



## Application Process

### Step 1: Request the link to the online application platform at MIRO

Send an application request to [christina.cresnik@unileoben.ac.at](mailto:christina.cresnik@unileoben.ac.at) and you will receive the link to our MUL online application platform. *You should do this a minimum of 10 days before the application deadline ends in order to apply via the platform in due time! → The online application will close on December 8<sup>th</sup>!*

**Please, include the following information in the request email:**

- First and last name (as in your passport)
- Name of your home university in both the native language and in English
- Your academic programme (BA, MA, Diploma, Dr. etc.) and in which semester of your programme you are currently in

### Step 2: Collect the Application Documents

- **Confirmation of enrolment** from the applicant's home university
- **Motivation letter** in the form of an essay (not exceeding 2 pages); the focus of the essay should be on the applicant's individual interests and motivation
- **Transcript of Records / Diploma Certificate** (if the original is in a language other than English or German, a translation in English or German certified by the home university is necessary):
  - For Master's students: Bachelor's degree certificate and transcript of records from the Bachelor's and Master's degree programmes
  - For PhD students: Bachelor's and Master's degree certificates, as well as the transcript of records from the Bachelor's, Master's, and Doctoral degree programmes
- **Learning agreement** = course program to completed at MUL: Search for courses at: [https://online.unileoben.ac.at/mu\\_online/webnav.ini](https://online.unileoben.ac.at/mu_online/webnav.ini)  
*Click on them to make sure they are in English, if you cannot speak German. You **are not allowed** to take courses that are part of a 'Universitätslehrgang' also check by clicking on the course!*
- **2 letters of recommendation:** Both letters of recommendation must be written by teachers who taught or supervised the applicant during his/her degree programme. One of the two letters of recommendation must be issued by an academic.
- **Curriculum vitae** in tabular form (in English or German)
- **Copy of your passport**
- **Proof of German or English language skills:** Language certificates may not be older than one year.
  - German language skills (at least level B2); only official certificates from the ÖSD, Goethe Institute or universities will be accepted
  - English language skills (at least level B2); only official certificates will be accepted

### Step 3: Apply via our online application platform

→ Link will be send to you upon request

**Don't Miss the Application Deadline!**

**December 8<sup>th</sup>**

***The online application will close on this day!***

#### Interesting Links:

- <http://international.unileoben.ac.at/de/5773/>
- <https://www.sparkasse.at/steiermaerkische/wir-ueber-uns/gesellschaft/wissenschaft-und-forschung>
- <https://www.facebook.com/BestOfSouthEast/>



**Montanuniversitaet International Relations Office**

**A:** Franz-Josef-Strasse 18, 8700 Leoben | **W:** [international.unileoben.ac.at](mailto:international.unileoben.ac.at)  
**T:** 0043 3842 402-7234 | **E:** [christina.cresnik@unileoben.ac.at](mailto:christina.cresnik@unileoben.ac.at)