

## Dear applicant,

Please note the following important information about your application and the list of documents to be submitted.

**General admission requirement:** At the time of application, you are in the final year of secondary school (e.g. Gymnasium, High school) or already have a high school diploma (Abitur or equivalent). Applicants with a German Abitur must have an average grade of at least 3.0. Applicants with an IB diploma must have a total score of at least 31,5 out of a possible 45. Applicants with an Advanced Level Certificate must have passed Biology and Chemistry as Advanced Levels with a grade of at least B. Applicants with other high school diploma are welcome to inform themselves in advance about the admission restrictions under Phone: +49 (0) 40209348500 or E-Mail: [admissions@edu.umch.de](mailto:admissions@edu.umch.de).

### Your application in 6 steps:

**Step 1:** [Register online](#). Create your personal account by clicking the button '**Become an applicant**'. You will receive your personal applicant access code, which provides you the access at any time.

**Step 2:** Upload your application documents. Log in ('**Sign up**') by using your code and start up filling the [application form online](#). You may save the data any time and continue later. This applies to the information entered into text fields as well as to the uploaded scanned copies of the required documents.

**Step 3:** After completing all sections and having paid the **service fee of € 350 (including VAT)** for the application procedure, please click the '**SUBMIT**'-button. Please be informed, that only **SUBMITTED** applications will be considered by the evaluation committee.

**Step 4:** Your application documents will be evaluated. Your submitted application will be reviewed and you will get invited to an interview. [More information here](#).

**Step 5:** The university evaluates the interview. You will receive your application result within approx. 2 weeks.

**Step 6:** In case of admission, please send us the hard copies of the already uploaded documents. These must be certified and, if applicable, translated copies of the original documents in paper form (hard copy).

Address:

CPE Europe GmbH  
University Targu Mures Medical Campus Hamburg  
Ostertorwall 12  
31785 Hameln  
Germany

## Information on your application documents

### Part 1: Before the interview (online application)

The following documents must be uploaded to the online platform as PDF documents (in colour and high quality). Please do not submit any documents that are not listed here. If your documents were not originally issued in German, English or Romanian, please contact the UMCH team in advance.

#### 1. Personal statement

In English (Calibri font, font size 11, 250-300 words) that answers at least two of the following questions:

- » Who/what influenced your decision to apply to a medical school?
- » What will you do to become a good student/doctor?
- » What plans and visions do you have with your medical education?
- » Which of your extracurricular activities have influenced you the most and why?
- » What is your favourite book and how has it influenced you?
- » Are there any extraordinary/unusual circumstances in your life, that would make us consider your application in a different light?
- » Describe the environment, in which you have lived so far, and tell us, what you would like to change about it.
- » What changes would you like to bring through your work?

#### 2. Identity card or passport

- » Passport: pages 1-4
- » Identity card: both sides

#### 3. Study diploma/certificate\*\* (High School Leaving Certificate e.g. Abiturzeugnis, IB diploma, A-level or equivalent)

- » The high school diploma or other study documents must allow the candidate the access to higher education in the country of origin.
- » If you are still in the final year at the time of application and do not have a high school diploma yet, please submit a certificate from your school. Please use these templates.

[Template for German applicants available here.](#)

[Template for international applicants available here.](#)

#### 4. High-school transcript of record for 9th -12th/13rd grade \*\*

#### 5. Transcript of high-school diploma/certificate (only if applicable) \*\*

» e.g. an additional tabular compilation of all subjects taken at the upper level including the grades/ points, if these are not already listed as such in the high school diploma/certificate (e.g. as in the German Abiturzeugnis).

#### 6. Other documents/admission tests, which are part of a higher education entrance qualification (if applicable) \*\*

» e.g. Pruebas de Aptitud para el Acceso a la Universidad (Spain), Panellinies Exetaseis (Greece); SAT or ACT (USA); Certificate of the Swedish Council for Higher Education (Sweden) etc.

## 7. Declaration for proof of identity

[Template available here.](#)

## 8. Certificates of extracurricular activities (only if existing)

- » e.g. charitable, social or humanitarian activities or other certificates relevant to studies (internships, professional experience, etc.)
- » Only those activities will be taken into consideration, which are proven by a certificate.

## 9. Official language certificate (e.g. Cambridge, TOEFL) (only if existing)

## 10. Application photo (PDF file)

## 11. Application fee

Please pay the application fee of 350,00 € incl. VAT online through Paypal or mollie. (Please check the received invoice via email/your personal application account). Alternatively, transfer the amount to the following account, stating your full name, and upload the transfer slip to the online platform. It is not necessary to send a hard copy.

Remittee: CPE Europe GmbH  
 Bank NAME: Volksbank Hameln-Stadthagen  
 IBAN: DE 71254621600108230200  
 BIC/ SWIFT: Geno DE F1 HMP  
 Reference: Name and surname

## Part 2: After admission (submission of application documents in paper form)

The following documents must be sent in paper form by post in the specified form.

In order to avoid unnecessary financial and time expenses, please note the following information:

- » Please pay close attention to the specified form and, if in doubt, contact the UMCH team.
- » All application documents that you do not submit as originals must be submitted as certified copies by a notary public. On the other hand, the certified copies must be translated into Romanian if the original was not issued in Romanian or English.
- » Important information on the certification form for applicants with a non-German university entrance qualification:
  - Applicants, who have obtained a higher education entrance qualification (high school diploma/certificate) in the following EU countries, must submit the documents marked with \*\* with The Hague Apostille: Greece, Cyprus, Italy, Portugal, Spain.
  - Applicants, who have obtained a higher education entrance qualification (high school diploma/certificate) in countries that do NOT belong to the EU, the EEA or to the Swiss Confederation, must submit the documents marked with \*\* with a Hague Apostille or Super Legalisation (if the country of admission assessment is not part of The Hague Convention). A super legalisation is provided by the Ministry of Education of the issuing country, followed by the Ministry of Foreign Affairs of the issuing country, the Embassy of Romania in

that country or in the country, which acts on its behalf, and the last step is the Ministry of Foreign Affairs in Bucharest.

- » Please have the documents certified in accordance with this application guide in the first step and only in the second step have them translated into Romanian. It is important that the certification notes (e.g. the notarial stamp) are also translated.
- » Sometimes a notary public or translator will offer you additional services. Please feel free to contact the UMCH team if you are unsure whether you need these additional services for your application.

### 1. Copies of identity card or passport

If you do not have a valid passport (single copy sufficient) and only a valid identity card, please submit 2 single certified copies of each side of the identity card.

### 2. Curriculum vitae (CV)

In original; in English; including your **signature** and contact details

### 3. All school records and other documents that are part of a higher education entrance qualification \*\* (see above points 3-6):

- » If the original document is issued in the Romanian or English language, 2 separate copies of the original document certified by a notary public or, if applicable, provided with Apostille or Super Legalisation (see above).
- » If the original document is NOT issued in the Romanian or English language: 2 separate copies of the original document certified by a notary public or, if applicable, provided with Apostille or Super Legalisation (see above) + 2 separate sworn translated copies of the original document certified by a notary public into the Romanian language.
- » For the final enrollment, the university will ask you in due time to submit the original diploma/certificate (High School Leaving Diploma). This will be maintained in the personal dossier for the duration of your studies.
- » Important! All school records and other documents that are part of a higher education entrance qualification must be certified and translated separately, not bundled.

### 4. Certificate from school

In original (only if you are still in the final year at the time of application and do not have a high school diploma yet)

### 5. Birth Certificate

- » Either an international birth certificate (multilingual) in the original or as a certified copy by a notary public
- » Or alternatively a monolingual birth certificate under consideration of the following conditions:
  - If the original document is issued in the Romanian or English language, 1 original or 1 separate copy of the original document certified by a notary public;
  - or If the original document is NOT issued in the Romanian or English language: 1 separate copy of the original document certified by a notary public + 1 separate sworn translated copy of the original document certified by a notary public into the Romanian language.

### 6. Medical Certificate

In Original; [template available here](#).

## 7. Declaration for proof of identity

In Original

## 8. Certificates of extracurricular activities (only if existing)

- » If the original document is issued in the Romanian or English language, 1 original or 1 separate copy of the original document certified by a notary public;
- » If the original document is NOT issued in the Romanian or English language: 1 separate copy of the original document certified by a notary public + 1 separate sworn translated copy of the original document certified by a notary public into the Romanian language.

## 9. Official language certificate (e.g. Cambridge, TOEFL) (only if existing)

- » If the original document is issued in the Romanian or English language, 1 original or 1 separate copy of the original document certified by a notary public;
- » or if the original document is NOT issued in the Romanian or English language: 1 separate copy of the original document certified by a notary public + 1 separate sworn translated copy of the original document certified by a notary public into the Romanian language.

## 10. Vaccination card

Simple copy of the complete vaccination card

## 11. Health insurance certificate

- » Simple copy of the European Health Insurance Card
- » If privately insured a confirmation issued in the English language. If the original document is NOT issued in the Romanian or English language: 1 separate copy of the original document certified by a notary public + 1 separate sworn translated copy of the original document certified by a notary public into the Romanian language.

## 12. Application photos

4 photos (2.5 cm/3.5 cm)

## 13. Application Form for the recognition of the high school diplomas/certificates

2 originals completed and signed in English.

Please use the appropriate template (EU or NON-EU).

[Form for EU applicants available here.](#)

[Form for NON-EU applicants available here.](#)

## 14. Medical Tests: HIV and VDRL

In Original

If you have any questions, please contact the UMCH team.

Phone: +49 (0) 40 20 93 48 50 0 or

E-Mail: [admissions@edu.umch.de](mailto:admissions@edu.umch.de)

Last update: May 2019