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## How to apply to the LL.M. programme “Rechtswissenschaft für im Ausland graduierte Juristinnen und Juristen der Rechtswissenschaftlichen Fakultät”

This document includes the following information:

- I. General introduction
- II. Application process via uni-assist  
(Application, required documents, German language certificate)
- III. Miscellaneous  
(Tuition fees, scholarships, student housing, visa)

### I. General introduction

Since the winter semester of 1987/88, the Faculty of Law at the University of Cologne has offered a post-graduate programme in German law for all students who have already obtained a foreign law degree. The LL.M. programme is an accredited course of study which received reaccreditation in October 2015 for a further period of seven years. The LL.M programme aims at familiarizing post-graduate students with German law as well as enabling them to specialize in elective subjects. Upon successful completion of the exams, the Faculty of Law awards a “Master of Laws” (LL.M).

### II. Application

Your complete application dossier can only be submitted via **uni-assist e.V.** at [www.uni-assist.de](http://www.uni-assist.de)

Besides your application documents have to be **uploaded** on **KLIPS 2.0**.

Please note the following **deadlines**:

Your complete application dossier must be uploaded on [www.uni-assist.de](http://www.uni-assist.de) and sent in by post by **15 January** for the respective summer semester and by **15 July** for the winter semester. After these deadlines, application documents are not taken into consideration. Only complete application dossiers with all relevant attachments will be considered within the selection process.

Please note that uni-assist e.V. charges an application fee that currently amounts to EUR 75,00. This payment does not benefit the University of Cologne, but represents a service charge for the preliminary examination of the international application documents. Your application will only be processed after payment on the due date.

Application documents cannot be submitted directly to the University of Cologne. Documents sent to the University of Cologne will not be taken into consideration in the selection process.

For further questions concerning your application documents, please contact uni-assist e.V. by e-mail ([service@uni-assist.de](mailto:service@uni-assist.de)) or phone (+49-30-666 44 345).



For all questions concerning the LL.M. programme, please contact Ms Diana Nimsch by e-mail ([llm-zib@uni-koeln.de](mailto:llm-zib@uni-koeln.de)) or phone (+49-221-470 6908).

The following documents must be included in the application dossier:

### **Application for admission**

First of all, you need to register on <https://www.uni-assist.de/online/Frontend/?lang=en> and fill in the application form (Antrag auf Zulassung) for our LL.M. programme "Rechtswissenschaft für im Ausland graduierte Juristen" (Studiengangschlüssel: 88593, LL.M. Ausl.grad.Jur.).

For a sample application, please see <http://www.inobis.de/sample-application.html>.

Please submit this application form as well as your application dossier with certified copies to:

uni-assist e.V.  
Geneststraße 5  
10829 Berlin  
Germany

Please note: Your application will only be processed by uni-assist.de and forwarded to the University of Cologne upon payment of the service charge of 75,00 EUR.

1. **Curriculum vitae** in German (including address, e-mail address and phone number)
2. A **letter of motivation** explaining why you are applying for "LL.M. für im Ausland graduierte Juristen"
3. Certified copies as well as certified copies of translated documents of the following:
  - **School leaving certificate (including subjects and grades)**
  - **University entrance qualification** (if required in your home country)
  - **Previous academic achievements and degrees (including subjects and grades)**

All copies have to be certified by a public authority. A translation into German or English must be delivered by a sworn translator or German/British/US consulate. All degrees need to indicate exam grades of taken subjects.

4. Copy of your **passport**

### **5. Further Documents**

Letters of recommendation and proof of scholarships are not required, but can be attached optionally.



## 6. Language certificate

Upon successfully completing the “Deutsche Sprachprüfung für den Hochschulzugang [DSH]” (=language proficiency test required for entry to a German university) or an equivalent test, you may directly apply to our LL.M programme. Please note that **only DSH-2 and DSH-3** are accepted.

The following German language proficiency tests are recognized as being equivalent to DSH:

- TestDaF with the minimum result of 4 in each of the four examination parts
- GoetheZertifikat C 2
- Deutsches Sprachdiplom der Kultusministerkonferenz (KMK) – DSD II
- Telc C-1 Hochschule
- Telc Deutsch C-2

The above language certificates are valid without any time limit.

Please note: Enrolment in the LL.M programme requires proof of the required language certificate before the beginning of the semester.

All the documents (except the “Antrag auf Zulassung”) also have to be **uploaded** on **KLIPS 2.0**:  
<https://klips2.uni-koeln.de/co/webnav.ini>

## III. Miscellaneous

### 1. Tuition fees at University of Cologne

Since the winter semester of 2011/12, students no longer have to pay tuition fees. Yet, there is a small charge of about EUR 250 to cover various costs such as a ticket for public transportation (including buses, trams, metro, regional trains, etc.) within the entire state of North Rhine-Westphalia for the entire semester (six months).

Learn more at <http://www.asta.uni-koeln.de/service/das-semesterticket/> (in German).

### 2. Scholarships

Find information on scholarships here: <http://international.uni-koeln.de/6936.html?&L=1>

### 3. Housing in Cologne

Students in Cologne need an average of EUR 750 per month for living expenses including housing. Depending on your lifestyle your monthly expenses may vary of course.

Once you are admitted, we strongly recommend that you start looking for a flat as soon as possible. The “Kölner Studentenwerk” (“student union”) maintains about 89 student residences in Cologne.



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Please check [www.kstw.de](http://www.kstw.de) in order to apply for a room in a student residence, a room in a private home or to learn more about the “Kölner Studentenwerk”.

Please understand that we are not able to find accommodation for you. Please use the bulletin boards or the internet instead.

#### **4. Visa Requirements**

In case you require a visa to travel to Germany (does not apply to citizens of the European Union), you need to apply for a student visa prior to your studies at the University of Cologne. Make sure not to apply for a tourist visa since it cannot be converted into a student visa afterwards.

If you have any questions concerning your international application at the University of Cologne you can contact the International Office. Find information on how to contact them here: <http://international.uni-koeln.de/6938.html?&L=1>

**We wish you the best of luck for your application!**