

Application Checklist

Everybody needs to submit their application in writing to the admissions office:

University of Education Freiburg
 Studierendensekretariat
 Kunzenweg 21
 D- 79117 Freiburg
 Germany

Applicants should also send their applications as e-mails with all relevant scanned documents attached to:

Prof. Annika Kolb ([annika.kolb\(at\)ph-freiburg.de](mailto:annika.kolb(at)ph-freiburg.de)) and
 Admissions Secretary Nicole Seiter ([nicole.seiter\(at\)ph-freiburg.de](mailto:nicole.seiter(at)ph-freiburg.de)).

Applicants without a German university degree additionally need to apply via [uni-assist](#).

Uni-assist evaluates your certificates and documents according to the E-LINGO admission criteria. If all criteria are met, uni-assist forwards your application to the University of Education Freiburg where the admission process starts. Uni-assist will inform you of the evaluation by email and by post.

If you are unsure about your qualifications, please check your qualifications with [uni-assist](#).

What?	Done
1. Fill out Application Form	
2. Curriculum vitae in English	
3. * School-leaving certificates which qualify the holder for undergraduate study at university (e.g. Germany – Abitur; UK – A-levels). These may vary from country to country.	
4. *Evidence of qualified employment in the field of education or in a language-related area of at least one year’s duration (proportionally longer if employment was part-time) qualified employment	
5. *Evidence of the required English language ability . If you are a native speaker of the English language or have completed your undergraduate study in English, evidence is not needed. See language requirements .	
6. Personal statement in English explaining why you want to take part in the course (max. 3,000 words)	
7. Signed statement in which you confirm that the personal statement is your own work	
8. * Transcript of Records and Diploma Supplement (if available) of the applicant’s first degree (see point 4 above)	
9. You should also write a statement confirming that you have neither failed nor been excluded from the Master’s examination in this degree course or one with similar content at the Freiburg University of Education or any other university.	

*The documents listed from point 3 to point 6 and in point 9 must be submitted as copies of the originals and should be in German or English. Any translations must be officially certified. The University reserves the right to ask to see the originals at immatriculation.