Cover letter

Surname: _____

First name: _____

Application number: BW-_____(7 digits) **Year of graduation (Bachelor):** _____

1. CV ☐

2. English Language test ☐ _____ Score: _____
or other proof of Englisch proficiency ☐ Which? _____

3. BSc transcript final? ☐ Preliminary? ☐ ☐ BSc certificate

4. Self-made table stating modules for minimum requirements ☐

5. Your Grade in numbers, can be preliminary: _____

6. Grading system of your degree: Minimum passing grade :_____
Maximum passing grade :_____

7. Length in years (actual/standard): _____/_____

8. Official degree description, diploma supplement ☐

9. Name of your study program: _____

10. Name of your university and country: _____

11. Additional documents ☐

Explanations:
Please fill in your personal details accordingly. Checking a box (or filling in information) means that you provide those documents in your application.

1. CV

2. Provide your proof of proficiency in English. Check the list of accepted tests / certificates, and the corresponding requirements. (see https://www.inf.uni-hamburg.de/en/studies/master/dsai/msc-dsai-application.html)

3. Provide your transcript of records - final or preliminary. If you are still studying, check the second box. Check the box if you can provide a copy of your final bachelor certificate. If not, provide an official letter stating when you will finish.

4. Provide your self-made (ideally table-style) description of your modules attesting that you fulfill the minimum requirements (see https://www.inf.uni-hamburg.de/en/studies/master/dsai/msc-dsai-application.html)

5. State your final/preliminary grade in numbers. If you have not yet finished your degree, state your current cumulative grade average. State the page numbers of your application displaying the grade in an official document. Highlight the grade on this document

6. Provide your degree's grading scale/system in numbers, containing the minimum passing grade, the maximum grade. The scale has to match with the grade you have stated in 5. State the page numbers of your application displaying the scale in an official document. Highlight the scale on this document.

7. State the actual length, which you have already studied in years and the standard period of study of your degree.

8. Provide a degree description = diploma supplement. It's an official document providing information about your degree: standard period of study, explanation of the degree's credit system, grading system, in-class hours/contact hours, weeks of contact hours, length of a semester. This information is needed to estimate ECTS and compare your degree to the European System. Highlight the important parts in your documents.

9. Please state the name of the Bachelor program you are applying with, e.g., Information Technology, Telecommunication & Engineering.

10. Please state the name of your university and country, e.g., Visvesvaraya Technological University, India; Universität Osnabrück, Germany.

11. Did you provide any additional documents, such as proof of professional experience, research projects, etc?

Order of your documents for application: This page, CV, Language Test, Transcript, Self-made table of modules, Bachelor Certificate, Grade, Grading Scale, diploma supplement, additional documents.

You need to provide official proof of your grade, grading system, bachelor certificate, transcript, date you will finish your degree, language proficiency test score, diploma supplement! Do not send incomplete applications or applications that do not fulfill the formal requirements. These applications will be rejected directly.

For more information, please visit:
https://www.inf.uni-hamburg.de/en/studies/master/dsai/msc-dsai-application.html