



Please read the “Information regarding your application & application requirements” at the end of this document carefully. Please write clearly

APPLICATION FORM FOR THE ACADEMIC YEAR: _____

1. PERSONAL DATA

Surname: _____

First Name(s): _____

Academic Title: _____

Sex: Female Male

Country of birth: _____

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:

Date (from - to)	Country	Company	Position

Main Responsibilities:

Please add an extra sheet if necessary



5. WHAT PROFESSIONAL CAREER DO YOU ENVISAGE?

6. LANGUAGE SKILLS

Language very good good fair poor

7. WHAT ARE YOUR EXTRACURRICULAR INTERESTS?

8. DOES YOUR EMPLOYER SUPPORT YOUR APPLICATION?

No Yes (if possible attach a confirmation letter from your employer to the application.)

If yes, in which way?



9. A LETTER OF SUPPORT FOR THIS APPLICATION FROM MY CURRENT EMPLOYER IS SUBMITTED BY:

Name: _____

Position: _____

Institution: _____

Phone: _____

Email: _____

10. FINANCING THE INEMA STUDY PROGRAM

Please state how you plan to finance the costs related to the study program (study fees, travel expenses for attendance phases)

- own savings
- The costs will be covered by my employer
Please provide a confirmation from your employer.
- governmental grant during my studies
- I intent to apply for a scholarship at: _____
- I have applied or will apply for an EPOS scholarship at the German Academic Exchange Service (DAAD)
- other sources: _____

11. HOW DID YOU LEARN ABOUT THE INEMA PROGRAM?



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 the Ludwigsburg University of Education 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 database to the extent necessary for the administration of applications and scholarships and in compliance with the German "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 hereby declare that I have filled out the application documents in their entirety.

I give my consent that this application and accompanying documents shall remain with the Ludwigsburg University of Education.

Signature

Date



INFORMATION AND APPLICATION REQUIREMENTS

Before completing the Master 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”)
- Good command of the English language (TOEFL ITB 79 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 May 31 each year. The complete set of documents has to be sent in electronic form to the Department for International Educational Leadership and Management at the Ludwigsburg University of Education.

- completed application form
- detailed curriculum vitae
- higher education graduation certificate (certified copy) plus academic record
- documentation of work experience
- a letter of support by the current employer
- motivation letter
- additional documents might be requested after acceptance



Scholarships

Applicants may apply for a full (foreigners) or partial (Germans) EPOS scholarship to be awarded by the German Academic Exchange Service (DAAD).

Selection Process

The decision will be taken by the DAAD based on the application dossiers as well as a preliminary selection interview via telephone or Skype.

Shortlisted candidates will be invited for an extended interview via Skype (with video enabled). (On request please contact our Skype ID: INEMA LB)

Please be aware that only complete applications with all requested documents sent in one batch can be considered. Documents of candidates who have not been selected will not be returned.