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## How to apply to the LL.M. programme “Rechtswissenschaft für im Ausland graduierte Jurist\*innen der Rechtswissenschaftlichen Fakultät”

This document includes the following information:

- I. General introduction
- II. Application process via uni-assist and Klips 2.0  
(Application, required documents, German language certificate)
- III. The LL.M.’s purpose
- IV. Further information  
(Tuition fees, scholarships, student housing, visa)

### Important information!

Due to the Corona pandemic:

It is not required to send the required documents at uni-assist via post during the pandemic.  
It is sufficient to upload the **scanned** documents.

## 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

The application process has two steps:

1. First you need to register at “**uni-assist e.V.**” on the website [www.uni-assist.de](http://www.uni-assist.de) and demand a "Vorprüfungsdocumentation" (VPD). A list of the required documents and further information regarding the procedure at uni-assist may be found on [VPD](#).
2. After receiving your VPD you apply via [Bewerbungsportal Klips 2.0](#) with the required documents.

Please note the following **deadlines**:



Your complete application dossier must be uploaded on [www.uni-assist.de](http://www.uni-assist.de) and sent by **15 July** for the winter semester. After this deadline, 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 Mr Vincent Stelzhammer by e-mail ([llm-zib@uni-koeln.de](mailto:llm-zib@uni-koeln.de)) or phone (+49 (0) 221-470 6367).

The following documents must be included in the application dossier via **uni-assist**:

1. an officially certified copy of your degree certificate (if already available)
2. an officially certified copy of the overview of subjects and grades (transcript of records)
3. an officially certified translation if the original documents were not issued in German or English Language
4. Applicants from China and Vietnam are required to also submit a current APS certificate.

After receiving the VPD you need to upload the following documents on **Klips 2.0**:

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 Jurist\*innen“
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 (please upload in “further Documents”)**

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.

These certificates are valid in perpetuity without time restriction. The language certificate must be submitted by the application deadline. Subsequent submission of a language certificate is not possible.

### III. **The LL.M.’s purpose**

The Master's degree in this programme is an additional qualification to the law degree already achieved in the home country. “Home country” or “country of origin” means the country in which the first law degree was obtained. The Cologne Master's degree programme intends to provide an overview of the German legal system and imparts a specialisation and particular expertise in addition to the knowledge gained in the home country. According to § 3 of the doctoral regulations of the Faculty of Law of the University of Cologne of 26 October 2010, it is a regular prerequisite for admission to doctoral studies at the Cologne Faculty for lawyers who have not graduated in Germany.

The career opportunities given by the Master's programme depend on the student's country of origin. Primarily, the programme prepares students for qualified cross-border work in their home country. In the past, particularly high-achieving graduates have qualified for positions in international business law firms based in Germany or other EU countries or as clerks in the German civil service. Others have gone on to complete a doctorate in law. The experience since the programme was founded in 1987 has also shown that the Master's programme can significantly facilitate the preparation for lawyers with a legal degree obtained in an EU state



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other than Germany for the qualifying examination to become a European lawyer within the meaning of §§ 16 ff. EuRAG. Passing this examination is required for practising as a lawyer in Germany without a German state law examination.

#### **IV. Further information**

##### **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 280 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 [https://uccard.uni-koeln.de/faq/electronic\\_public\\_transport\\_ticket\\_for\\_students/index\\_eng.html](https://uccard.uni-koeln.de/faq/electronic_public_transport_ticket_for_students/index_eng.html) (in German).

##### **2. Scholarships**

Find information on scholarships here: <https://portal.uni-koeln.de/international/studium-im-ausland/foerdermoeglichkeiten-ausland> .

##### **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 Studierendenwerk” (“student union”) maintains about 89 student residences in Cologne.

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 Studierendenwerk”.

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: <https://portal.uni-koeln.de/international/internationale-forschende/visum-und-aufenthaltstitel>.

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



# Universität zu Köln

Zentrum für Internationale Beziehungen der  
Rechtswissenschaftlichen Fakultät

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