

APPLICATION FORM

**Master's Program IT-Systems Engineering
at the Hasso-Plattner-Institute for Software Systems Engineering,
University of Potsdam**

**Hasso-Plattner-Institut für Softwaresystemtechnik GmbH
an der Universität Potsdam**

**An die Zulassungskommission Masterstudiengang
c/o Frau Ilona Pamperin**

**Prof.-Dr.-Helmert-Str. 2-3
14482 Potsdam**

Picture (optional)

I hereby apply for admission to the Master's Program IT-Systems Engineering

1. Personal Details

Last Name		First Name	
Sex <input type="checkbox"/> male <input type="checkbox"/> female		Name Affixes	
Date of Birth		Place of Birth	
Nationality			
Street Address		Postal Code	City/Contry
Additional Information (e.g. c/o)		Phone (Please indicate country and area codes)	
Email			

2. Completed Degrees

I have completed the following degrees in the fields of IT-Systems Engineering, Software Engineering, Computer Science or related specializations:

Bachelor or superior degree:

Institution	
Year	
Specialization	
Degree	
Final Grade	

Other Degrees (if applicable):

Institution	
Year	
Specialization	
Degree	
Final Grade	

3. The following documents have been enclosed

(Please check)

- A certified copy of the university diploma or a temporary confirmation of the grades achieved so far and the temporary final grade (if available).
- A copy of the Transcript of Records or a similar university confirmation of all course achievements completed for the first university degree. The confirmation must include grades and credits. If the achievements were completed at a university other than the University of Potsdam, please include information on the type, content, and (exam) requirements of all classes in which you have earned credits.
- For non-native speakers of German, please include a language proficiency certificate equivalent to *Deutsche Sprachprüfung für den Hochschulzugang (DSH)* or a comparable certificate.
- Your C.V. (tabular form) in German or English language.
- A letter of motivation (5,000 characters maximum) elaborating on your motivation and objectives in applying for the Master's program. Please highlight the specific skills and competencies that qualify you for the program and outline your personal and social voluntary commitment.
- If available, please include up to two references by university professors proving your specific qualification for the Master's program.
- If applicable, a formal case of hardship application (form available at: http://www.uni-potsdam.de/formulare/imma/a_haertefall_master.pdf)
- If applicable, an overview of study and research stays abroad, internships, or professional experience. Please clarify in how far your previous experience is related to the Master's program.
- If applicable, evidence of any professional experience subsequent to the completion of your first university degree.
- If applicable, evidence of any distinctions or awards denoting outstanding research or teaching achievements.
- If applicable, evidence of any other relevant qualifications.

If evidence of a completed degree cannot be provided by the application deadline for reasons beyond the applicant's control, acceptance can be based on the Transcript of Records or other evidence of at least 150 credits with a temporary final grade certified by the university (if available). In this case, evidence of completion of the degree must be provided by the date of enrolment.

I furthermore agree to the following declaration:

I understand that I can take up my studies at the Hasso-Plattner-Institute only after enrolling at the University of Potsdam. In the case of my acceptance to the Master's program, the necessary documents must be provided to the University of Potsdam's students' office by September 30, 2012 (see information brochure "Vorläufiges Studienangebot zum Wintersemester 2012" at the university's web site).

I attest to the accuracy and completeness of the above information.

I understand that false or incomplete information can lead to my exclusion from the admission process or to the withdrawal of my acceptance.

Date _____ Signature _____