

Please read the "Information regarding your application & application requirements" at the end of this document carefully. Please write clearly and in block capitals.

APPLICATION FORM for the academic year: _____

1. PERSONAL DATA

Surname

(please, use exactly the same name as in your passport and please underline main name)

First Name(s)

Male

Female

Academic Title

Date of birth (day/month/year)

Place of birth

Country of birth

Married

Single

Number of children

Country of permanent residence

Mailing address, where you may be contacted at any time

Telephone

with area code

e-mail

2. HIGHER EDUCATION (UNIVERSITY OR OTHER DEGREE-AWARDING INSTITUTION)

from	to	at	Subject

Degrees held

Date (dd/mm/yy)	Exact degree title	Subject	Degree Result

3. SECONDARY SCHOOL EDUCATION

from	to	Type/Name of Examination

Awarded on Result(s)



4. PROFESSIONAL WORK EXPERIENCE (AFTER COMPLETION OF FIRST DEGREE STUDIES)

Date (from - to)	Country	Company	Position

Main Responsibilities

[Empty text area for Main Responsibilities]

Date (from - to)	Country	Company	Position

Main Responsibilities

[Empty text area for Main Responsibilities]

Please add an extra sheet if necessary

5. WHAT PROFESSIONAL CAREER DO YOU ENVISAGE?

[Empty text box for professional career]

6. LANGUAGE SKILLS

Language	Very good	good	fair	poor
[Empty text box]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[Empty text box]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[Empty text box]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[Empty text box]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[Empty text box]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. WHAT ARE YOUR EXTRACURRICULAR INTERESTS?

[Empty text box for extracurricular interests]

[Empty text box for extracurricular interests]

8. DOES YOUR EMPLOYER SUPPORT YOUR APPLICATION?

No Yes (if possible enclose confirmation from your employer)

If yes, in which way?

[Empty text box for employer support details]

9. FINANCING THE STUDY

Please state how you plan to finance your study

own savings

salary will be paid

governmental grant during my studies

I intent to apply for a scholarship

I apply for DAAD scholarship

other sources

10. FOR DAAD SCHOLARSHIP APPLICATION: TWO LETTER OF RECOMMENDATION FOR THIS APPLICATION ARE/HAVE BEEN SUBMITTED BY:

Name

Position

Institution

Phone

Email

Name

Position

Institution

Phone

Email

11. HOW DID YOU LEARN ABOUT THE COURSE?

12. DECLARATION (PLEASE READ AND SIGN BELOW)

I certify that the information provided in this application is accurate to the best of my knowledge. Furthermore I agree to inform PH Ludwigsburg immediately of any changes and amendments. The application and accompanying documents will remain with the University. Personal data will be stored in the University's computer files only to the extent necessary for the administration of applications and scholarships and in compliance with the "Federal Data Protection Law". Applications of unsuccessful candidates will be destroyed after one year.

I have taken note of the information provided in this application as well as the notice about the storage of personal data. I accept responsibility for the completeness of my application. I agree that this application and accompanying documents shall remain with the PH Ludwigsburg University of Education.

Signature

Date

Information and application requirements

Before completing the MSc course application form, please read the following information carefully. The completed application form and the required documents must be submitted **in English**; documents in languages other than English or German must be submitted with a **certified translation in English**.

Admission requirements

There is a set of minimum requirements that participants have to fulfil. These minimum requirements are:

- Holding a Bachelor degree (minimum grade "good")
- Proof of proficiency in English language (TOEFL 500 or IELTS Band 6)
- Applicants are required to explain their study motivation and research interest on three pages (in English)
- demonstrate a relation to the education sector or development cooperation - either through the previous studies or jobs

Application

Application deadline is March 31st each year (postal stamp). The complete set of documents has to be sent **digitally and in hard copy** directly to the Institute for Educational Leadership at the PH Ludwigsburg University of Education.

The following documents must be submitted:

- completed and signed application form
- document proving the higher education entrance qualification (certified copy) (school-leaving certificate giving the right of entry to higher education in the applicant's home country)
- higher education graduation certificate (certified copy) plus academic record
- explanations of the higher institutions grading system
- curriculum vitae (in tabular form)
- proof of English proficiency (TOEFL 500 points, IELTS Band 6, can be handed in until July).
- a letter of motivation explaining why he/she would like to study in the program (1 page),
- when you are applying for a scholarship: two letters of reference/recommendation (one of the current employer).

Please send your complete application to the following address:

Digital version: inema@ph-ludwigsburg.de

Hard copy: Mr. Robert Schrembs,
Institute for Educational Leadership
PH Ludwigsburg University of Education
Reuteallee 46
71634 Ludwigsburg
Germany



Scholarships

Applicants may apply for a full (foreigners) or part time (Germans) scholarship to be awarded by the German Academic Exchange Service (DAAD). In this case no additional statement is required under no. 9 of this form.

Selection Process

Regarding the German candidates the first people on the ranking list will be invited to an interview in Ludwigsburg or a telephone interview.

Due to the many countries of origin for Arab applicants, telephone interviews will be conducted in the first place and personal interviews if possible. The decision will be taken by the DAAD based on the application forms and the telephone interview.