

**German Masters Program**  
The University of Missouri  
School of Languages, Literatures, and Cultures  
**Application for Masters Program in German  
and for Graduate Instructorship**

*International Students*

*Instructions to applicant:*

- With this application, you are applying for acceptance into the German M.A. program and for the award of a Graduate Instructorship. Acceptance into the M.A. program is a prerequisite for admission to the University of Missouri. If accepted into the M.A. program, a separate application must be submitted to the university to apply for admission.
- Fill out this form as indicated below. **Please feel free to replace or adjust the suggested formatting of the document.** Should you prefer to work with a Word document (.docx), please contact Professor Kopp to request one by email.
- Please convert your file into a PDF and email it to Professor Kristin Kopp, Chair of the Admissions Committee for the M.A. program in German:

Professor Kopp  
Director of Graduate Studies  
School of Languages, Literatures, and Cultures  
Arts & Science Building  
University of Missouri  
[koppkr@missouri.edu](mailto:koppkr@missouri.edu)

- Have three letters of recommendation sent to this same address [See “References” instructions below]

## Contact Data

Date \_\_\_\_\_

First Name(s) \_\_\_\_\_

Surname(s) \_\_\_\_\_

Current Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

Address to which official documents (visa paperwork, etc.) should be sent

\_\_\_\_\_

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## Personal Data

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Citizenship \_\_\_\_\_

## Academic Training

List chronologically all undergraduate and graduate institutions attended.

Dates	Name of Institution	Location	Major-Minor Degree & Date
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## Professional (Employment) Experience

Dates	Name of Institution	Location	Nature of Experience & Position Held
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## Academic Interests

What is your major field of interest in German studies, if you have decided on one?

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What are your related fields of interest?

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**Languages:**

Which other languages do you read with enough facility to complete assignments using them?

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Which other languages do you speak? Please indicate level reached

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**Grade Point Average:** Please indicate your current Grade Point Average (GPA). International students should not translate their grades. If your transcript does not indicate your overall GPA, please calculate it according to the following formula:

Multiply the numeric grade for each course by the number of credit hours assigned to that course. Then add these totals together and divide the resulting sum by the total number of credit hours. Do not include courses for which no numeric grade was awarded.

Please provide a general explanation of your university's grading system. (Are your grades listed as 1-5, where 1.0 is a perfect score? Are your grades listed as percentages of 100? etc.)

GPA: \_\_\_\_\_

**Honors and Awards:** List academic honors you have received including scholarships, fellowships, degrees with honors, etc.

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## English-Language Testing:

The University of Missouri requires that international students provide proof of English language ability. The University also requires a second language test (the MACCS) for those students applying for the award of a graduate instructorship. The MACCS is administered by the University and focuses on speaking skills. In certain cases, waivers are available:

- Students who have, within the last two years, successfully completed at least one year of full-time college-level study at a school in a country where English is the native language can apply for a waiver for the English-language test.
- Students who submit a minimum TOEFL score of 28 or IELTS score of 8.5 do not need to take the MACCS test.

If you believe you are eligible for either of these waivers, please indicate that here:

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For the MACCS waiver, please indicate your TOEFL or IELTS score:

TOEFL: Composite score\_\_\_ Reading\_\_\_ Listening\_\_\_ Speaking\_\_\_ Writing\_\_\_

IELTS: Composite score\_\_\_ Reading\_\_\_ Listening\_\_\_ Speaking\_\_\_ Writing\_\_\_

For the University's English-language-testing waiver, please explain how you meet the University's requirements for the waiver application.<sup>1</sup>

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<sup>1</sup> Please see the University's policies detailed here: <https://gradschool.missouri.edu/admissions/eligibility-process/international-applicants/> Please note that application for this waiver does not guarantee approval. If approval is not granted, applicants will need to submit a language-test score.

# Application for the Graduate Instructorship Award

## Teaching, Travel, and Language Experience:

1. What is your teaching experience, if any? If you have teaching experience, please list where you taught, the duration of your teaching experience, the language of instruction, and who your students were. We are particularly interested in any experience you may have had teaching in English or teaching any subject to American students, so please be sure to list any such experience. Please include any form of teaching: regular classroom experience at any level, camp experience, individual tutoring, etc.

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2. What is your own educational experience with regard to English? Be sure to note if any of your instructors have been American or native English-speakers. Also, please note whether you have been enrolled in any classes in the US or any other country where the primary language is English, or if you have ever enrolled in any classes that were taught in English or by an American.

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3. Do you have any direct experience with American culture? For example, have you ever lived, traveled, or studied in the US? Have you ever studied or worked with (or for) Americans?

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4. Please tell us about any extended experiences of travel or study abroad.

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## References

List at least three references who will send letters of recommendation in support of your application.

We are looking for students who will positively contribute to our program. You may direct your referents to address any combination of the following:

- Your academic potential and intellectual curiosity. How will you positively contribute to the small seminar environment?
- Your personal maturity, character, and level of responsibility. Will you positively contribute to our undergraduate program if awarded a graduate instructorship?
- Your English language skills and, if German is not your native language, your German language skills as well. Will they allow you to read and discuss texts at the graduate level? Are you able to speak with enough confidence to teach German at the introductory level?
- Your personal flexibility. Will you adjust well in the transition to graduate school in the United States?

Letters of Recommendation should be addressed to Professor Kopp. They may be sent to her by email if emailed by the Recommender directly from his or her institutional email account to [koppkr@missouri.edu](mailto:koppkr@missouri.edu) . Otherwise, letters should be printed, signed, and sent to:

Professor Kristin Kopp  
Director of Graduate Studies  
School of Languages, Literatures, and Cultures  
Arts & Science Building  
University of Missouri  
Columbia, MO 65211

Name	Institution
1. _____	_____
2. _____	_____
3. _____	_____

Signature/Date: \_\_\_\_\_