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Postgraduate Study Programme “International Health”

Institute of Tropical Medicine and International Health
Charité – Universitätsmedizin Berlin

APPLICATION FORM CORE COURSE WINTER TERM 2021

Not for applicants for DAAD scholarships

Please complete and mail this form and required documents (see page 3) to the following address:

Institute of Tropical Medicine and International Health, Charité - Universitätsmedizin Berlin
Postgraduate Study Programme “International Health”
Campus Virchow-Klinikum, Augustenburger Platz 1, Interne Geländeadresse: Südring 3B
D-13353 Berlin, Germany

1. I would like to apply for the following study program:

- Master of Science in International Health (MScIH): **according to the programme description on https://internationalhealth.charite.de/en/study_programmes/master_of_science_in_international_health/ starting with the Core Course**
- Diploma in Tropical Medicine and Public Health (DTMPH): **Core Course plus Advanced Modules ‘Clinical Management of Tropical Diseases’ plus ‘Parasitology in International Health’ plus ‘Consultation of Business Travellers’ (Webinar)**
- Diploma in International Public Health (DIPH): **Core Course plus Advanced Modules ‘Designing, Managing and Evaluating Projects for Improving Health’ plus ‘Health economics and Economic Analysis’**
- Short Course Certificate ‘Tropical Medicine and Public Health’ (SCC/TMPH) ONLY: **Core Course** of the Master of Science in International Health (MScIH) programme ONLY

2. Personal details

Surname/ Family Name as written in your passport	
First/ Given Name as written in your passport	
Date of Birth (DD/MM/YYYY)	
Place of Birth	
Nationality	
Previous relevant study degrees (in chronolog. order)	
ECTS credit points or duration in years of above degrees	
Profession	
Specialisation	

3. Current Address

House number/Street	
P.O. Box	
Post Code/ZIP Code	
City/Postal district	
Country	
Phone Number	
Fax Number	
E-mail	

4. Present or most recent position

Name of employer			
Type of organisation			
Place of work			
Year of entry		Year of leaving	
Position held			
Main duties			

5. Professional experience in low- or middle-income countries

Are you employed or do you have a contract for an assignment in a low- or middle-income country?

Employed Yes No **Contract for assignment** Yes No

Organisation: Period:

6. References - Name / Address (reference letters not required)

1.	
2.	

7. Funding

Private funds Employer Scholarship, sponsor

Please enclose a brief description of your funding situation with your application, and add a bank statement. If you are sponsored by your employer or were awarded a scholarship, please enclose a copy of the official notification.

8. Visa (In case of Admission)

- I would apply for a student visa
- I already have a student visa (Please attach copy)
- I would not need a visa

9. Orientation Week

I would like to participate in the orientation week (free of charge) preceding the Core Course (particularly recommended for foreign students)

10. How did you hear first about the Postgraduate Study Programme “International Health”?

- Internet search Alumni/Student Colleague/Friend Conference/Event Flyer
- Other (Please specify) Cannot remember

I hereby declare that the above information is, to the best of my knowledge, correct:

Date

Signature

NB: Applicants for DAAD scholarships should use the application form of the DAAD scholarship programme and should not submit this application form in addition.

Application Checklist TMPH Course / MScIH in International Health

- Please send your **complete** application in the correct order (1 to 8)
- as pdf attachments by email to [mscih-student\[at\]charite.de](mailto:mscih-student[at]charite.de) **and, in addition,**
 - as hardcopies by postal mail (address please see page 1 of this form).

Please note: only complete applications will be forwarded to the Committee on Admissions and Degrees (CAD).
Incomplete Applications will not be considered.

We regret that we are unable to return application documents by postal mail.

If originals are double-sided, please scan and copy both sides

Documents you need to submit as PDFs by email **and, in addition,** as hardcopies by postal mail

Please arrange the documents which you will submit as PDF and as hardcopies in the following order. Do not staple hardcopies. If any of the items 1 to 8 is missing, your application will not be processed.

1. Page 1 and 2 of this application form with a passphoto on page 1 in the upper right hand corner
Name of the pdf: **01_Lastname_Application.pdf**
2. Typed Curriculum vitae (CV) in Europass Format (<https://europass.cedefop.europa.eu/en/home>)
Name of the pdf: **02_Lastname_CV.pdf**
- 3a. Two certified copies of all diplomas awarding relevant university degrees by postal mail (originals will have to be presented upon matriculation!)
One certified copy of all diplomas awarding relevant university degrees as PDF.
Name of the pdf: **03_Lastname_1_Degree_Diploma.pdf**
- 3b. Two certified copies of all official academic transcripts by postal mail (originals will have to be presented upon matriculation!)
 - If your transcript notes: „Invalid if handled by student“ please ask your university to send one original transcript directly to us (often mentioned on transcripts from Nigeria, Ethiopia and other African countries).
 - Please make sure to enclose the grading system of your transcript.
 - German Medical Doctors: Please send: „Zeugnis über die Ärztliche Prüfung“One certified copy of all official academic transcripts as PDF.
Name of the pdf: **03_Lastname_1_Degree_Transcript.pdf**

If you have several diplomas awarding relevant university degrees please arrange them in the following order:

03_Lastname_1_Degree_Diploma.pdf
03_Lastname_1_Degree_Transcript.pdf
03_Lastname_2_Degree_Diploma.pdf
03_Lastname_2_Degree_Transcript.pdf

If items no. 3a and 3b were issued in languages other than English or German, a certified copy of the original and a certified translation into English or German by a certified translator must be submitted. Note that a simple copy of an original is not a certified copy. A certified copy of the original has to have a certification mark/stamp.

4. Signed letter of motivation stating why you would like to attend the above-mentioned course and how this course will help you in your work and career (not longer than 1page, to be submitted both hand-written and typed)
Please note: This statement should not contain: descriptions of the health situation in any country, general remarks on health or diseases, generally known facts, repetition of what is stated in your CV or transcripts. It should only explain your personal motivation for attending the MSc in International Health course, your professional goals, your personal career objectives and how this course will help you in achieving them. If your statement is longer than one page, only the first page will be considered.
Name of the pdf: **04_Lastname_Motivation.pdf**
5. Proof of proficiency in English, if not a native speaker, e.g. TOEFL (550 paper / 213 internet / 80 online), IELTS (6+), DAAD (A or B in all categories) test score.
Exemptions:

Candidates from Botswana, Eritrea, Ethiopia, Ghana, Kenya, Liberia, Malawi, Nigeria, Zambia, Zimbabwe, South Africa, Tanzania, Uganda only need to enclose a certificate by the Dean of Studies of their previous university confirming that their entire tertiary education was conducted in English.

Name of the pdf: **05_Lastname_English.pdf**

No further exemptions – you are kindly requested to refrain from enquiries.

6. Funding situation

Please submit proof by bank statement that you have enough funds to start your studies (minimum 5.000 EUR) make sure that the currency is mentioned on the statement. If you are sponsored by your employer or were awarded a scholarship, please enclose a copy of the official notification. If a private person sponsors you, please send proof by his/her bank statement and a signed confirmation letter.

Name of the pdf: **06_Lastname_Funding.pdf**

7. Two copies of your passport (only the page with the picture and your name)

Name of the pdf: **07_Lastname_passport.pdf**

8. **By postal mail only:** Please send 1 photograph in addition to the one on the application form (passport-size)

Optional documents:

- x. If you already have professional experience in the health sector in low- or middle-income countries (see OECD list at <http://www.oecd.org/dataoecd/32/40/43540882.pdf>), please prove by attaching relevant work certificates which must be issued on an official letterhead, contain the exact dates of the work period, a description of the main tasks and confirming that you worked fulltime (or how many hours per week). Professional experience counts only if acquired after completion of your first degree.
- x. If you have already a student visa, please send a copy
- x. If you have studied already in Germany: "Exmatrikulationsbescheinigung der Universität"
- x. For students from EU European Union only: If you have sufficient Health insurance already, please send a proof.
- x. If you changed your name since your degree, please send an official proof.

Name of optional document pdfs:

x1_Lastname_Optional.pdf
x2_Lastname_Optional.pdf
x3_Lastname_Optional.pdf
etc.