

M.A. Application Guidelines

(English Linguistics and British Studies)

Please send all application documents in one PDF-file and in the following order:

- 1) **CV** (including name, date of birth, postal address and email address)
- 2) **Cover letter**
- 3) APS-Certificate (for applicants from China, Vietnam, India)
- 4) Copy of passport (only for international applicants)
- 5) **English-language certificate** (level C1 or higher or equiv.)¹
- 6) **University degree certificate(s)**
- 7) Certified translation of university degree certificate(s) (only if certificate is NOT in German or English)
- 8) **Transcript** of academic records including **average grade**
- 9) Certified translation of transcript (only if transcript is NOT in German or English)
- 10) information about the grading system, including lowest passing grade and highest possible grade (only for international applicants)²
- 11) **Secondary school-leaving certificate** (high-school or equiv.)
- 12) Certified translation of secondary school-leaving certificate (only if certificate is NOT in German or English)
- 13) **Writing sample** (10-20 pages of academic writing in English)

Please name your application file as follows:

- Application for **M.A. English Linguistics**: ELG_ FAMILY NAME_given name_2023
e.g. If your name is Chen Qingqing and you want to apply for the M.A. English Linguistics, please name the application file ELG_CHEN_Qingqing_2023.
- Application for **M.A. British Studies**: BLK_ FAMILY NAME_given name_2023
e.g. If your name is Peter Miller and you want to apply for the M.A. British Studies, please name the application file BLK_MILLER_Peter_2023.
- If you wish to apply for **more than one program**, please send **separate application files** for each subject and indicate your preference in your email.
(i.e. What is your first/second choice?)

Thank you and good luck with your application!

¹ Please note that a letter from your university is NOT sufficient as proof of English proficiency.

² Note: This information can often be found on the reverse side of the transcript.