

## How To apply to the Masters programme "Molecular Biosciences"

### Who can apply?

We welcome applications from students who have, **or expect to have** (most of the applicants are in their final year), completed a relevant Bachelors degree in Biosciences/Biology, Life Sciences or other related fields with a **strong** focus on Biology with an above-average grade by the end of the academic year preceding the desired semester of entry.

If your Bachelor degree is not in the field of Biosciences but, for example, Medicine, Pharmacy, Chemistry, etc., this may not have adequately prepared you for our study program. In such cases it is especially important to document whether you have taken additional courses in relevant biological subjects to catch up.

Specific academic prerequisites are defined for the specific Major, and you can find more information about that on the homepages of these majors:

<https://www.bio.uni-heidelberg.de/fakultaetbio/en/mastermolecularbiosciences>

### Recognition of non-German academic documents

In assessing qualifications gained in non-German educational institutions, Heidelberg University follows the regulations of the Kultusministerkonferenz (standing conference of German ministers of education and cultural affairs - KMK). These regulations are set out in the proposals made by the KMK's central office for assessing foreign educational qualifications and must be followed, by order of the Baden-Württemberg ministry responsible for universities. Country-specific information on educational qualifications can be found at: <http://anabin.kmk.org/anabin>. You can check the equivalence of your Bachelor-Degree there.

[https://anabin.kmk.org/no\\_cache/filter/hochschulabschluesse.html](https://anabin.kmk.org/no_cache/filter/hochschulabschluesse.html)

### How to apply?

Please use the online application form (Gateway available starting February ) Fill it out and send a signed printout of the form together with other application material to the University of Heidelberg.

### Application deadline

Opening of application portal: 1. February

Deadline: March 15 (strict deadline for receipt of application material at Heidelberg University; applications arriving after March 15 will not be considered)

### Address

Please send your application package (a printout of the application form and your materials to:

### Non German Applicants

Universität Heidelberg

Zulassungsstelle Dezernat Internationale Beziehungen

Att.: 7.1/**Ines Fiedler**  
Seminarstr. 2  
D-69117 Heidelberg

**German Applicants**  
Universität Heidelberg  
Studierendenadministration  
Att.: 2.1/**Charlotte Belle-Fejsa**  
Seminarstr. 2  
D-69117 Heidelberg

**How do I get informed about the ongoing process:**

Use your application number and our homepage

[http://www.bio.uni-heidelberg.de/fakultaetbio/en/mscmolbio\\_application](http://www.bio.uni-heidelberg.de/fakultaetbio/en/mscmolbio_application)

**How do I get informed about invitation to the interview:**

Invitation to the interviews will be sent only electronically via email in mid-April. They are usually scheduled in the range between April, 15 and May, 15.

**How do I get informed about admission?**

In case of being accepted by the committee, you will receive a letter of acceptance (Zulassungsbescheid), approx. end of May. You need this document for subscription at the University. In addition, please send back the confirmation of acceptance.

**What do I have to submit as paper hardcopies by postal mail?**

In paper

The **application for admission** must include the following documents:

1. The **signed** printout of the application form.  
**Don't forget to sign the form – unsigned means not valid!**
2. **Officially\* certified photocopies** or typescripts of any university and other tertiary certificates (colleges, academies) etc.) including the relevant **transcripts of individual grades** per semester or academic year (**transcript of records**), especially of the fifth semester (or last term) if the final grade is not yet awarded.  
- Please **include the grading system** of your university with the min/max grades provided at the backside of your certificate (if available) if the grading system is **not** a German one.

For **documents issued by a German institution/university**, a simple copy will be sufficient.

Please keep in mind that if the documents are not in German or English an officially certified translation into German or English is required. Final degree certificates or appropriately certified copies must be provided before formal admission to the course is granted. Non-EU students should note that this formal admission will also be required before a visa can be issued.

3. a **CV**
4. a **statement**, why you want to study Molecular Biosciences and your chosen majors in Heidelberg (one for each Major, recommended length: one page; preferably in English)
5. a **proof of English language skills** (not necessary for native speakers) either by
  - a) a Test of English as a Foreign Language (TOEFL) with at least 570 paper-based TOEFL-Test or 230 computer-based TOEFL-Test or 90 internet-based TOEFL-Test. We do **not have** an institutional TOEFL code, please send the score with your application.
  - b) an International English Language Test System with at least 6,5
  - c) a Cambridge Certificate in Advanced English (CAE )
  - d) a certificate from the Faculty of Biosciences of the University of Heidelberg based on a Bachelor Thesis written in English
  - e) If you do not have these, but are shortlisted, we will judge your competence during the interview, which will be conducted in English.

**We offer a lot of possibilities, please do not ask for more.**
6. **applicants with non-German school leaving certificate: an officially certified photocopy\*** or typescript of the **school leaving certificate** that entitles the student to enter university in their country of origin (e.g. *abitur*, *baccalauréat*, GCE – A & O level, matriculation certificate, etc.) including the relevant **list of individual grades**. In addition, an **officially certified translation** into German or English is required (except for documents in English).

**In addition, international applicants from non-EU/EAA member states should submit**

7. A proof of finance for course (please ask the embassy for details). It will be essential to get a visa but does not need to be sent now. Please just say how you propose to finance yourself.
8. Copy of passport (page with name given in Latin script). If you don't yet have a passport, send a copy of your identity card.

**Country specific requirements**

9. Applicants with **prerequisites from Vietnam** must add to their application a confirmation of the authenticity of their educational prerequisites from the respective academic examination office in Hanoi, in the original or as an officially certified photocopy.
10. Applicants with **prerequisites from the People's Republic of China** must attach to their application an original confirmation of the authenticity of their educational prerequisites from the Akademische Prüfstelle (APS) of the German embassy in Beijing. If you do not have the APS at the time of application, will it accepted until April 30<sup>th</sup> latest.

Please note, that we don't sent back any submitted material! It will be destroyed after the final closing of the application procedure.

## **Important Information about Certifications, Apostille etc:**

[https://www.uni-](https://www.uni-heidelberg.de/md/studium/download/information_beglaubigungen_en_dib.pdf)

[heidelberg.de/md/studium/download/information\\_beglaubigungen\\_en\\_dib.pdf](https://www.uni-heidelberg.de/md/studium/download/information_beglaubigungen_en_dib.pdf)

### **Please note that**

a) The degree must be recognized as equivalent to a German BSc degree

b) Your grades in relevant subjects will be important for selection.

More details on this – including expected grades and degree content - can be found under Frequently Asked Questions “Why am I not on the shortlist?”.

### **What do I have to submit as upload?**

After we have checked the validity of your documents, you will be contacted and asked to upload the following documents as **one** file. This will be around end of March, start of April.

The name of the pdf should be: **ApplicationNumber\_yourname.pdf**

The pdf should contain

1. the application form,
2. Motivation letter,
3. CV,
4. Transcript of Records
5. Diploma if you have finished your BSc
6. any other material supporting your application and proofing your statements given in the CV

in the given order.

**The upload is only necessary for the first major, the second preference will have reading permissions.**

### **Selection procedure**

You can apply for two Majors with different priority (1, 2). Applications will only be considered with an above average degree (corresponding to 2.4 in German grading system).

The selection process is a three-step procedure

1. Initial ranking based on subject-specific grades of your bachelor program (max 10 points)
2. Ranking by the specific Major based on your individual training regards the Majors objectives (max 10 points). You can give evidence – if appropriate – of any awards, prizes, vocational training, work experience or subject-specific/extra-curricular achievements. The evidence must be submitted as officially certified photocopies of the original and in the relevant officially certified translation

According to a ranking list made out of process 1 and 2, the best candidates will be invited for an interview in Heidelberg (or by video call, depending on the situation in spring 2021)

3. Interview (max 20 points) Here you can prove your personal motivation and qualification.

## **Tuition fees for international students**

International students from non-EU (European Union) and non-EEA (European Economic Area - Iceland, Lichtenstein, Norway) countries will be required to pay a tuition fee of EUR 1500 per semester for Master's degree programmes at all institutions of higher education in Baden-Württemberg (Germany).

Students from EU and EEA member states, as well as international students with a German "Abitur"/German secondary school leaving certificate are exempt from these tuition fees.

More information on exceptions for payment obligation and tuition fee exemption are available at:

<http://www.uni-heidelberg.de/courses/prospective/fees/tuitionfeesinternational.html>