

EULISP STUDY PROGRAMME APPLICATION FORM

When applying to study at Leibniz University of Hannover, please read the following information carefully and complete your application form clearly.

PLAN WELL AHEAD

Plan ahead and give yourself plenty of time to prepare for your intended start date. Important factors to consider are: English and/or German language preparation. The language requirements are strict and not negotiable. On average it takes three months' fulltime English language study to improve an overall IELTS bandwidth score by 0.5 or a TOEFL score by 25 points. Once accepted to study at Hannover, as a non-EU National you will need a Student Visa. You should find out how long it takes to apply for and receive a visa from your home country. For details and latest information, see the website of the Federal Foreign Office (www.auswaertiges-amt.de).

APPLICATION CLOSING DATES

The application closing date for citizens from EU Member States (incl. Iceland, Norway and Switzerland) is the **15th July**. The application closing date for Non-EU nationals is the 31st May. Applications received after the above dates will be considered on a case by case basis.

APPLICATION PACKAGE

When putting together your application package, please ensure the following:

- Completion of all sections of the attached Application Form. Please write clearly and use block capital letters. Also remember to sign the form.
- Inclusion of all supporting documentation, as certified copies.

SEND YOUR APPLICATION TO:

Leibniz Universität Hannover
Institut für Rechtsinformatik
– LL.M. Studiengang IT-Recht –
Königsworther Platz 1
30167 Hannover
Germany

Once we receive your application, we will send you a confirmation email. After an assessment has been made, we will again inform you by email.

SUCCESSFUL APPLICATION

If your application is successful, we will send you an Offer Pack by post. The Offer Pack includes: an offer of a place; an invoice and payment instructions and additional information about studying at Leibniz Universität Hannover. We also post the latest information on our website and publish it in our newsletter.

STUDENT VISA

Before coming to study at a German university you may need a student visa. Your nearest German Diplomatic representation can provide you with the necessary information and the forms to complete. When applying for a student visa, you must show the letter from the University confirming your Admission. **You must also prove you have sufficient financial resources to cover the visa's full validity.** Note there may be different requirements for different countries. Full details of visa and permit requirements, reporting requirements and advice on rights to employment in Germany while studying are available at www.auswaertiges-amt.de. Please note that all student visa applications are forwarded to the responsible immigration authority in Germany for approval. The entire procedure may take a minimum of 6 – 10 weeks. **Therefore, applicants are strongly encouraged to process their application well in advance.**

Leibniz Universität Hannover
Institut für Rechtsinformatik
- LL.M. Studiengang IT-Recht -
Königsworther Platz 1
30167 Hannover
Germany

IF AVAILABLE,
PLEASE ATTACH
PASSPORT PHOTO
HERE.

APPLICATION FOR ADMISSION TO THE POSTGRADUATE STUDY PROGRAMME IN IT- LAW FOR THE WINTER TERM

ALL sections must be completed. Please print clearly using block CAPITAL letters. Enclose one set of supporting documents with this application – documents must be originals or certified copies. Please mail your completed form faxed copies are NOT accepted. However, you are encouraged to supply your application via E-Mail in advance.

1. STUDENT PERSONAL DETAILS

Family Name (as shown on student passport)

Birth Name

Given Name(s) (as shown on student passport)

Degree/Title

Gender: female male

Place of Birth

Date of Birth (DD/MM/YY)

Country

State (where applicable)

Nationality

Native Tongue

2. CONTACT DETAILS

Email Address

(MUST be provided, as you will be advised by email throughout the application process)

Phone

Mobile

Students Postal Address (if a PO Box number is provided this may delay postage time)

Home Address (if applicable)

3. LANGUAGE SKILLS

To study IT & IP Law at Leibniz Universität Hannover you MUST be proficient in German or English. For your stay abroad, language requirements are prescribed by the respective partner university. For details, see www.eulisp.de. Documentary evidence of the following information must be supplied with this application.

German English French Spanish Italian

(other, please specify)

Required language was language of instruction in previous studies

I will sit/have sat a language proficiency test (IELTS, TOEFL, CPE, ILEC etc.) If you plan to take a TOEFL please do not opt for direct supply of official score reports upon registration with ETS, rather supply us with your score report.

Date taken/ to be taken

Test name

Result (if known)

4. QUALIFICATIONS AND ACADEMIC RECORDS

Please provide details and official documentation of your academic results for all university qualifications, both complete and incomplete.

Pre-university study

Name of Qualification	Country and institution	from / to	Result
<input style="width: 150px; height: 20px;" type="text"/>	<input style="width: 200px; height: 20px;" type="text"/>	<input style="width: 100px; height: 20px;" type="text"/>	<input style="width: 100px; height: 20px;" type="text"/>

Undergraduate

Name of Qualification	Country and institution	from / to	Result
<input style="width: 150px; height: 20px;" type="text"/>	<input style="width: 200px; height: 20px;" type="text"/>	<input style="width: 100px; height: 20px;" type="text"/>	<input style="width: 100px; height: 20px;" type="text"/>

Postgraduate (where applicable)

Name of Qualification	Country and institution	from / to	Result
<input style="width: 150px; height: 20px;" type="text"/>	<input style="width: 200px; height: 20px;" type="text"/>	<input style="width: 100px; height: 20px;" type="text"/>	<input style="width: 100px; height: 20px;" type="text"/>

Any results pending?

Are you currently awaiting results of any studies undertaken?

NO

YES – Indicate below when results will be available

Degree/Qualification	Country and institution	Results approx. available by
<input style="width: 150px; height: 20px;" type="text"/>	<input style="width: 250px; height: 20px;" type="text"/>	<input style="width: 150px; height: 20px;" type="text"/>

5. WORK EXPERIENCE AND COMPUTER LITERACY

Relevant work experience

If you have work experience relevant to this application, please supply details in a separate sheet.

Computer Literacy

To study IT & IP Law at Leibniz Universität Hannover, it is advantageous to possess a good computer and internet knowledge (please specify).

6. PREFERRED PLACE OF STUDY ABROAD

Indicate below your desired places of study abroad in order of preference. Note that some partner universities have limited intake capacities and thus we cannot guarantee a particular study place. The second semester **cannot** be spent at Leibniz Universität Hannover.

1. <input type="text"/>	2. <input type="text"/>
3. <input type="text"/>	4. <input type="text"/>

Tick this box if you opt for the Double-Degree programme. Please see www.eulisp.de for details.

7. CONFIRMATION OF RECEIPT

I would prefer a confirmation of receipt of my application by Email

I would prefer a confirmation of receipt of my application by post (stamped and addressed envelope must be enclosed)

8. OTHER INFORMATION

How did you learn of the course?

Advert Open Day Direct Contact Friends/Relatives/Alumni
 Prospectus Website Library

Other (Please Specify)

9. ADDITIONAL DOCUMENTS

Please attach to your application package the required additional documents in the following order (cover letter is not required):

- Letter of Motivation in German or English (max 2 two pages)
- Curriculum Vitae ("CV")
- Certificates of your qualification (certified copy)
- Proof of language skills (certified copy)
- Other certificates, confirmations, letters of recommendation, work experience (if applicable)

10. DECLARATION AND SIGNATURE

I hereby apply for admission to the Postgraduate Study Programme in IT & IP Law of the Faculty of Law of Leibniz Universität Hannover according to § 6 EULISP Admission Regulation for the

Winter Term

I supply the information on this form and in support of this application on the understanding:

- a. that it may be used for purposes relating to my enrolment as a student by members of the academic and administrative staff of Leibniz Universität Hannover; I agree to saving my personal data for the purpose of carrying out the admission procedure and to passing on my CV to the Partner University to which I am admitted;
- b. that I have the right to see and correct if necessary the information I have provided;
- c. that my application cannot proceed without my consent to the foregoing conditions;

I declare that all the information submitted on this application form and in the attached documents is correct and complete. I understand that Leibniz Universität Hannover reserves the right to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information. I acknowledge that if I provide incorrect or incomplete information this may result in the cancellation of my offer and/or my enrolment. I understand that it is my responsibility to provide all necessary documentary evidence of my qualifications and experience.

I am aware of the tuition and living costs associated with studying in the course and I am able to meet all expenses for the duration of my study. I understand that if I am unable to meet these costs, the University and the German Government will not be expected to help me.

Applicant's Signature

Place/Date

11. THE APPLICATION PROCESS – AT A GLANCE

TASK	DEADLINE/TIMEFRAME
1. Complete and sign Application	
2. Send application to Leibniz Universität Hannover / Institute for Legal Informatics	Non-EU applicants: 31. May EU-applicants: 15. July
3. LUH ascertains whether your application and supporting documents are complete	
4. LUH confirms receipt of application and in case of an incomplete application requests to submit missing documents	
5. Non-EU applicants will be selected and successful entrants will receive admission letters	June
6. Non-EU applicants send declaration of acceptance to LUH	June
7. If necessary apply for student visa	
8. EU applicants will be selected and successful entrants will receive admission	July
9. EU applicants send declaration of acceptance to LUH	August
10. All students will enroll at LUH	Midst – End of September

12. CONTACT & USEFUL LINKS

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www.eulisp.eu
www.uni-hannover.de
www.studentenwerk-hannover.de
www.hannover.de
www.daad.de
www.auswaertiges-amt.de