



### **3 Steps to enrol in a Master study programme**

#### **1. Declaration of acceptance / Registration „Orientation Days“ at the Faculty of Social Sciences (October 09<sup>th</sup> – 12<sup>th</sup> 2018)**

Please declare acceptance of the place via the online form "Master - additional data". (<https://immatrikulation.zvw.uni-goettingen.de/masterergaenzung/index.php>) by **July 31<sup>st</sup> 2018 at the latest**. Please register for the orientation days of the Faculty of Social Sciences by **July 31<sup>st</sup> 2018** along with the declaration of acceptance.

#### **2. Matriculation**

The matriculation is to be carried out using the online form "Master - additional data" (<https://immatrikulation.zvw.uni-goettingen.de/masterergaenzung/index.php>). Please follow the instructions and upload all required documents by **September 30<sup>th</sup> at the latest**. Please submit the semester fees by stating your applicant number ("Bewerbernummer" stated in the admission letter).

Please also submit the required written declaration of acceptance as well as the affidavit declaration to **Registrar's Office** (Wilhelmsplatz 4, 37073 Göttingen) via post.

If you have further questions concerning the matriculation, i.e. the registration at our university and if you are holding the German citizenship, please contact the **Registrar's Office**: phone +49-551/39-113, [info-line-studium@uni-goettingen.de](mailto:info-line-studium@uni-goettingen.de). In case you are not holding the German citizenship, please address your questions concerning the matriculation, i.e. the registration at our university to **Ms Simin Wahdat** (international student advisor): phone +49-551/39-21351, E-Mail: [international.study@uni-goettingen.de](mailto:international.study@uni-goettingen.de).

#### **3. Diploma/Certificate:**

In case you could not send your diploma of your previous study programme when applying, please upload (<https://upload.uni-goettingen.de/portal/portal.php?lang=en>) it by **November 15<sup>th</sup> 2018 at the latest**. Please note that in exceptional cases and under certain conditions, **the deadline can be extended** by the end of your first Master semester (**March 31<sup>st</sup> 2019**). The deadline extension is only possible if:

**a)** the Bachelor thesis is the only missing examination result

or **b)** the Bachelor thesis has already been submitted and passed and maximum 8 credits are still outstanding for the examination.

In both cases you have to prove that this is the case with an explanatory letter of your examinations office by **November 15<sup>th</sup> 2018**. The letter has to be submitted to the Office of the Dean of Studies.

The CeMIS will submit further useful information concerning contacts and organisational questions before coming to Göttingen via E-Mail. For general questions concerning student life in Göttingen and at CeMIS, please contact Ms Maria Pomohaci, Mr Nidhish K. Sundar or Mr Ashwin Subramanian. They will be more than happy to help! Maria obtained her MA at CeMIS and is currently doing her PhD. ([maria-daniela.pomohaci@cemis.uni-goettingen.de](mailto:maria-daniela.pomohaci@cemis.uni-goettingen.de)). Nidhish is an MA student in his fourth semester at CeMIS ([n.krishnankuttysun@stud.uni-goettingen.de](mailto:n.krishnankuttysun@stud.uni-goettingen.de)) and Ashwin is a student in his second semester at CeMIS ([ashwin.bg366@gmail.com](mailto:ashwin.bg366@gmail.com)).