

Application Procedure

Before you send us your application we kindly ask you to check the following prerequisites:

A. Prerequisites

1. You should have at least a **Bachelor** or equivalent degree in Chemistry, Chemical Technology, Chemical Engineering, Biology, Biotechnology or similar fields. Please recognise that we expect the degree you hold to have the same equivalence as one which would be awarded in the UK, Germany or Denmark.
2. You can prove sufficient knowledge in **English** by submitting a relevant certificate (TOEFL 235 min., IELTS 6.5 min., Cambridge or similar certificate).
3. You are in a position to finance the **study fees** amounting to € 3,500.-- (for EU-students. NON-EU-students upon request.) plus approximately € 600.-- per month for **living expenses**.
4. **NON-EU students**: We must have received your application by **15th March** if you are a student from a country which is not a member of the European Union. It takes approximately **half a year** to get the requisite visas. For this course you have to apply for **three visas**: for the Danish and the German one immediately upon application, for the British one upon your stay in Germany. The Danish and German visa/student residence permit procedure can take as long as six months! Students from **Nigeria** can apply for **PTDF-grants** (Petroleum Technology Development Fund www.ptdf.com) before starting the course.
5. **EU-students**: We must have received your application by **1st July**. EU-students do not need any visa/student residence permit. EU-students can apply for **ERASMUS/SOCRATES-grants** (during the stay in Denmark).
6. We regret that we **cannot consider late applications** for the current course. However, we can keep your application and offer you a place in the course starting the following year.

B. Steps for Application

1. You should **fill-in** the application form that you will find as a link on our website. Most important is a readable e-mail-address!
2. You **enclose** the following documents:
 - curriculum vitae
 - certificates showing your previous education, especially the individual subjects taught (do not send original certificates, only photocopies)
 - a motivation letter
 - certificate showing your knowledge in English (see above)
 - 2 reference letters
 - a copy of your passport showing the personal data
 - a statement indicating how you wish to finance the course and your stay in Europe

3. **Send** all these documents by mail or e-mail to one of the following addresses:

University of Applied Sciences (FHOOW)
Fachbereich Technik/N
Prof. Dr. Michael Schlaak
Constantiaplatz 4
D-26723 **Emden**
Germany

schlaak@fho-emden.de

Aalborg University Esbjerg
Assoc. Prof. Birgit Storm
Niels Bohrsvej 8
DK 6700 **Esbjerg**
Denmark

bks@auc.auc.dk

De Montfort University
Faculty of Health and Life Science
Dr. Clive Groves
The Gateway
Leicester LE1 9BH
UK

cgroves@dmu.ac.uk

4. If you fulfill all the requirements you will receive an **offer** from De Montfort University, Leicester, an **invoice** from FHOOW, Emden and a **letter** from Aalborg University, Esbjerg explaining all steps to take for the Danish visa. The offer pack which is sent from Leicester will have the letter which you need to present to the visa authorities to prove that you have been accepted on the course.

Only after acceptance of the offer and payment of the first instalment of the study fees (€ 1,000.--) will you be considered to have a place in the course! The second and third instalments have to be paid on 1st September and 1st January respectively.

5. If you are **not** a member of the **EU** you will now have to **start your visa procedure immediately!** The most important visa to apply for is the Danish one. Please contact your Danish Embassy immediately after receipt of the letter from Esbjerg.

At the same time, please contact the German Embassy of your country and ask for an interview date for the end of September/beginning of October! In some countries the German Embassies have extremely long waiting lists for interview dates (up to 4 months!).

These parallel applications are very important because in some former cases the Danish visa could not be obtained early enough to start the course in **September** in **Esbjerg**. Under certain conditions an exceptional start in **January** in **Emden** is possible. However, this requires a German visa – obtained early enough to enter Germany at the end of December. Taking into consideration the long waiting periods for interview dates and possible working periods of 4-6 weeks from this date until receipt of the visa it is indispensable to ask for an interview date as early as possible.

C. Visa Procedures

The Danish Visa

After acceptance of the offer from Leicester and payment of € 1,000.-- you are an official participant of our Master course.

The most important visa to apply for is the Danish one because Denmark is the first country you will be going to during the course. The Aalborg University Esbjerg, will send you a letter explaining all necessary steps to take. In case of problems or questions please contact Mrs. Kirsten Kirchner (kbc@auc.dk).

- Please start to follow the indicated procedure and contact the Danish Embassy in your country **immediately** after receipt of the letter. It might take up to 6 months to get the visa!
- **The Danish authorities want proof that you have DKK 50,000.-- per year** at your disposal for the study period, before they issue the residence permit. For this purpose you should open a bank account in Denmark and arrange for a SWIFT-transfer of the requested amount. The bank will inform Aalborg University who will pass the information on to the Danish authorities.
- Upon your interview date at the Danish Embassy please ask the Embassy to return your passport to you after having put a stamp inside confirming that you have applied for the Danish visa. Thus, you can immediately contact the German Embassy. **You will then have your passport available for the German interview even if the Danish visa has not been given at that date.**

The German Visa

- In order to start the German visa procedure **we require the address, telephone and fax no. of the German Embassy** you are going to contact. Please let us have this information by e-mail to the following address: goessling@nwt.fho-emden.de. In case of problems or questions please contact Mrs. Ina Gößling under this e-mail-address.
- After receipt of the data we shall send a letter to the German Embassy/Consulate confirming your participation in our course (you will receive a copy by e-mail). We ask them to give you a visa starting 1st January. The German Embassy/Consulate in your country can only give you a **visa for 3 months**. It has to be **extended** until the end of September by the "Ausländerbehörde" during your stay **in Emden**.
- The Embassy will give you an **interview date**. You should contact the embassy to inform yourself which **documents** are required for the interview. You have to take with you all these required documents (completely filled-in!) when you have your interview at the Embassy/Consulate!
- At the Embassy/Consulate you will have to prove that you
 - / have **enough money** available to pay the living expenses and study fees
 - / will **return to your home country** after the study course.
- Please send by fax to the Ausländerbehörde Emden (0049-4921-87-1200) a **copy of your passport** showing your picture and personal data. This will save time concerning the visa/extension.

- In any case it will be necessary to open an account here in Europe, i.e. either in Denmark if you start the course in September, or in Germany if you start only in January. If you have already paid the amount into a Danish account and the visa cannot be issued in time your money on the Danish account might also be accepted as financial proof by the German authorities.
- As the Embassies/Consulates abroad often face a **large number of applications** to be dealt with by a **limited staff** it is most important that you contact the embassies immediately after payment of the 1st instalment and receipt of the letters from Leicester and Esbjerg!

The British Visa

The British visa should be applied for during your stay **in Germany** because it cannot be given more than 6 months before you go to Leicester.