

Leaflet for application to the Master course “Drug Regulatory Affairs“

The following documents should be included in your application:

- **Application form** (completed online, printed out and signed)
- **Tabular and uninterrupted curriculum vitae** with brief description of the activity/ies in the specified period (important: current status!) with photo (this serves as an ID control for examinations; it is not a selection criterion)
- All existing **university certificates**: diploma, state examination, Master, Bachelor, etc. (certified and with all marks and final grade. Uncertified only if a certified PhD certificate is submitted)
- **Proof of sufficient knowledge of English** (for applicants who are **not** native speakers of English) via:
 - Certificate of successful completion of an English test (e.g. TOEFL 550 or computer TOEFL 213, IELTS 6.0) until at least level B2, or
 - evidence of at least 7 years of successfully completed English courses at a secondary school (copy of Abitur certificate etc.), or
 - evidence of regular use of English in everyday professional life, or
 - evidence of an extended stay in an English-speaking country.

Knowledge of English is attested if the applicant has completed secondary education at an English-speaking school, or a first degree from an English-speaking higher education course has been obtained.

- For applicants from **China, India** and **Vietnam**, it is necessary to include an APS certificate

Optional:

- PhD certificate (certified)
- Further training (e.g. specialised pharmacist, specialised doctor...) with diploma
- Participation confirmations/certificates of further training events with respect to Regulatory Affairs (workshops, seminars etc., uncertified)

General:

- “Any authorised public body with its own official seal can provide official certifications. (...) Municipal administrations, administrative districts and lower administrative authorities (e.g. local mayor and municipal administrator), (...) town councils (town hall), district administrations, authorities, Police, courts or churches organised under public law.” See also <http://de.wikipedia.org/wiki/Beglaubigung> (01.09.2011).

If a certificate does not contain a grade, it is mandatory to provide evidence via the course content. If the grades do not comply with the German grading system, a legend should be enclosed in order to classify the grade. The classification of the Kultusministerkonferenz – Zentralstelle für ausländisches Bildungswesen, Postfach 2240, D53012 Bonn would be very good.

www.anabin.de = Information portal on the recognition of foreign educational qualifications