugnis über die Ärztliche Prüfung“
 Please use as name of the pdf: **03_Lastname_1_Degree_Transcript.pdf**
- 4c. A scanned copy of your High School certificate

If you have several diplomas awarding relevant university degrees please arrange them in the following order:

03_Lastname_1_Degree_Diploma.pdf
 03_Lastname_1_Degree_Transcript.pdf
 03_Lastname_2_Degree_Diploma.pdf
 03_Lastname_2_Degree_Transcript.pdf

If items No. 4a – 4c were issued in languages other than English or German please provide copies of the original and translations by a certified translator.

5. Proof of proficiency in English, if not a native speaker, e.g. TOEFL (550 paper / 213 computer / 72-94 online), IELTS (5+), DAAD (a, b or c in all categories), GER-Level B2 or more.
Please use as name of the pdf: **05_Lastname_English.pdf**
6. Course fees: Please be aware that the tuition fees are €12 000. Funding situation (in case you are self-financed) please submit proof by bank statement that you have enough funds to start your studies (minimum 5000 EUR) make sure that the currency is mentioned on the statement. If you are sponsored by your employer or were awarded a scholarship, please enclose a copy of the official notification. If a private person sponsors you, please send proof by his/her bank statement and a signed confirmation letter.
Name of the pdf: **08_Lastname_Funding.pdf**
7. One scanned copies of your passport (only the page with the picture and your name)
Name of the pdf: **09_Lastname_passport.pdf**

Optional documents:

- x. If you already have a student visa, please send a copy
- x. If you have already studied in Germany: De-registration certificate "Exmatrikulationsbescheinigung der Universität"
- x. For students from EU European Union only: If you already have a sufficient Health insurance, please send proof.
- x. If you have changed your name since your degree, please send official proof.

Name of optional document pdfs:

x1_Lastname_Optional.pdf
x2_Lastname_Optional.pdf
x3_Lastname_Optional.pdf
etc.