



Universität zu Lübeck



University of Applied Sciences

## **Master's Program "Biomedical Engineering" in Luebeck**

### **Application Procedure - Step by Step**

You can get the application forms by using the contact form at the homepage [http://www.mt-master.com/en:contact\\_for\\_application](http://www.mt-master.com/en:contact_for_application). Please follow the steps below to ensure the completeness of your application:

#### **Step 1**

Fill in the application form 1 and form 2 (Application\_Form\_2009\_1s.doc, Application\_Form\_2009\_2s.doc) carefully on the computer and send it per e-mail to: [info@mt-master.com](mailto:info@mt-master.com)

If you have problems opening the file or questions about filling in the application form, please contact us for help: [info@mt-master.com](mailto:info@mt-master.com)

#### **Step 2**

We will verify the completeness and correctness of your data; within two weeks you will receive per e-mail a verification notice about your application. Please do not send your completed documents by conventional post before receiving this verification notice!!! If your qualifications are not compatible with the prerequisites for our program, you will receive a notice of refusal from this course of study.

#### **Step 3**

After receiving the verification please print out the application forms 1 and 2 with your personal data (a black and white printout is adequate) and sign both forms. These hand signed application forms must be identical to the forms you have sent via e-mail!!! Please verify that you have signed the last pages of both forms; all unsigned application forms will be rejected!!!

Please DO NOT staple form 1 to form 2! Form 1 is for the department and form 2 is needed by the registration office.

Upon receiving the verification notice (see step 2) please send all of the required documents (see section 2 point B on the application form 1) together in one envelope by conventional post (airmail) to:

#### **Applicants who graduated in Germany**

Fachhochschule Luebeck -University of Applied Sciences -  
Zulassungsstelle / Registration Office  
Mönkhofer Weg 239  
23562 Luebeck / Germany

## **Applicants who graduated from a country outside Germany**

Fachhochschule Luebeck  
c/o uni-assist e.V.  
Helmholtzstr. 2-9  
10587 Berlin - Germany

In case you have to send your documents to uni-assist please be aware of paying the fee!

After receiving your application our registration office or the organisation "Uni-Assist" will send you, by conventional post or by email, the acknowledgement of receipt (We are not responsible for postal delivery delays!). Only after this step is completed, your application will participate in our official selection procedure.

### **Step 4**

You will receive a letter (by conventional post) with the official notification of the decision regarding your acceptance at the end of May or in June for non-EU countries and at the end of July or in August for EU countries. Please avoid asking about the admission decision during the selection procedure. We cannot answer such requests because it delays the process!

### **Step 5**

The dormitories in Luebeck are supported by the non-profit organisation "Studentenwerk Schleswig-Holstein", which is independent from our university. If you need a room in Luebeck after your arrival, please use the webpage <http://www.studentenwerk-s-h.de> and click on the link "WOHNEN" next to the English flag. Here you will find a link to the online form to apply for a dormitory room and the regulations and contract conditions.

## **Registration:**

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Upon acceptance by the University, please bring the original documents to the Registration Office for verification. Without these original documents, it will not be possible to register for the program.

We are looking forward to receiving your application soon, and to welcoming you to our University of Applied Sciences in Luebeck this autumn.

## **Scholarships**

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It is not possible for the University of Applied Sciences and the University of Luebeck to offer financial aid (like studentships) for students. However, you can contact the organisation "DAAD" (German Academic Exchange Service) or other organisations in your home country to apply for a scholarship for your studies in Germany.

For details, please visit the home page of the German central office of the DAAD or the homepage of the DAAD office in your home country if available.