Master Paper Technology - Information on application

Recognition of foreign certificates
In order to apply at Munich University of Applied Sciences (MUAS) candidates with a first degree from a non-German institute must prove, that their Bachelor’s degree is equivalent to a German first degree. This means for you, that you have to apply first to uni-assist to validate your degree from your home country. Uni-assist will assess your Bachelor’s degree and decide if it meets the requirements for entering a Master’s degree program in Germany. After this verification process, you can apply to MUAS.

You find all relevant information for your application at uni-assist on their website: http://www.uni-assist.de/index_en.html.

Please submit the following documents to uni-assist:
• certified copies of the original school certificates and university degree
• certified translations of the above if certificates are issued in another language then German or English
• Proof of English knowledge (if already available)
• Employment reference letter (if already available)
• CV
• copy of your passport
• printed and signed copy of uni-assist's application form

Uni-assist will send a preliminary documentation (VPD) to you. Please hand in the preliminary documentation together with our specific application form as well as additional documents. One advantage for you: The document you receive from uni-assist can be used directly to apply for a visa for study applicants in the visa section of the German Embassy / German consulate in your home country, too. Please note that uni-assist charges an administration fee for their services (http://www.uniassist.de/regulation-fees.html).

Exception regulation:
Applicants from China, Vietnam or Mongolia have to submit the certificate of APS ("Akademische Prüfstelle") as well.
Akademische Prüfstelle des Kulturreferates der Deutschen Botschaft Peking
Landmark Tower 2, Office 0311
Stand: 26.1.2016_bo
Chaoyang District, 8 Dongsanhuan Beilu
100004 Beijing VR China
Tel.: +86 10 6590-7141*
Fax: +86 10 6590-7140
Email: kuaps@163bj.com
Website: www.aps.org.cn or www.peking.diplo.de
The APS certificate has to be submitted together will all documents to uni assist if there is no average mark. If there is an average mark, you can apply directly to MUAS.

Application
You find the application form for Munich University of Applied Sciences on our website. Information on the required application documents can be found on the application form. You can send us the application form and necessary documents by email: wolff@ivp.org. The Master courses will start biannually, on March 15th and October 1st. Application is possible anytime, but please consider that the visa process takes up to 8 weeks.
Visa for Germany
- Before entering the country, please apply for a visa from the responsible embassy or consulate in your home country.
- Please note that it will take 4-8 weeks to process your application! Make sure you have all requested documents ready for your appointment with the embassy.
- At least two original copies of the application form must be submitted in the relevant language to the diplomatic agency.
- The approval process takes up to eight weeks. You must have approval from the German Bureau for Foreigners (KVR in Munich).
- The visa is issued for three months and must be extended at the KVR as residence permit for academic purposes.
Please contact the German Embassy in your home country for further details

Tuition fee
The tuition fee for the post-graduate master program amounts to 10,000 EURO. It’s for the total 4 semester course. It may be paid by 4 installments of 2,500 EURO. 117 EURO have to be added each semester for general study purposes.