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IAS

HEIDELBERG
CENTER FOR
IBERO-AMERICAN
STUDIES



UNIVERSITÄT
HEIDELBERG
ZUKUNFT
SEIT 1386

Ibero-American Studies: Master's program Communication and Society in Ibero-America

Application checklist – for international students

- Application form for admission to the master's program**
- Unnotarized copy of your passport**
- University degree certificates and transcripts of records**
- Letter of motivation (in English or Spanish);** should answer the questions listed in the description of this document below.
- Proof of Proficiency in English (level C1 according to CEFRL)**
- Proof of Proficiency in Spanish (level B2 according to CEFRL)**
- Statement about ongoing examinations**
- Certification of financial support** (only for non-EU/EEA applicants)

Please note: In the case of admission, applicants must submit their university entrance qualifications at the latest when enrolling at Heidelberg University. We recommend that you also submit these documents with your application for the master's program.

- Certified copy of the exmatriculation certificate entitling the holder to pursue higher education in the country of origin or a similar university entrance qualification**

For more information about the required documents and for links to the corresponding forms see below.

Application procedure

Printed Documents must be sent by regular mail to the University Relations Office at the following address:

Universität Heidelberg
Dezernat Internationale Beziehungen
Zulassungsstelle Masterprogramme
Seminarstraße 2
D-69117 Heidelberg

AND also via email to the HCIAS program coordination at **study(at)hcias.uni-heidelberg.de**.

Further information

Application form for admission to the master's program

- Download: [here](#)

Unnotarized copy of your passport

- passport page with name in Latin transcription
- Alternatively: identity card (only for EU/EEA citizens)

University degree certificates and transcript of records

- In the case of foreign higher education and university certificates, the grading system used at the foreign institution of higher education must be taken from the attached Transcript of Records, as this is required to determine the German equivalent grade. The grading system must indicate both the minimum and maximum grades to be achieved.
- If the degree has not been obtained by the end of the application period, a provisional certificate from the university with all the work completed by this deadline must be submitted + provisional transcripts of records

Letter of motivation (in English or Spanish)

- max. 2 pages, Arial 10, line spacing 1,5
- Must explain the specific motivation for applying for the master's program "Communication and Society in Ibero-America" referring to the applicant's thematic and regional areas of interest. It should answer questions such as the following:
 - Why do you want to participate in this master's program and what interests you especially about the program?
 - What is your educational/scientific background and how does it relate to the master's program?
 - What do you expect from the master's program?

Proof of Proficiency in English (level C1 according to CEFRL)

- Potential proof:
 - University entrance qualification or University degree from an English speaking country or an English language university degree

- An undergraduate university degree with at least 50% of English philology (or related subjects)
- A minimum score of 90 in the internet-based **TOEFL**
- A minimum score of 7.0 in the **IELTS**
- Certificate of a C1 level from the Heidelberg University's Language Centre
- Other certificate (If you have a certificate that is not listed above, please contact us at [study\(at\)hcias.uni-heidelberg.de](mailto:study(at)hcias.uni-heidelberg.de))

Proof of Proficiency in Spanish (level B2 according to CEFRL)

- Potential proof:
 - University entrance qualification or University degree from a Spanish speaking country or a Spanish language university degree
 - An undergraduate university degree with at least 25% of Spanish philology (or related subjects)
 - **DELE** from the Instituto Cervantes certifying a B2 Nivel Avanzado
 - Certificate of a B2 level from the Heidelberg University's Language Centre
 - Other certificate (If you have a certificate that is not listed above, please contact us at [study\(at\)hcias.uni-heidelberg.de](mailto:study(at)hcias.uni-heidelberg.de))

Statement about ongoing examinations

- A statement as to whether the applicant has definitively failed an examination in the master's program or in related programs with essentially the same content or whether the applicant is no longer entitled to participate in the examinations for other reasons, or whether the applicant is in an ongoing examination process for a similar program.
- Download: [here](#)

Certification of financial support

- NOT required for applicants from EU/EEA countries and residents
- Download: [here](#)

Officially certified copy of the school leaving certificate entitling the holder to pursue higher education in the country of origin

- e.g. Abitur, high school diploma, Baccalaureate, etc.
- including the corresponding transcripts of individual grades
- officially certified copies of the certificates or transcripts of university entrance examinations passed abroad, including the corresponding transcript of grades and - if available - the letter of admission to the foreign university. In addition (except for German and English language documents), a certified translation in German or English is required
- If applicable: copy of the certificate of the passed assessment test, if such a test was taken in Germany, including the corresponding individual grades overview

Learn more on our [website](#).

If you have any further questions regarding your application, please contact us at: [study\(at\)hcias.uni-heidelberg.de](mailto:study(at)hcias.uni-heidelberg.de).