FAQ – General Application Information MCLS

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Certified copies: As per information from the International Office, the transcripts would need to be certified by the "Dean or Head of the institute". My under-graduate and graduate transcripts are currently certified by the registrar of the college (under-graduate) and university (graduate). The registrar is the certification authority of the institutes. These transcripts are certified by the Registrar and also has the university seal. Could you confirm if my current certifications should hold good for the application process?................................................................. 9

My home university usually provides certified documents by sending an e-mail with the link to the certified version of the document (or the printed document has a link on it, which states where the certification can be proven). Is this sufficient? ................................................................. 9

In my home country, the usual way of providing “certified” transcripts is to ask the university to send the transcript of records in a sealed envelope to the requesting institution directly. Is this sufficient? .......................................................................................... 9

I have a dual citizenship and one of them is German. However, I don’t live in Germany and I did not go to school or study in Germany. Am I considered an international student? ................................. 9
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(Review of) Documents/Eligibility

I have not finished my previous studies yet and I will not receive my diploma before the application deadline March 1st. Can I still apply?
- If your bachelor certificate/diploma is not available before the application deadline, please upload one of the following documents:
  o a confirmation from your university that states your expected date of graduation
  o a confirmation that your Bachelor Diploma is in the process of being issued
  o a confirmation that you will finish your studies in the summer semester under the condition that you pass all remaining courses
If you are an international student, add this confirmation to your hardcopy pre-registration package for the International Office, inform the Program Coordination about the delay for your graduation documents and try to get the original and a certified copy of your diploma as soon as possible! This is necessary for the International Office to send out the official letter of acceptance, which you usually need to apply for your VISA.

_Doctoral candidates: The same rule applies for those, who have not completed their Master’s yet!

I did not study Psychology in my previous studies. Can I still apply?
- As long as you have a Bachelor’s Degree (B.A., B.Sc., …) you can apply to the program. Your Bachelor study subject is not of primary interest for us, as long as you fulfill all our other application requirements (Prior Knowledge and Experience, Scientific Understanding, Motivation Letter)

_Doctoral candidates: As long as you find a MCLS supervisor, your previous study subject is not of interest for us.

I’m not sure if I’m eligible for the Program. Could you have a look at my documents if I send them via E-Mail?
- No. We cannot make any formal judgment about your suitability to the Program before the official review phase. Only during this time we will validate your information and judge your qualification.

Is it possible to get a confirmation of acceptance before the official deadlines (e.g. to apply to scholarships)
- No. Official letters of acceptance will only be issued after the official document review and interview phase in June. We may provide a letter that states the fact that you applied (but with unknown outcome).

Once I gathered all the necessary documents for my application, to which e-mail address should I send it to?
- Do not send your documents via E-Mail! All applications are processed using an online application tool (available Jan15 - March1). If you submit your documents via E-Mail instead of through the application tool, it will not be processed!

Is there an age limit for applicants?
- No. Applicants of all age groups are very welcome

In which languages are documents accepted?
- For the online application we solely accept documents issues in English or German. If your documents are originally issued in any other language, make sure to get a certified translation and to upload this translation.

Language Proficiency

There are different versions of the English test I want to take. Does it matter, which version is completed?
- No. We accept all versions of the tests stated on our homepage (e.g. TOEFL, IELTS,...)
How do I need to report the test results? Is a scanned copy sufficient or does the institute need to send the documents to you directly?

- A scanned version (PDF) of your test results is sufficient for the application. We do not require any documents from the institutes directly.

I will not get my language test results before the application deadline. Can I hand them in later?

- No. All application documents must be uploaded on the online application tool before the deadline March 1st.
- Exceptions might be made solely if you can prove your language proficiency otherwise with some other documents. Then we may be able to grant you a short extension.

My English language test expired. Do I need to take a new one?

- No. We accept all tests stated on our homepage, even if they expired.

My previous studies/education were/was solely in English. Do I still need to take an English proficiency test?

- It is highly recommended to take a test to prove your English proficiency. This is the best way to demonstrate your skills.
- If your previous studies were already taught in English, we accept this as a form of proof, if you provide a confirmation from your previous university/school.

I’m a native speaker. Do I need to provide proof?

- It is preferable that you provide at least a confirmation from university/school, that the language of instruction was English.

Do I need to speak German to study in the MCLS Program?

- No. You don’t need to speak German nor do you need to provide a German proficiency test.
- Our program is designed in a way that you can engage in all activities (including your own research) without speaking any German.
- But if you are interested, you can attend German classes (the Program cannot cover the costs, though).
Technical Issues/Application Tool

The text in the online application tool says that there are only doctoral programs at LMU listed to apply for. How can I apply for the Master Program?
- The Master program application runs on the same platform as the doctoral programs. Therefore, please ignore the sentence about the doctoral programs. Once the application tool opened, you can apply for the Master through this tool.

There are so many Programs listed in the Application Tool. Which Program is the DTP (Doctoral Training Program in the Learning Sciences)?
There is only the option to upload one document, but I want to provide more than one page/document. What should I do?
- It is intention that you can upload only one document per category. If you have more than one page or if you have more than one document you want to attach, please use software, which enables you to merge different PDF files. Free offers are available online (search for e.g. “pdf merge freeware”).

Once I signed up in the Online Application Tool, will I have to fill out the application completely in one go?
- No. You can sign in and work on your application whenever you want. You can log out again and then come back to your application later. Only once you “submitted” your application (this is an option in the tool), you will not be able to edit your application anymore. Please make sure to submit your application, otherwise it will not be considered for the application review process.

I did not receive any e-mail about my acceptance/rejection. What happened?
Please make sure that you check your spam folder regularly. In the last years we had cases, in which the e-mails from the program ended up there (Rejections, interview invitations, ...). It is your responsibility to make sure that you receive and read this correspondence. If you miss to answer an interview invitation in due time, we will not be able to offer you a new invitation.

Application Process/ Interviews

When will I receive an invitation to the interview (if I am qualified based on my documents)?
- We try to inform you at least one week in advance (check your spam folder!). We hope to conduct all interviews in April. It may be possible that few interviews will be scheduled at the beginning of May. Still, these plans may change a little.
- If your background did not fulfill the criteria to be invited to an interview, you will receive a rejection letter by the end of the document review process (usually by end of April; please refrain from asking about the current state of your application until then. And check your spam folder!)

When will I receive a rejection or admission letter from the Program (after the interview)?
- After the interviews were conducted, we will send out rejection/admission letters. We try to be done in May. Please make sure to check your spam folder.

I don’t live in Germany. Do I have to travel to Munich for the interview?
- No. The interviews can be conducted in person or online via WebEx (an online conference tool; you are asked to indicate your preference in the interview invitation e-mail). You will receive more detailed information in case that you are invited to an interview.
International Students – Additional request for admission to the International Office (IO; LMU)

If you are an international student, you need to provide hardcopies of various documents to the International Office of the LMU. They are responsible to check whether you are eligible to study at a German university in general and if there are any obstacles (e.g. missing documents) that would prevent you from enrolment. This ensures that these issues are not detected only once you are here and try to enroll for the program, which then would not be possible.

Where to and how do I need to send the hardcopy application?
- Please send all the relevant to our Program’s Office preferable in a trackable envelope!
- **Postal Address**
  - Master’s Program in the Learning Sciences OR Doctoral Training Program in the Learning Sciences (choose according to desired program)
  - c/o Studiengangskoordination
  - Department fuer Paedagogik und Psychologie
  - Ludwig-Maximilians-Universitaet Muenchen
  - Leopoldstrasse 13
  - 80802 Muenchen
  - GERMANY

I will not be able to send the hardcopies to your office until the end of March 1st. Will you accept them if they arrive later?
- Generally it is preferable if your documents arrive by end of March. However, we will accept documents until May 15th. If you can’t make it by that time, inform the Program Coordination ASAP to find a solution.

Do I need to send a copy of the Online Application Documents?
- No. Please do not include the online application documents or any additional documents (e.g. recommendation letters). They are not of interest for the International Office. Please check the following section on necessary documents for the hardcopy application THOROUGHLY. This can save you a lot of work and problems.

Which documents are needed for the request for admission (IO)?
- **Detailed CV** (please include all schools, colleges, universities etc. you attended in detail. If you studied a bachelor at two universities and transferred credits, make sure to state both institutions! Do not leave any gaps! See below.)
- **Application form from the IO**: pre-filled version for our Master’s Program and the doctoral program: Place and date at the end of the document refer to the city in which you are and the date while you sign the form (this needs to be a real signature – not a digital one).
- **University entry qualification certificate** (generally recommended; necessary if Bachelor certificate is not yet available; this is the certificate/diploma that qualified you to study at an university! E.g. A-levels, high school diploma, university admission tests, ... . This depends on your country’s educational system!)
- **ALL university documents you have so far** (this means that you need to provide all documents of all programs and institutions, which you have attended). Including, but not limited to
  - Bachelor diploma or equivalent (certified copy of the original + certified translation)
- Transcript of records (certified copy or official transcript + certified translation)
- Diploma Supplement (certified copy of the original + certified translation)
- Any other study documentation you have
- If you did not receive your Bachelor/Master degree yet, we recommend to include the letter stating your expected date of graduation.

**Note 1:** if your university issues documents in the home language and in English, it is not sufficient to provide the English version only, but you have to provide BOTH versions. In case your home university issues documents in English only, please let us know (include a written statement).

For the transcript, you don’t need a certified copy or translation, if you provide official transcripts in both languages.

**Note 2:** You need to provide the university documents as certified (officially notarized) copies. **DO NOT PROVIDE ORIGINALS!**

*Info on certified copies and translations:* certified copies and certified translations

Generally: You cannot certify copies or translations yourself! This has to be done by an institution (e.g. town hall, embassy, notary, sometimes schools/universities). It usually has a stamp and a signature on it confirming that the copy is identical to the original. Apostilles – if available in your country – are perfect! You have to send the certified version with the original stamp and signature on it, a copy of this certified copy is not sufficient!

**Note 3:** Although the International Office states that Diplomas in Catalan, Danish, Dutch, French English, Icelandic, Italian, Norwegian, Portuguese, Romanian, Spanish, Swedish or Latin do not need to be translated, we recommend to include a certified translation if you have one. In the past we had some cases in which the academic degrees did not become clear enough from the provided originals and it took a lot of time and effort to get the necessary documents to clarify these issues. You can request your documents back after the application (If you were rejected, please request them back by contacting the program coordination; if you were accepted, you can pick up your documents at the IO upon enrollment).

Some tips and tricks from previous experiences:

- If you transferred credits from one institution to another, get a letter from your university which states how many credits were acknowledged from which previous university and study program. This ensures that the transfer is transparent for the International Office - a prerequisite to judge your eligibility to enroll at LMU.
- If you finished your Bachelor faster than normal (e.g. in America, Bachelors take usually 4 years, but you made it in 3, for whatever reason), please get a confirmation from your university, that you fulfilled the normal Bachelor requirements in shorter time and that you are therefore eligible to take up your Master’s studies.
- If your Bachelor is divided into two parts, which are studied at two different institutions (e.g. HELP university), please get a letter from your university, which explains the system and states that your final degree indeed is a normal Bachelor degree, which qualifies you to do your Master’s.
- If there’s anything else unusual about your Bachelor, please get a confirmation from your university, which explains the peculiarities and states it’s a valid Bachelor degree! This helps
the International Office to understand your educational background better and to judge, whether your Bachelor qualifies you to enroll on Master’s level at LMU!

- If there are any gaps in your “educational CV”, make sure to explain what you did in the meantime (e.g. you finished school in 2005 and only started to study in 2006 → state what you did in the meantime, e.g. work & travel, …)

I’m an international student and I additionally need to send hardcopies to your office. Are normal copies sufficient?
- No. Make sure to enclose certified copies, as normal copies will not be accepted by the International Office. If you do not send certified copies, this has the same result (rejection letter) as not sending the document at all! Please send the hardcopies to our office only, not to the IO directly!

Certified copies: As per information from the International Office, the transcripts would need to be certified by the "Dean or Head of the institute". My undergraduate and graduate transcripts are currently certified by the registrar of the college (undergraduate) and university (graduate). The registrar is the certification authority of the institutes. These transcripts are certified by the Registrar and also has the university seal. Could you confirm if my current certifications should hold good for the application process?
- As long as the copies are certified by the responsible authority in your school/college/university, the documents are sufficient.

My home university usually provides certified documents by sending an e-mail with the link to the certified version of the document (or the printed document has a link on it, which states where the certification can be proven). Is this sufficient?
- No! The IO explicitly solely accepts “traditional” certified copies/translations. Any documents or e-mails, which verify the document only, will not be accepted. Please get a copy/translation with stamp and signature of the responsible authority or an apostille!

In my home country, the usual way of providing “certified” transcripts is to ask the university to send the transcript of records in a sealed envelope to the requesting institution directly. Is this sufficient?
- Yes. Please tell them to send it to our Program’s Office. We will add it to all the other documents before handing it over to the IO. In these cases it is especially important to send ALL documents to the Program’s office!

I have a dual citizenship and one of them is German. However, I don’t live in Germany and I did not go to school or study in Germany. Am I considered an international student?
- No. Everyone with a German citizenship is not considered an international student. Please check the information for all/German students. The enrollment process is different.

I studied in Germany before and I obtained my previous Bachelor/Master degree in Germany. Am I considered an international student.
- If you studied at the LMU before, you are not considered an international student.
- If you did not study at LMU before, we recommend to contact the Office of Registrar to find out, if your previous studies are sufficient to enroll as “Bildungsinländer” at the LMU: https://www.uni-muenchen.de/studium/kontakt/sis/index.html