

# FAQ – General Application Information MCLS

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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 1<sup>st</sup>. 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., ...) that covered some courses related to the Learning Sciences, you may apply to the program. Your Bachelor study subject is not of primary interest for us, as long as you fulfill all our 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 have been in touch with the coordination/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 mid-January – March1). If you submit your documents via E-Mail instead of through the application tool, it will not be processed and result in a rejection!

### **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 issued 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,...)

### **Do you accept the Mybest TOEFL score?**

- Yes.

### **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 1<sup>st</sup>
- Exceptions might be made solely if you can prove your language proficiency otherwise with some other documents or another test that can be done quicker. Then we may be able to grant you a short extension.
- Make sure to get in touch with the coordination well before the deadline!

### **I took a language test and the result is just below your cut-off score but still proves B2 (e.g., IELTS score of 6). I took a new test, but the result will not be available before the application deadline. What should I do?**

- If your previous test result certified at least B2, we may use it as (preliminary) proof.
- Please inform the coordination before the application deadline and send the new test results asap via e-mail (no later than April 30).
- Please be aware that your language skills will be validated in the interview, and that insufficient English proficiency may be a criterion for rejection.

### **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 recommended to take a test to prove your English proficiency. This is the best way to demonstrate your skills.
- **If your previous studies were completely taught in English, we accept this as a form of proof, but only 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 your 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.

LMU LUDWIG-MAXIMILIANS-UNIVERSITÄT MÜNCHEN

Home How to use this application portal

Home >

### Navigation

- All Application Forms
- My Application Form
- My Progress

### User menu

- My account
- Log out

## All Application Forms

The GraduateCenter provides this tool to many doctoral programs at LMU Munich. This is a list of all programs which currently accept applications. Please click 'apply' for the (one!) program of your interest in order to continue with your application. The tab 'General Information' indicates to which program the current online form is directed. The system allows registered users to apply for all programs which are currently open for applications. However, since the programs have different research topics, this is NOT advisable!

Application for Carson Fellowships	<a href="#">apply</a>
Application for the Doctoral Training Program in the Learning Sciences	<a href="#">apply</a>
Application at the Center for NanoScience Munich	<a href="#">apply</a>
Application for Munich Graduate School of Economics	<a href="#">apply</a>
Application for the M.Sc. Psychology: Learning Sciences	<a href="#">apply</a>
Application for the Ph.D. Medical Research	<a href="#">apply</a>
Application for Research Training Group GRK 2274	<a href="#">apply</a>
Application for ITN "Comparative Genomics of Non-Model Invertebrates" (IGNITE)	<a href="#">apply</a>

## There are so many Programs listed in the Application Tool. Which Program is the DTP (Doctoral Training Program in the Learning Sciences)?

The screenshot shows the LMU Munich application portal. The header includes the LMU logo and navigation links like 'Home' and 'How to use this application portal'. The main content area is titled 'All Application Forms' and contains a list of programs. The 'Application for the Doctoral Training Program in the Learning Sciences' is highlighted in yellow, and its 'apply' button is circled in red. A red arrow points to the 'My account' link in the 'User menu' on the left.

Program Name	Action
Application for Carson Fellowships	<a href="#">apply</a>
<b>Application for the Doctoral Training Program in the Learning Sciences</b>	<b><a href="#">apply</a></b>
Application at the Center for NanoScience Munich	<a href="#">apply</a>
Application for Munich Graduate School of Economics	<a href="#">apply</a>
Application for the M.Sc. Psychology: Learning Sciences	<a href="#">apply</a>
Application for the Ph.D. Medical Research	<a href="#">apply</a>
Application for Research Training Group GRK 2274	<a href="#">apply</a>
Application for ITN "Comparative Genomics of Non-Model Invertebrates" (IGNITE)	<a href="#">apply</a>

## 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 in time, otherwise it will not be considered for the application review process.**

## I am about to submit my application shortly before the deadline, but I have technical problems and cannot "save and submit" my application. What should I do?

- First step: document the issue, by for example taking screenshots
- Inform the coordination about the technical problems **immediately and BEFORE the submission deadline.**
- Only if the problems are made known to the coordination before the deadline, submissions may be submitted a few hours later or via email. This will be clarified with the coordination/application committee.

### **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. Please note that the e-mails come from the application tool and may therefore have "graduatecenter" as a sender instead of the programs mail address ([masterlearningsciences@psy.lmu.de](mailto:masterlearningsciences@psy.lmu.de) or [ntp-ls@psy.lmu.de](mailto:ntp-ls@psy.lmu.de)). Please make sure to search for all possible senders.

## **Application Process/ Interviews**

### **I am an international student. May I apply with my hardcopies after March 01?**

- NO! Please note that the most important step in the application procedure is to submit all required documents **online** by March 01. The online application is the process that decides about your acceptance/rejection.
- The later deadline for the hardcopies is an additional step that international students must perform to be able to enroll at the university (International Office) in case of acceptance to the program. The hardcopies DO NOT REPLACE the online application!

### **When will I receive an invitation to the interview (if I am qualified based on my documents)?**

- We try to inform you at least two weeks in advance (check your spam folder! Also look for mails from "graduatecenter"). Interviews take place between beginning of April and Mid-May.
- 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 by end of May. Please make sure to check your spam folder also for mails from the graduatecenter.

### **I don't live in Germany. Do I have to travel to Munich for the interview?**

- No. The interviews are conducted online (through an online conference tool). 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.

To smoothen the process, the program assists you in the process by confirming the arrival of your documents and by checking your hardcopy application for completeness before forwarding it to the IO. **If you want to make use of this assistance, please make sure to send your documents to the program and not to the IO directly.**

### Am I considered an International Student?!

- Please use the [University Application Navigator](#) (you can switch to English at the bottom of the newly opened page) to find out whether you are considered an international student or not.

### Where to and how do I need to send the hardcopy application?

- Please send all the relevant to our Program's Office 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

### When should I send the documents?

- Please prepare the documents in time but wait with sending them at least until you receive a first decision (i.e., interview invitation or rejection). In case of an interview invitation, you will receive further information on sending your documents (whether it is possible to wait until you know the final decision).

### I will not be able to send the hardcopies to your office until May 15. Will you accept them if they arrive later?

- Generally, it is preferable if your documents arrive by Mid May. This should typically allow you to wait with sending your documents until you either received a rejection or an interview invitation and probably even a final rejection/acceptance after the interview. 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 for the IO application?

- **NO! Please do not include the online application documents or any additional documents (e.g., recommendation letters) in the hardcopy application.** They are not of interest to the International Office and will be sorted out before handing over your application to the IO.



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).  
Note: although you are asked to provide information on all your schooling starting from elementary school, you generally DO NOT need to provide any certificates from your schools previous to the one you attended before joining university. A university entry qualification certificate is required in some cases (see next point).
- **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
  - o Bachelor diploma or equivalent (certified copy of the original + certified translation)
  - o Transcript of records (certified copy or official transcript + certified translation)
  - o Diploma Supplement (certified copy of the original + certified translation)
  - o Any other study documentation you have
  - o 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 (that is not located in an English-speaking country) 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!

**What exactly are "certified copies and translations"?**

- Please check the website of the IO, which states the criteria very clearly:  
<https://www.lmu.de/en/study/degree-students/applications-for-admission/certified-copies-and-translations/index.html>
- Please be aware that it is not enough to hand in a simple copy of a certified copy. An official certified copy can only be issued by a certified administration or institution. Certified copies are always issued with an original stamp and an original signature. The certification must always be made from submitted originals. Certification of only part of the document is not enough. Certifications and legalizations in foreign languages must always be translated.

**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?**

- 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 (hardcopies). 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 so that they reach the IO once they are complete!

**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. Please use the [University Application Navigator](#) (you can switch to English at the bottom of the newly opened page) if in doubt.

**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 use the [University Application Navigator](#) (you can switch to English at the bottom of the newly opened page) to find out whether you are considered international.