Applying to the MIPLC LL.M. Program

Application Instructions Adapted to the Covid-19 Situation

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0. Introduction

Thank you for your interest in the MIPLC LL.M. program „Intellectual Property and Competition Law.” Sending a complete and well-prepared application is essential for your admission to the program. This document will be your guide through the application process and we strongly encourage you to acquaint yourself well with its content before you start.

In view of the Covid-19 situation affecting all areas of life and all parts of the world, we have adapted our application and admissions procedure with changes printed in red. Although we still have to follow legal regulations governing the LL.M. program, we will handle the application and admissions procedure as flexibly as possible to enable as many potential students as possible to join the program in spite of the current difficulties.

The LL.M. program 2020/21 will definitely take place. We are planning on a customary start to the academic year. In other words, we plan on starting as usual at the beginning of October on-site in Munich. In case students and lecturers are not able to convene in the MIPLC classroom at that time, we will start digitally and proceed to on-site teaching as soon as this will be possible.

The MIPLC is well-suited to adapt to the serious challenges presented by the current international public health crisis. Our small class size allows for smooth digital delivery of lectures and seminars. Our digital delivery platform includes interactivity so that students continue to be able to ask questions to their professors (and each other) in real time. The fact that, in contrast to the Bavarian universities who have postponed the start of the summer term to April 20, the MIPLC summer term 2020 started on March 30 as scheduled, is ample evidence of our adaptability to new challenges and requirements.

In addition, we are able to stream classes held in the MIPLC classroom, so that students who are not able to reach Munich (e.g. due to travel restrictions or visa delays), can nevertheless participate in the program. Our technology also allows for recording of lectures, which will enable students to catch up on something they might have missed. Last, but not least, the small class size gives MIPLC an advantage when it comes to responsiveness. With a class intake of no more than 38 students, we are able to provide quick assistance to students across the globe.
1. Admission Requirements

MIPLC students will bring to our learning community a high level of excellence expressed in a rich diversity of backgrounds, accomplishments, talents, and interests. Students in past classes have consistently found this special atmosphere to be very conducive to their studies – and great fun, too. In order to be considered for admission, applicants need to have at least a prior university or college degree, professional experience, and very good knowledge of the English language, as specified below.

1.1 University or College Degree

All applicants must hold a Bachelor’s degree or higher. While most of our students have a previous degree in law, natural sciences, or engineering, we also welcome students from other disciplines. If the subject of your prior studies seems to lack an obvious relation to IP, we invite you to convince us in your letter of motivation why you are nevertheless an interesting candidate for our LL.M. program.

To start your studies at the MIPLC, you are required to have gained at least 240 ECTS\(^1\) credits, which are generally equivalent to a four-year Bachelor’s degree. At the MIPLC, you will earn 60 ECTS credits, amounting to 300 ECTS credits, which is the minimum required for the Master’s degree.

If you have fewer than 240 ECTS credits, e.g. because you only have a three-year Bachelor’s degree, we can recognize additional credits you have gained from professional experience. You can earn a maximum of 60 ECTS credits that way. However, you must then have at least two years of professional experience: one year for the extra credits, and another year to satisfy the professional experience requirement (see 1.2).

1.2 Professional Experience

Our LL.M. program is a non-consecutive “program of further study” (in German: “weiterbildender Studiengang”). Under German law, such programs are clearly designed for professionals and are thus open only to applicants with a minimum of professional experience gained after the completion of the first university or college degree. All applicants to the MIPLC are therefore required to have at least one year of full-time professional experience.

\(^1\) ECTS is an acronym for “European Credit Transfer Scheme.” It is part of the “Bologna Process” that aims at creating a unified European university landscape, where credits gained at one university can be transferred to another.
“Full-time” means a working time of approx. 35-40 hours per week. Part-time work will be counted pro-rata. Apart from an employment in a paid position, the MIPLC recognizes as professional experience also postgraduate internships, work as a graduate research assistant, and legal traineeships for the bar exam.

1.3 English Language Skills

Since the program is entirely taught in English, all students must have very good knowledge of the English language. One of the admission requirements therefore is a minimum score in one of the following tests taken within the last three years:

- TOEFL (Test of English as a Foreign Language [http://www.toefl.org]): minimum score of 85 (iBT), 223 (CBT), or 563 (PBT); or
- IELTS (International English Language Testing System, academic version [http://www.ielts.org]): minimum score of 6.5; or
- Cambridge CPE (Certificate of Proficiency in English [http://www.cambridgeesol.org/exams/cpe.htm]): minimum grade of C; scores from other Cambridge tests, such as the Certificate of Advanced English, will not be accepted.

The test requirement is waived for applicants who either are native speakers of English or have received a degree from an institution at which English is the language of instruction. In the latter case, please add a written confirmation from your university if you have studied in a country other than the UK, Ireland, the USA, Canada, Australia, or New Zealand.

Please note that even if you are exempt from the test requirement for your LL.M. application, you may still need to take such a test for your visa application (Indian citizens in particular). To avoid a delay in your visa application, which might result in your late arrival to the program, please check with the German Embassy or Consulate in your country already by the time you apply to the MIPLC.

Applicants are responsible for making their own arrangements to take one of the tests. When you register for the TOEFL, kindly note that the MIPLC does not have an institution code. To have your score report sent directly to MIPLC, please indicate our mailing address as stated on page 10.

Both TOEFL and IELTS are currently offering online tests for students who can’t visit a test center due to Coronavirus-related restrictions. For the time being, we also accept the IELTS Indicator and will decide on a case-by-case basis whether this ultimately fulfills the requirement or whether a regular test score needs to be submitted at a later point. Since the English test is one of the critical admission requirements, we encourage all applicants who need to submit a test score to schedule an appointment as soon as possible.
2. Financial Matters

2.1 Program Costs

The total fee for the program is EUR 32,850 and consists of a tuition fee (EUR 5,550), payable to the University of Augsburg, and a participation fee (EUR 27,300), payable to the Max Planck Institute for Innovation and Competition. The fee is due in three installments: EUR 3,000 as a non-refundable guarantee payment within four weeks after admission, EUR 16,450 by August 1, and EUR 13,400 by March 1 of the following year.

The fee includes:

- An unlimited number of credit hours
- Tutorial sessions
- Access to the world’s largest IP library at the Max Planck Institute for Innovation and Competition
- Access to legal databases, including, but not limited to, LexisNexis and Westlaw
- A desk in a fully-equipped office on the premises of the Max Planck Institute in downtown Munich
- Printed and photocopied study materials
- Enrollment at the University of Augsburg and the Technical University of Munich.

The fee does not include housing, living and travel expenses nor refundable cash deposits. For detailed information please refer to the file “Program and Living Expenses” available on our website at https://www.miplc.de/llm-ip/admissions/financial-matters/.

2.2 Financial Assistance

2.2.1 Fee Waiver Scholarship

To students of its LL.M. program, the MIPLC provides a small number of fee waiver scholarships. While the waived amounts may vary, there are, however, no full waivers except for recipients of the DAAD scholarship “Development-Related Postgraduate Courses” (cf. 2.2.2).

Since we receive a large number of applications for these scholarships every year and only very few waivers can be granted, we endeavor to identify those candidates who are in most urgent need of financial support and who combine this need with outstanding academic and personal achievement.
2.2.2 DAAD Scholarship for Candidates from Developing Countries

The MIPLC is a part of the DAAD’s scholarship program for “Development-Related Postgraduate Courses.” This means that students from developing countries (according to the OECD DAC list of 2018-20) may apply, if they fulfill the DAAD’s eligibility criteria.

What is Covered by the Scholarship?

Scholarship recipients will get

- a full MIPLC tuition and participation fee waiver
- a monthly stipend of EUR 850
- payments towards health, accident and liability insurance coverage in Germany
- a travel allowance, unless these costs are covered by the home country or by another funding source
- a study and research allowance
- a mandatory two-month German course before the start of the MIPLC LL.M. program (August and September, in Munich or another German city).

The scholarship does not cover additional costs, e.g. your enrollment fees or the fees for a semester ticket for public transport in Munich.

Eligibility Criteria

Please also refer to the brochure for “Development-Related Postgraduate Courses” for more information. The brochure is available for download from our website at https://www.miplc.de/llm-ip/admissions/daad-scholarship/. Where MIPLC and DAAD have differing requirements, the stricter requirement applies. You are eligible for the DAAD scholarship if you fulfill the following requirements in addition to the MIPLC admission requirements (cf. section 1):

- You hold at least a four-year Bachelor’s degree (or a three-year Bachelor’s degree plus a further degree), completed with above-average results.
- You received your latest degree no more than six years before your application.
- You have at least two years of full-time professional experience gained in a public authority or a state or private company in a developing country (scientific university staff and academics are generally not taken into account). To meet this requirement, it is sufficient if you have completed the two years by February of the year in which you intend to start your studies at the MIPLC.
- You have not been living outside your home country (or another developing country) for more than the past two years.
3. Application Periods and Deadlines

The LL.M. program starts every year in early October.

3.1 Admission

Applications for admission are accepted from December 1 until April 30 for the academic year starting that fall.

In line with other universities, we have extended the deadline for the 2020/21 intake until June 30, 2020.

3.2 Fee Waiver Scholarship

Applications for the fee waivers scholarships are accepted from December 1 until April 30 for the academic year starting that fall and have to be sent in one package with the application for admission.

This deadline has been extended to June 30, 2020, as well.

3.3 DAAD scholarship

Candidates who seek financial assistance from the DAAD scholarship for „Development-Related Postgraduate Courses“ have to apply for both admission and the scholarship more than a year in advance. For them, the application period is June 1 to October 15 for the intake of the following year.
4. How to Apply

4.1 Applying for Admission

Given the large numbers of applications we receive for each intake, we will only consider complete applications. **Sending a well-prepared application is therefore essential for your admission to the MIPLC LL.M. program.** Following the four steps explained below will help you to take this first hurdle.

Due to the difficulties obtaining and sending hard copies under Covid-19 restrictions, we currently also accept electronic applications sent by e-mail. In view of file size and legibility, we kindly ask you to send PDF documents rather than photos of your documents wherever possible.

➔ **Step 1: Complete the Application Form**

To fill in the application form, please use our online application system, available at [http://www.miplc.de/llm-ipl/admissions/apply-now/](http://www.miplc.de/llm-ipl/admissions/apply-now/) during the application periods.

You have to complete the application form in one session, as it is not possible to save your data and return later to finish the process.

Please make sure to select the correct academic year. When the year you want to apply for is not available in the drop-down list, either the application period is not yet open or the deadline has already expired (cf. chapter 3).

When filling in the form, you will be asked to provide, inter alia, the following information:

- Personal data (such as name, date and place of birth, citizenship, address, etc.)
- Names of persons submitting letters of reference for your application
- Language skills and, if applicable, information about the TOEFL, IELTS, or Cambridge CPE you have taken or are planning to take
- How you learned about the MIPLC
- Whether you would like to apply for a fee waiver or the DAAD scholarship. If yes, you will be forwarded to the Financial Assistance Application Form.

When entering any text into the form, please commence words with upper-case letters, where appropriate, and continue with lower-case letters, as you would when typing a typical text. Please do not use capital letters or lower-case letters exclusively. They make your information very difficult to read and process.
Pressing the „Send“ button at the end of the application form will transmit your data to the MIPLC and generate a PDF document of your application form that you can download and/or send to your e-mail address.

→ Step 2: (Print and) Sign Your Application Form

With your application form, you formally request to the MIPLC to process your application. It is therefore essential to submit a signed copy of this document in your application.

→ Step 3: Add the Required Documents

To make sure that nothing is missing, you may wish to use the checklist at the end of this document. Documents marked with an asterisk (*) may be included in your application or be sent directly to the MIPLC by the person or institution issuing them.

If you prefer to submit hard copies, please print or copy your documents double-sided whenever possible. You may fix documents that consist of more than one page by a paper clip or a staple, but please do not put your documents in a folder or a similar device and do not use separation sheets, labels etc., just sort your documents according to the below-mentioned order.

Please refrain from enclosing additional materials such as printouts of articles you have written etc. It is sufficient to list them in your resume.

We do not return any application documents. If your application is unsuccessful, or if you are admitted but decide not to join our program, your documents will be destroyed.

a) Your (hand-)signed CV in the Europass format (http://europass.cedefop.europa.eu/); the document must be in English and should include complete information about education, internships and apprenticeships, academic and professional (employment) history, academic honors, awards and scholarships won, memberships, extracurricular activities and responsibilities; please indicate month and year of the starting and end dates of these items (e.g. 01/2012 – 12/2013).

b) A (hand-)signed letter of motivation in English of no more than 1,000 words, discussing your background, your reasons for applying to the MIPLC, how the LL.M. will advance your professional goals, and why you consider yourself particularly suited for our program.

c) Two letters of recommendation* from recognized authorities in their fields who are familiar with you and your work and who are/were your superiors/supervisors or teachers. If possible, please submit one letter from your academic environment and one letter from
your professional environment. If you are applying for the **DAAD scholarship**, this is **mandatory**. The letters must be of recent date and (hand-)signed originals **printed on university or office stationery and bear an official stamp**. If not in English or German, the letters must be accompanied by a certified English or German translation.

d) **Copies of the degree certificates/diplomas** for **all** academic degrees you have completed (Bachelor’s and higher). If not in English or German, the documents must be accompanied by a certified translation into English or German.

e) **Transcripts** for **all** academic degrees you have completed (Bachelor’s and higher). The transcripts should show your grades and any degree received. If not included in the transcripts, please include information about the **grading scale**. If not in English or German, the documents must be accompanied by a certified translation into English or German.

If you have received your degree(s) in a system like that of the U.S., in which official copies of your transcripts are issued on request, please get an official copy or have it sent directly to the MIPLC.

If your educational system issues only one original version of the transcripts, please submit copies of the same.

f) Information about the **ranking** you achieved in your graduation class(es). In some countries, this information is already included in the transcripts. Otherwise, please add an official statement from the university(ies) from which you graduated. If your university does not provide rankings, please add an official confirmation as well.

g) Copy of your school leaving certificate (high school diploma/degree)

h) The completed **Grade Conversion Sheet** (please use the form in Annex 1 or download it from our website at [https://www.miplc.de/llm-ip/admissions/how-to-apply/](https://www.miplc.de/llm-ip/admissions/how-to-apply/)).

i) Applicants from the People’s Republic of China: APS Certificate

j) **Proof** of your professional or scientific **experience** (e.g. a brief statement from your employer). The document must include start and, if applicable, end dates of your employment and at least the job title, ideally a brief description of your duties.

If you are applying for the **DAAD scholarship**, the confirmation from your current employer should include, if possible, a **guarantee of re-employment** upon returning home. The document must be a (hand-)signed originals **printed on university or office stationery and bear an official stamp**. If not in English or German, the document must be accompanied by a certified English or German translation.

k) An official score report of an **English language test** (TOEFL, IELTS or CPE) that you took in the past three years, unless you are exempt from this requirement (cf. section 1.3).
l) If applicable, a printed and signed statement providing details concerning any disciplinary action to which you have been subject in the past (cf. question 8 of the Application Form).

m) Two **portrait photographs**, as used for passports.

n) **Application fee:** The MIPLC charges a non-refundable application fee of EUR 50. Payment of this fee is required for all applications, including applications for any type of scholarships. You can pay this fee either by wire transfer or by sending us cash if you send your application as hard copy. We are not in a position to accept payments by credit cards, PayPal or similar services.

   **Cash** is generally the easiest option, as we will have instant proof of your payment and no transfer fees apply. There is a certain risk that the money might be stolen from your envelope, but thus far, this has never happened. We can only accept Euro banknotes. Please put the money in a separate small envelope on which you indicate your name but nothing else, add this envelope to your application file.

   If you use **wire transfer**, please add proof of payment to your application, as it may take some time for your payment to be credited to the MPI’s account. You have to cover all fees and charges applied by the sending and receiving banks. Please make sure that your name appears in the reference, especially if a third party pays the fee on your behalf.

   For your transfer, please use the following information:

<table>
<thead>
<tr>
<th>Account holder</th>
<th>Max-Planck-Institut für Innovation und Wettbewerb</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account holder address</td>
<td>Marstallplatz 1, 80539 München, Germany</td>
</tr>
<tr>
<td>Bank name</td>
<td>Deutsche Bank AG</td>
</tr>
<tr>
<td>Bank address</td>
<td>Promenadeplatz 15, 80333 München, Germany</td>
</tr>
<tr>
<td>SWIFT Code / BIC</td>
<td>DEUTDEMM</td>
</tr>
<tr>
<td>IBAN</td>
<td>DE33 7007 0010 0195 1300 44</td>
</tr>
<tr>
<td>Account number:</td>
<td>195 1300 44</td>
</tr>
<tr>
<td>Bank code:</td>
<td>700 700 10</td>
</tr>
<tr>
<td>Reference</td>
<td>MIPLC App Fee [your name]</td>
</tr>
</tbody>
</table>

   ➔ **Step 4: Send Your Application**

   Before sending you application, please make sure your application is complete by using the checklist in Annex 2.

   Please e-mail your application documents simultaneously to

   margit.hinkel@miplc.de and
   rosanna.wuerf@miplc.de.
Should you prefer to submit hard copies, please send them to the following address (suitable for postal and courier services):
Max-Planck-Institut für Innovation und Wettbewerb
MIPLC LL.M. Programm
Marstallplatz 1
80539 München
Germany

4.2 Applying for a Fee Waiver Scholarship

The MIPLC receives a large number of applications for financial assistance every year. Since only very few waivers can be granted, we endeavor to identify those candidates who are in most urgent need of financial support, and who combine this need with outstanding academic and personal achievement. It is therefore in your own interest to provide comprehensive information.

➔ **Step 1: Complete the Financial Assistance Application Form**

The form is accessible via our online application system. At the end of the application form for admission, you will be asked to indicate whether you have sufficient funding for your studies. If you check “I would like to apply for a tuition and participation fee waiver” or “I would like to apply for the DAAD scholarship,” you will be forwarded to our Financial Assistance Application Form.

You have to complete the form in the same session as your application for admission as it is not possible to save your data and return later to complete the form.

Therefore, before you start, please have data available regarding your own, your parents’, and, if applicable, your spouse’s/ partner’s

- Income from employed work, self-employed/ free-lance work, pension, rentals/ leases, and return on capital;
- Property (real estate; securities; capital exceeding 5,000 EUR);
- Indebtedness (mortgages/ real estate liabilities; educational indebtedness; others).

Please indicate amounts in EUR. If applicable, please use a common currency converter such as [www.oanda.com](http://www.oanda.com) to convert amounts from other currencies to EUR.

If, in questions 9-13, you don’t have any amounts to report, please enter 0 (fields that expect numbers will not accept N/A).
→ **Step 2: (Print and) Sign the Form**

Once you have completed the form and submitted it to us electronically by pressing the “Send” button, please (print and) sign it. If you are married or living in a common-law partnership, your spouse/partner should also sign.

→ **Step 3: Add Supporting Documentation**

Your application can only be processed if you furnish supporting documentation concerning your and your family’s economic situation. Please add the following documents:

a) A **signed** statement explaining your, your parents’ and, if applicable, your spouse’s economic situation and why you are not in a position to participate in the LL.M. program as a self-funded student. Please limit yourself to the financial aspects and do not elaborate on your qualification and motivation for applying to the program as such (the place for this is your letter of motivation);

b) An official statement from the local/national tax authorities stating taxable income for the past year for you, your parents and, if applicable, your spouse;

c) An official pay slip stating salary or pension;

d) A copy of current work contract(s) indicating remuneration;

e) Any other document suitable to confirm the figures you have indicated.

For any document that is not issued in English or German, a certified translation into English or German is required.

→ **Step 4: Send Your Application**

**Please make sure your application is complete** by using the checklist in Annex 2.

Please send your signed Financial Assistance Application Form and all supporting documents along with your application for admission (cf. pages 11/12).
4.3 Applying for the DAAD Scholarship

Since the deadline for DAAD applications is only October 15, 2020, we strongly encourage all applicants to collect as many documents as possible in the required form (e.g. letters of recommendation on letterhead and with signature and stamp) before submitting your application. If you are not able to obtain everything before October 15, please include a statement in your application explaining which items are missing and when they will be available.

To apply for this scholarship, please follow the seven steps explained below.

➔ Step 1: Read the DAAD Program Brochure
The brochure can be downloaded from our website at https://www.miplc.de/llm-ip/admissions/daad-scholarship/.

➔ Step 2: Check your Eligibility
Determine whether you are eligible to apply by DAAD and MIPLC standards, keeping in mind that where MIPLC and DAAD have differing requirements, the stricter requirement prevails.

➔ Step 3: Apply for Admission to the MIPLC
Please refer to the instructions provided in section 4.1.

➔ Step 4: Apply for MIPLC Financial Assistance
When you come to the end of the online application form for admission, check “I would like to apply for the DAAD scholarship” and complete the MIPLC Financial Assistance Application Form that opens automatically. Please refer to the instructions in section 4.2.

➔ Step 5: Complete the DAAD Scholarship Application Form
The form is available at https://www.miplc.de/llm-ip/admissions/daad-scholarship/.
Section 6, “Duration of planned stay in Germany”: The LL.M. program starts in early October and ends in mid-September with the submission of the Master’s thesis. The exact dates will be announced in due time in our academic calendar (https://www.miplc.de/llm-ip/curriculum/academic-calendar/).
The MIPLC does not require a “research proposal”. Therefore, you do not have to (and should not) submit such a proposal.

**Step 6: Make Sure Your File is Complete**

You complete file includes

- the MIPLC application form for admission
- the MIPLC application form for financial assistance
- the DAAD application form for the scholarship
- the documents required by each form.

You only have to submit one copy of each document, even if a document, such as your CV, is required by both the MIPLC and the DAAD. Moreover, we only need one original application package, no additional copies.

Please use the checklist in Annex 2 to make sure your application is complete.

**Step 7: Send Your Application**

Please submit your application directly to the MIPLC (as explained on pages 11/12). Your complete application package has to reach the MIPLC by October 15 of the year preceding the program start.
5. Review Periods

5.1 Admission

Once your application has reached us, we will first send you an e-mail confirming receipt of your application package. We will then review your application for completeness and inform you by e-mail about the outcome. Depending on the point in time your application arrives, this may take from a few days to several weeks (the closer to the deadline, the longer).

If your application is incomplete and the deadline is sufficiently far away, your application will be moved to “incomplete” status and you may submit the missing items; otherwise your application cannot be taken into account for the upcoming academic year.

If your application is complete, it will be forwarded to the Admissions Committee for evaluation. Qualified applicants are admitted on a rolling basis and decisions are usually taken within two to three weeks.

5.2 Fee Waiver Scholarship

Applications for the fee waiver scholarship will be evaluated for admission as described under 5.1. From the list of admitted applicants, we will put together a shortlist of candidates, who will be invited for a Skype interview taking place in May or June. Based on these interviews, the Admissions Committee will select the scholars in the course of June.

This year, due to the extension of the deadline, we may have two scholarship selection meetings, one in June and a second in July.

5.3 DAAD Scholarship

Applications for the DAAD scholarship will be evaluated for admission as described under 5.1. From the list of admitted applicants, we will put together a shortlist of candidates, who will be invited for a Skype or Zoom interview taking place in January or February. Based on these interviews, the MIPLC will pre-select the scholars. The DAAD will then take the final decision in early March.
6. Admitted – Next Steps

Admitted applicants will receive a letter of admission by e-mail and, upon request, by post. Any admission is only valid for the academic year for which the application was made.

As a certain number of admitted applicants will decide not to study at the MIPLC for various reasons, we will admit more applicants than we can accommodate. This means that admission does not yet guarantee participation. To secure their spot on our program, admitted applicants will be asked to complete, sign, and return an Agreement with the Max Planck Institute for Innovation and Competition and to transfer a non-refundable guarantee payment of EUR 3,000 (three-thousand) to the MPI’s bank account within four weeks after admission. This payment will be applied to the first installment of the participation fee.

We understand that some of our applicants require financial assistance before they can commit to attending the program and are unable to make the guarantee payment within the specified period. Such applicants may defer accepting admission until the fee waiver scholarships have been allocated (cf. section 5.2). They will keep their admission but will be moved to “participation pending” status, which means that, after the deadline for the guarantee payment has passed, their spot might be given to another (paying) student.

Waiver applicants who decide to make the guarantee payment to secure their spot in the next intake are welcome to do so. However, they are reminded that this payment is non-refundable. Making the guarantee payment does not increase chances of getting a scholarship. Dropping out of the program at a later point, e.g. for lack of funding, will thus result in the loss of the guarantee payment.

Coming to Munich

Essential information about visa application, health insurance and housing matters is available on our website at https://www.miplc.de/llm-ip/admissions/admitted/.

For our confirmed students, we provide a dedicated “Incoming Students Intranet” with many documents and detailed information about how to best prepare your move and your studies at the MIPLC.

Any Questions?

If you have questions regarding the application and admissions process, feel free to contact us at info@miplc.de.
**Annex 1: Grade Conversion Sheet**

Please complete this sheet and add it to your application file.

For every degree you have obtained, starting from your secondary education (school leaving certificate/ high school diploma), please indicate your average final grade. If you have studied outside of Germany, please use the “Bavarian Formula” to convert your average grade to its German equivalent:

\[ X = 1 + 3 \frac{N_{\text{max}} - N_d}{N_{\text{max}} - N_{\text{min}}} \]

- \( X \) = converted grade
- \( N_{\text{max}} \) = best achievable grade in the system in which you completed your degree
- \( N_{\text{min}} \) = lowest passing grade in the system in which you completed your degree
- \( N_d \) = the final overall grade you achieved in the system in which you completed your degree

If your final overall grade is not explicitly indicated on your transcript, please calculate it yourself and provide information on a separate sheet how you did it, i.e., which grades you used for the calculation and whether you calculated a simple or an average weighted according to the credit points earned for the particular exam.

Your Name:

<table>
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<tr>
<th>Country</th>
<th>School or University</th>
<th>Degree</th>
<th>Nmin</th>
<th>Nmax</th>
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Annex 2: Checklist – Is My Application Complete?

<table>
<thead>
<tr>
<th>#</th>
<th>MIPLC Admission</th>
<th>MIPLC Fee Waiver</th>
<th>DAAD Scholarship</th>
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<tbody>
<tr>
<td>1</td>
<td>Signed application form for admission</td>
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<tr>
<td>2</td>
<td>Signed CV, Europass format</td>
<td>Signed CV, Europass format</td>
<td>Signed CV, Europass format</td>
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<tr>
<td>3</td>
<td>Signed letter of motivation</td>
<td>Signed letter of motivation</td>
<td>Signed letter of motivation</td>
</tr>
<tr>
<td>4</td>
<td>Letter of recommendation 1 (academic, if possible)</td>
<td>Letter of recommendation 1 (academic, if possible)</td>
<td>Letter of recommendation 1 (academic)</td>
</tr>
<tr>
<td>5</td>
<td>Letter of recommendation 2 (professional, if possible)</td>
<td>Letter of recommendation 2 (professional, if possible)</td>
<td>Letter of recommendation 2 (professional)</td>
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<td>6</td>
<td>Diploma(s)/ degree certificate(s)</td>
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<td>Transcripts</td>
<td>Transcripts</td>
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<td>8</td>
<td>Grading scale(s)</td>
<td>Grading scale(s)</td>
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<td>9</td>
<td>Ranking information</td>
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<td>10</td>
<td>School leaving certificate</td>
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<td>Grade conversion sheet</td>
<td>Grade conversion sheet</td>
<td>Grade conversion sheet</td>
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<tr>
<td>12</td>
<td>Proof of professional experience (min. 1 year)</td>
<td>Proof of professional experience (min. 1 year)</td>
<td>Proof of professional experience (min. 2 years)</td>
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<td>English test or confirmation if required</td>
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<td>English test or confirmation if required</td>
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<td>Photos</td>
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<td>Application fee/ proof of payment</td>
<td>Application fee/ proof of payment</td>
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<td>Signed financial assistance application form</td>
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<td>Signed statement on economic situation</td>
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<td>Signed statement on economic situation</td>
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<td>18</td>
<td>Supporting documentation</td>
<td>Supporting documentation</td>
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<td>19</td>
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<td>Signed DAAD application form</td>
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For detailed information about these items, please refer to section 4.