

Application for MA “Development and Governance” 2020- Step-by-step manual for the new application portal



Offen im Denken

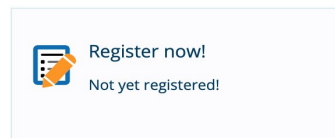
Before you begin with your application, please note:

- 1.) All applications will be received **electronically** through this new **online portal**.
- 2.) The portal will be open **until March 31st, 2020**. Applications that are submitted after the deadline will not be taken into consideration.
- 3.) It is **not** necessary to send anything by postal mail.

How to proceed

Step 1: Open the link to our new online portal: [Application portal](#) and change the language to English, if necessary (on the bottom right side of the page).

Step 2: Click “Register now” on the right side to create an account.

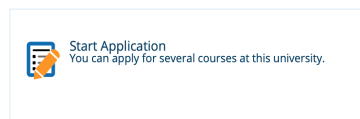


Step 3: Fill in your personal data (all fields that are marked with a *-symbol, are obligatory to fill out) and click on the “Register” button down below.

Step 4: You will receive an e-mail. Please click on the link in the e-mail in order to verify your e-mail address and to activate your account.

Step 5: Sign in with the username (not with your e-mail-address) and your password.

Step 6: Please carefully read the instructions on the left, and then click on “Start application” on the right side.



Step 7: Click “Add a Request” and choose the following:

* Degree ⓘ

* Subject ⓘ

* Semester ⓘ

Step 8: Ignore what it says down below (ignore this: “Please note: All applications only apply to the winter semester starting next year. The faculty will choose the suitable candidates the upcoming summer only.” This does not refer to our study program. If you are applying in March 2020, you are applying for the winter term 2020/21, starting in October 2020. In our study program, there are no applications possible for summer semesters.)

Step 9: Click the button “Next” and enter the information about your degree(s) on the following page. If you hold several university degrees, please name the first degree you obtained first, and then (before you click “Next”!) click “Add STUDYING AT UNIVERSITY” to add a second degree.

Please note: All statements must be verified by original documents (e.g. school leaving certificates, academic records etc.) and certified, professional translations **in German or English**. Please be sure to upload them at the end of the application. Please note that incomplete applications cannot be processed. The university is obliged to revoke any admissions granted on the basis of false declarations.

Step 10: Choose the level of German language skills that you have, and in the next step, for the English language proof, please select either IELTS, TOEFL, or Medium of Instruction (these are the only three that we accept – for more information see website).

Step 11: Upload the Original of your degree certificate (diploma) and a certified, professional German or English translation, and the Original of university grades/transcript of records, and a certified, professional German or English translation. Accepted formats are jpg, pdf and png, but we strongly encourage you to send your documents as pdf.

Tip: Altogether, you have 100MB to store your files. If they are too big, you can use a program to compress your PDFs, so they have a smaller file size (google 'compress pdf').

You have the possibility to upload more than one file here. So if you have multiple degrees, you can also upload 2 or 3 certificates, and 2 or 3 transcripts.

Step 12: Please upload the proof of English language proficiency in the next step (IELTS or TOEFL results, or an official letter from your university which confirms that English was the language of instruction and of all examinations of your degree course).

Step 13: In the next step, you are going to be asked to provide certificates of employment/internship - please upload your confidential letter of recommendation (by university professor and/or current or former employer) here. We require a minimum of one letter of recommendation, however, you are welcome to upload more, if you would like.

Step 14: On the next page, please carefully read the information and confirm that you have read and understood it, and agree with it.

Step 15: Confirm that you have read the information “Please note: All applications only apply to the **winter semester starting next year**.The faculty will choose the suitable candidates the upcoming summer only.” and click “Next”.

Step 16: You will be directed to an overview of all the information and documents that you provided. Please very carefully proofread everything, and make sure you uploaded all the needed documents. If changes are necessary, use the “BACK” button down below, to go back and modify your information.

Step 17: Click “Submit Request”. It should now say: “Request Status: received”.

Congratulations, you have finalized your application for the MA Development and Governance!

Additional information

- You can check the information entered by clicking the link "Print data control sheet", which you can see on the right site (unfortunately, the document is only available in German).
 - You can still change your request by clicking "Cancel and edit request". Don't forget to re-submit it, if you are changing it.
 - In case you fulfill our general criteria, we will contact you by e-mail after the application deadline is over, and ask you for your Statement of Purpose, your secondary education certificate (plus certified translation, if your documents are not already in German or English), and your full Curriculum Vitae (CV) including information about precise field of study and job experience (which should not exceed two pages). So please make sure that you have those documents ready as well!
 - Please note that the portal includes an information about: 'Type of admission: without admission restriction'. This means that applicants who fulfill all admission requirements will not face additional restrictions with regard to a maximum number of students registered per intake.
 - If you have any questions, issues or technical problems regarding the online portal, please contact our team at ma-devgov@uni-due.de (within the deadline!)
 - Good luck and all the best for your application!

