



## Application Form

### Master of Arts in European Studies

at Europa-Universität Flensburg

The Master of Arts degree program in European Studies is a consecutive, English-language, interdisciplinary and research-oriented degree program that trains specialized knowledge, skills and abilities in humanities, political sciences, law, economics and social sciences disciplines relevant to European Studies, as well as in European research. The program offers three possible concentrations: political science and law, science and economics, and humanities.

**Admissions restrictions:** This degree program has restricted admissions.

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<b>Application deadlines</b>	For fall semester:	December 1 - July 15 (program semesters <b>1</b> and <b>3</b> )*
	For spring semester:	May 15 - July 15 (program semesters <b>2</b> and <b>4</b> )

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\*Exact start and end dates for each application period are shown on the website.

## Admission requirements

### 1. First-semester admission

To be considered for admission, the applicant must have the following:

1. An undergraduate degree (for example, a bachelor's degree, Magister, Diplom, Staatsexamen) in a subject relevant to the master's program in European Studies or in a relevant combination of subjects from the humanities and social sciences, law and economics, granted by a university in Germany or abroad on the basis of a three-year (minimum) degree program requiring at least 180 credit points (CP), plus proof that the applicant was among the top third of graduates.
2. Proof of good to very good **English language skills** according to the [study qualification statutes](#)
3. Proof of at least 15 credit point in statistics or social science methods. Applications with up to 5 missing CP will be considered during the selection procedure. In the case of acceptance, the admissions committee will decide on the type, scope and deadline of the courses to be made up.
4. Submission of a curriculum vitae (CV)
5. Submission of a meaningful **letter of motivation** (1-1 ½ pages in length) explaining the applicant's reasons for choosing this degree program.

### 1.1 Required application materials (please submit all of the following):

#### a) If you already hold a B.A. degree and have received the corresponding degree certificate by the time of your application, please submit:

- Application form from the online procedure
- **Supplement** to the application form (see below, page 5)
- University entrance qualification, such as a high school diploma (**single copy**)
- University degree certificate (**officially certified** copy, in translation if necessary)
- Transcript of records/grades overview to date (**single copy**).
- Proof of sufficient **English** language skills (see point 1. 2 above)
- Letter of motivation
- CV
- Current certificate of enrollment or Exma certificate for the last German university attended (external applicants only)
- Optional: **addressed** and **stamped** return envelope (DIN A 4 or DIN A 5, not cardboard) with sufficient postage, for the purpose of returning the application documents to the sender in the case of non-acceptance.

#### b) If you have **not yet** received your B.A. degree, or have not yet received your BA degree certificate by the time of application:

- Application form from the online procedure
- **Supplement** to the application form (see page 5)
- University entrance qualification, such as the high school diploma (**single copy**)
- Printed copy of the **grades overview** or the **transcript of records** (single copy). The applicant's current **average grade** must be listed on the transcript. If this is missing, the current grade must be proven by means of a letter from the applicant's Examination Office; this letter must be either the original or an officially certified (notarized) copy. If no grade can be proven, the grade point average will be fixed at 4.0.
- Letter of motivation
- Resume
- Proof of sufficient **English** language skills (see point 1.2 above)
- Current certificate of enrollment or Exma certificate from the last German university attended (external applicants only)
- Optional: **addressed** and **stamped** return envelope (DIN A 4 or DIN A 5, not cardboard) with sufficient postage, for the purpose of returning the application documents to the sender in the case of non-acceptance.

**Applicants who meet the qualitative admission requirements** will be granted **provisional admission**. In this case, the applicant must submit proof of having received the B.A. degree **by November 1, at latest**. For this, the applicant must submit either an officially certified/notarized copy of the **B.A. degree certificate** (external applicants) or an official letter of confirmation issued by the responsible examination office at the applicant's university (please send the original document).

Applicants must submit this documentary proof on their own initiative, without being asked to do so, exclusively to the **EUF Admissions Office**. For more information, please see EUF webpage [www.uni-flensburg.de?40720](http://www.uni-flensburg.de?40720).

Applicants who **fail to meet deadline will irrevocably lose their place in the degree program and will be withdrawn from the program as soon as the deadline has passed. There are no exceptions to this.**

## 2. Applying for advanced semester admission

If you are applying for admission to an **advanced semester**, you need to get your previous coursework and exams officially recognized by the examination board for European Studies (Prof. Dr. Uwe Puetter). The board must also confirm your placement into the applied-for advanced semester.

### 2.1 Required application documents for advanced-semester admission

**In addition** to the documents listed in **1.1.a** above, applicants for admission to an advanced semester must submit the following document:

- Notification from the examination committee of the European Studies program, indicating the board's decision regarding the applicant's placement into an advanced semester

The documents of applicants not accepted into the program will be **destroyed** after the admissions process, unless a self-addressed and stamped return envelope together was enclosed.

If any documents are missing from the application, you will be notified of this exclusively via the **online portal**. To access the portal, use the login coordinates on the application form generated during the online application process. All missing documents must be submitted by the deadline. When submitting missing documents, please be sure to indicate the application number (shown on the online application form).

## Admissions and Enrollment:

**Letters of admission are sent out via email only.** Please inspect your application form to ensure that the email address you entered in the application portal is correct, and check that your email inbox isn't overly full. If necessary, also check your spam folder.

### a) Spring semester

Admission notifications are usually sent out via email approximately two weeks after the application deadline has passed. Once you receive the email, you are required to confirm your acceptance of the offered place before you can enroll in the program.

### b) Fall semester

Admission notifications are usually sent out via email approximately two weeks after the application deadline. You are required to confirm your acceptance of the offered place before you can enroll in the program.

**Admitted applicants must enroll (via email)** within approximately two weeks of receiving the letter of admission. Enrollment is always via email. Admitted applicants from non-member states must enroll within approximately six months of receiving the letter of admission. The specific enrollment period will be stated in your letter of admission. **Deadline extensions** are only granted in justified exceptional cases, after consulting with and gaining approval from the EUF Admissions Office.

***Accepted applicants who fail to enroll by the deadline will lose their place in the program and the admissions offer will expire irrevocably.***

## Supplement to the application for the degree program “Master of Arts in European Studies”

This form and the application form generated after completing the online application procedure must be **completed, signed**, and submitted to the Admissions Office of Europa-Universität Flensburg by the application deadline.

Last name:

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First name:

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Application number (printed on the online application form): \_\_\_\_\_

**My application includes the following attached documents:**

### 1. Required documents (all applicants)

- a) Application form resulting from the online application procedure
- b) **Simple** copy of university entrance qualification (for example, a high school diploma)
- c) Proof of sufficient English language skills
- d) CV
- e) Letter of motivation
- f) Current certificate of enrollment / Exma certificate from the last German university attended (external applicants only)

### 2. Other documents (documents vary by applicant; please **check** all documents you are submitting):

- B.A. degree certificate (**officially certified copy**) and transcript of records – submit this if you already hold a B.A. degree.
- Transcript of records (single copy) - submit this if you are about to receive your B.A. degree.
- Confirmation of placement into the applied-for advanced semester

### 3. Optional

- Addressed** return envelope (DIN A 4 or DIN A 5, not cardboard) with **sufficient postage** with which to return the application documents to the applicant in the case of non-admittance.

Please only submit the documents listed above. Any additional (superfluous) documents will be destroyed immediately after they have been received and inspected

I acknowledge that my application will **not** be considered if any documents are missing or if they are received by Europa-Universität Flensburg after the application deadline has passed. By signing this form, I confirm that the information I have provided during the application process is correct and that my entitlement to take exams for the selected degree program has not yet definitively expired. I am aware that submitting incorrect information during the application procedure can lead to my immediate withdrawal, even after I have already enrolled in the program.

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Place, date

Signature (applicant)