



Application for admission to the
MA programme
Global Studies with a special emphasis on Peace and Security in Africa

Submission checklist

Please tick the boxes next to the documents you have included to your application package. Do not enclose any other documents to your application than the documents indicated below.

Note: Your application documents, no matter if by e-mail or post, must be arranged in the given order. Incomplete applications may be dismissed. If specific documents (e.g. bachelor certificate) are only available to you after the application deadline, please inform us about this in an e-mail and send them to us as soon as you receive them.

Your application to Leipzig University AND Addis Ababa University includes the following documents as a single PDF file:

- completed and **signed** appl. form
- chronological CV (3 pages maximum)
- letter of motivation
- high school diploma *
- bachelor certificate and transcript of records *
- master certificate and transcript of records *
- proof of English skills*
- proof of nationality (passport copy)
- 2 passport size photos (in the digital application the photo must be sent as a separated file)

* Important: The submitted documents must be either original or certified copies. Plain copies of documents or plain copies of certified documents do not comply with the application requirements and will be rejected. It is not sufficient to send original or certified copies to only one of the institutes.

Postal addresses in Leipzig and Addis will be communicated to selected applicants.



This application form is a fully writeable document. We strongly recommend to fill it in on a PC before printing it out. Applicable boxes have to be checked (☑). For your convenience, we provide you with more information and instructions at the end of the form under the section “guidelines”.

I Personal details

Surname (s), birth name (if applicable)

First name (s)

Birth place (place, country)

Date of birth (dd/mm/yy)

Address of correspondence

Nationality / nationalities

Name/ c/o

E-mail address (your main address)

Street / House

Title Ms Mr

Zip code/PO BOX

Postal district

Country

II Reason for application and inteded MA

What reasons encouraged you to apply for the MA programme? (10 lines)

III Educational and professional background

School education

from	to	details (type/ name/place)
		<input type="text"/>
		<input type="text"/>
		<input type="text"/>



School leav. Certificate

date (mm/yyyy)	place (municipality, country)	original name of certificate

Further education and training after school

Academic studies

Degree (1) Name of studies final grade date of graduation

From (mm/yy) until (mm/yy) university place of university

Subjects (indicate manor and major if applicable)

Degree (2) Name of studies final grade date of graduation

From (mm/yy) until (mm/yy) university place of university

Subjects (indicate manor and major if applicable)

Degree (3) Name of studies final grade date of graduation

From (mm/yy) until (mm/yy) university place of university

Subjects (indicate manor and major if applicable)

courses passed

title of courses	grade



Language proficiency

Language	Proficiency

Time spent abroad

From	To	Details (activity/place)

Work experiences

From	To	Details (occupation/ activity /internships)

Have you already applied for a grant? Yes No

If yes, please indicate the Foundation or Institution and the status of your application.

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If not, what kind of financing is envisaged?

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Place

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Date

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Signature

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General instructions for the application to the
MA programme
Global Studies with a special emphasis on Peace and Security in Africa

We thank you very much for your application to the Master's course in Global Studies (with a special emphasis on Peace and Security in Africa). Please be informed in the following on the selection criteria as well as on deadlines and timetables. In case you have any questions, please see the Frequently Asked Questions section (FAQs) on our websites first. For further enquiries related to the application process, please contact janine.klaege@uni-leipzig.de OR yohannes.t@ipss-addis.org.

Selection criteria

Decisions for admission are made by the GESI/IPSS selection committee upon the following criteria:

- study results (academic excellence) and quality/recognition of home institution having awarded the previous degree(s)
- motivation and academic potential
- match of previous degree(s) with the master's course in Global Studies (with a special emphasis on Peace and Security in Africa)
- level of language skills
- work experience and professional qualification

Deadlines and timetables

- The complete application (application form and all necessary documents listed below) has to be e-mailed as **a single PDF** to the following addresses: janine.klaege@uni-leipzig.de, yohannes.t@ipss-addis.org AND academicprogrammes@ipss-addis.org. Only selected candidates will need to post the application documents without folders, staples and paper clips to both the Global and European Studies Institutes in Leipzig and the Institute for Peace and Security Studies in Addis Ababa. Within two to three weeks after the application has arrived at both offices, a confirmation of receipt will be sent to the e-mail address the applicant indicated in the form.
- At the end of the form, we provide useful information on how to prepare carefully your application both in digital and hardcopy form.



Guidelines

These guidelines are meant to give you useful input to carefully prepare your application for the MA programme.

How to complete the application form

Surname(s), first name(s): Indicate the complete name as it is shown in your passport, even though you usually only use one of your surnames or first names in your everyday communication.

Birth name: In case, you have changed your name (e.g. due to marriage), indicate your former name, comma-separated, too.

Date of birth: If your exact date of birth is unknown or your documents show several dates of birth, fill in the date which is shown in your passport.

Address of correspondence: This is your postal address. If you want to indicate a PO Box in the line zip code, please type in PO Box followed by the number.

E-mail address: Do not enter more than one e-mail address and make sure to indicate the address you regularly use. Regularly check your spam folder for messages that might have been falsely tagged as spam.

Reasons for application: Summarize your motivation to apply for the programme. The field does not replace your motivational letter.

School education: Please list all schools which you have attended until completing your secondary education.

School leav. certificate: The diploma you have been awarded after finishing the second. school education.

Further education after your secondary training: This field is not for academic studies or professional qualifications, you may fill in workshops here.

Degree: Please use common abbreviations of your degrees without dots, such as BA, MSc or MPhil. **Date of graduation:**

Please indicate the month and year of graduation, i.e. mmyy.

Subjects: Use comma-separated running text. Major and minor subjects should be indicated as such. **Courses passed:** Indicate only the courses which are relevant to the MA programme you are applying for.

Language proficiency: After typing in the language you speak, indicate the level by choosing an entry from the drop-down box next to it. If you have received a TOEFL/IELTS/CPE/CAE certificate, fill the name and result into the drop-down box, i.e. IELTS: 6.5.

Professional qualifications: This field is not for academic studies. You may indicate, e.g., vocational trainings.

Time spent abroad: Indicate stays for educational or professional purposes but no holidays.

Further education: This field is not for academic studies or professional qualifications, you may fill in workshops and others here.

How to prepare the application

When e-mailed, the application form and scanned documents must be submitted as a single pdf document; i.e. after completing the form you have to convert it to a pdf file, e.g. by using Acrobat Professional or a free pdf converter like PDFcreator. The documents must be sorted in the order given above and remember that signature is of importance for application and for the hard-copy version that we will require if you are accepted. We kindly request you to reduce the file size, e.g. by changing your scanner settings from a very high resolution to a lower one.

If specific documents are only available after the deadline, please indicate this in an e-mail to janine.klaege@uni-leipzig.de and yohannes.t@ipss-addis.org and hand them in as soon as you get them. When you are asked for the hard-copy application, please sort it in the order given above. Make sure you include all necessary documents.