



Medizinische Fakultät Mannheim
der Universität Heidelberg
Universitätsklinikum Mannheim



**APPLICATION FORM INTERNATIONAL MASTER PROGRAMME
TRANSLATIONAL MEDICAL RESEARCH**

starting September

please enter year

application period: February 1st - March 15th of respective year

Where did you first read about this programme?

1. Personal Details:

First Name(s) _____

Family Name _____

female male diverse (please tick as appropriate)

Place of Birth (City, country) _____

Date of Birth (DD.MM.YYYY) _____

Nationality _____

Correspondence Address _____

Email _____ Phone _____
(including country code)

Back-up Email _____

Contact in case of emergencies:

Name _____ Relationship to you _____
(first name, family name)

City, Country _____ Phone _____
(including country code)

Email _____

2. Educational Background

2.1 Please indicate your higher education (university) entrance qualification
(e.g. GCE, Bacculaureate, High School diploma or equivalent)

Title _____ Place and Date of Issue _____

2.2 Please provide a complete list of your university studies

Name, place and country of University	Subject	Dates (from – until)	Degree	Final Grade achieved*

*Please attach evidence of academic achievements (see end of this form) including the grading scheme used at the respective institution.

2.3 Subjects studied

Please fill in the course name and number of ECTS credits for the selected subjects listed below (if you have studied them). One ECTS credit corresponds to 30 hours of study.

Subject	Course name <i>(In some cases, a subject is covered in a course, even though this is not evident from the course name)</i>	Grade, if completed (otherwise enter "Ongoing")	ECTS credits <i>(see above)</i>
Anatomy			
Biochemistry			
Cell Biology			
Immunology			
Microbiology			
Molecular biology			
Pathology			
Physiology			

3. Relevant work experience

Please provide a list of your relevant work experience (start with the most recent/current).

Name and country of workplace	Position	Dates (from–until)	Responsibilities

4. Achievements

Please list your most significant achievements (e.g. publications, scholarships, awards, memberships, exchanges abroad).

Date(s)	Achievement

5. Motivation

Explain why you would like to join the TMR programme (*Your text should fit in the box. Any text that does not fit in the box cannot be assessed by the evaluators.*).

6. Qualities

Describe the main qualities that make you suitable for the TMR programme (*Your text should fit in the box. Any text that does not fit in the box cannot be assessed by the evaluators.*).

7. Other Information

7.1 English Proficiency

(Your English proficiency must be proven by a TOEFL/IELT/CAE/CPE certificate. For exemptions, see information at the end of this document.)

7.2 Other Languages

Please indicate level (excellent, good, fair, basic) _____

7.3 Computer skills _____

7.4 Any other skills related to study _____

7.5 Laboratory experience:

- I obtained at least 1 ECTS (30h) laboratory experience which can be deduced from my transcript of records. Course Name: _____ Year: _____
- I have at least 1 ECTS (30h) laboratory experience and have added proof to my application.
- I do not have 30h of laboratory experience and would like to participate in a Basic Laboratory Course at the beginning of the TMR program to fulfill the requirement.

7.6 Financial Statement

Universities in Baden-Württemberg charge a tuition fee of currently 1500 € per semester for students from countries outside of the EU (European Union) and/or EEA (European Economic Area) for Bachelor and Master programmes. This fee must be paid in addition to the usual semester fee of ~ 200 € which all students have to pay. Fees need to be paid upon enrollment. For more information, please contact studium@uni-heidelberg.de.

If you are a resident of a non-EU and non-EEA country:

How are you going to finance your studies?

If you receive a scholarship:

Name of Sponsor _____

Duration of Scholarship _____

I confirm that I am aware that I need to have the fee available at enrolment.

Signature

Please sign using the „Fill & Sign“ tool in Adobe Acrobat Reader

PLEASE FILL THIS APPLICATION FORM ELECTRONICALLY

You should then submit it via the heiCO application portal.

PLEASE ENCLOSE THE FOLLOWING DOCUMENTS

**) For application, electronic documents can be submitted. In case of admission, physical certified documents are required and need to be sent per postal mail/ brought to the Student Portal in Heidelberg for enrollment registration. If education was in China, India or Vietnam, APS approval of certificates is needed additionally.*

▶ **Certified*) Educational Certificates**

If original certificates are not in German or English, please also attach an official English translation.

▶ **Certified*) Transcript of Records**

If possible, please include the comparative grades (class percentage/ rank), and an explanation of the applied grading scheme.

The two items above apply to the degree upon which your application is based (e.g. bachelor's or master's degree).

▶ **Proof of proficiency in the English language (IELTS, TOEFL or CAE/CPE) or proof of exemption (see page 7 for more information)**

▶ **CV (Curriculum Vitae/ Resume)**

▶ **Personal statement/ Letter of motivation** - as part of this form (sections 5 and 6), and, optionally, in a more extended version submitted as a separate document.

▶ **If not in your transcript of records:** Proof of at least 1 ECTS (30h) of laboratory experience. If this proof is not provided you will need to take at least a short basic lab skills course at the beginning of the TMR program.

▶ **Copy of the main pages of your passport**

PLEASE ARRANGE FOR THE FOLLOWING DOCUMENTS TO BE SENT

▶ **Two letters of recommendation**

from former supervisors or employers, preferably university professors or similar. Please keep in mind that **only two** letters of recommendation will be considered. They should be sent directly by your former supervisor/employer to the TMR administration office via email (msctmr@medma.uni-heidelberg.de).

With my signature, I confirm that the information given above is correct and complete. An application with missing documents is regarded as invalid and will not be processed. I know that incorrect information may result in refusal or revocation of the enrolment. I understand that my documents will not be sent back.

(Date and Signature of Applicant)

Please sign using the „Fill & Sign“ tool in Adobe Acrobat Reader

Medical Faculty Mannheim of Heidelberg University – MSc Application Form

Legal basis for data handling

Individual data shall be collected, stored and processed in performance of the lawful functions of the university (including its faculties, central bodies, institutes and secretariats) pursuant to paragraphs 2, 32 to 38, and 58 to 62 of the University Act of the State of Baden-Württemberg (Landeshochschulgesetz, hereinafter LHG) of January 1st, 2005 (GBl. No. 1, p1 et seq.) and pursuant to the Data Protection Act of the State of Baden-Württemberg (Landesdatenschutzgesetz, hereinafter LDSG). The regulation issued by the Ministry of Science pursuant to paragraph 12 of the LHG on the collection and processing of personal data of January 1st, 2005 (GBl. No.1, p1 et seq.) permits such data to be transmitted to third parties, in particular to other universities, statutory health insurance agencies, child benefit funds of government employment offices, public relief associations and the salary office of public employers, if the requirements in paragraphs 13 to 16 of the LDSG have been satisfied.

TMR administration office:

msctmr@medma.uni-heidelberg.de

Please note the following: All documents must be uploaded to **heiCO** at the latest on **March 15th**. Only complete applications with all required documents will be processed.

One of the following tests needs to be provided to prove your English proficiency:

- **IELTS – Academic:** Minimum overall score of 6.5, with a minimum of 6.0 in each section
- **TOEFL iBT (Internet-Based Test):** Minimum overall score of 92, with a minimum of 21 in each section
- **TOEFL CBT (Computer-Based Test):** Minimum overall score of 237, with a minimum of 21 in each section
- **TOEFL PBT (Paper-Based Test):** Minimum overall score of 580, with a minimum of 55 in each section
- **Cambridge English Certificates:** *Certificate of Advanced English (CAE) / Certificate of Proficiency in English (CPE)*

Please keep the following in mind:

- IELTS and TOEFL scores must be **less than two years old** (this rule does not apply to CAE and CPE certificates).
- Only the above-mentioned test modalities will be accepted (IELTS – General Training will **NOT** be accepted, and neither will be institutional TOEFL tests).
- You may still apply and be considered even if you have not yet taken an English proficiency test, or while your test score is still unknown, insufficient or too old. In this case, final admission will depend on passing one of the above-mentioned tests **before the start of the programme**. If you are in such a situation, please inform the admissions office of the date on which you plan to take the test.

Submission of test results:

- **IELTS:** Please provide a copy of your score report, we will verify the score online.
- **TOEFL:** Please provide a copy of your score report, and submit a request with ETS to allow us to access your test results in the ETS online database (institution code 6446).
- **CAE/CPE:** Initially, a copy of the score report can be sent. If you are admitted to the programme, we will require a certified copy of the certificate.

Exemptions: All applicants must provide proof of proficiency in English with their applications. Only applicants who meet either of the following requirements are exempt from doing so:

- **Native English speakers** who have completed their **secondary education** in any of the following countries:
Australia, Canada, Ireland, New Zealand, UK, USA
- Applicants who have completed their **bachelor education** in any of the following countries:
Australia, Canada, Ireland, New Zealand, UK, USA

Applicants from other English-speaking countries are **NOT EXEMPT** from providing an English proficiency certificate. A certificate stating that English is the main language of instruction at the University is not sufficient, unless it is from one of the above-mentioned countries.