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Application:

1. Download the application form and fill it out (Please note the leaflet to the application)
go.upb.de/Application-Form
go.upb.de/Merkblatt-zum-Antrag

2. Relevant certificates (in the original language):

- Secondary school certificate,
- University entrance examination,
- Subject and grade overview of all academic years (transcript),
- Graduation certificates, if completed,
- APS certificate (China, Vietnam and Mongolia),
- Official translation of the above mentioned certificates. Original certificates issued in German, English or French do not require an official translation.

3.a. For Refugees: copy (clearly readable) of your current residence permit.

3.b. For asylum seeker: You should be allowed to live in Paderborn or near Paderborn to be able to participate at the course every. For questions: Mr. Verhoff
volker.verhoff@zv.uni-paderborn.de

4. Send all of these documents together to the International Office. Please take the application deadlines into consideration.

Attention: Please send us only certified copies and no originals.



You can easily scan this QR-Code with the camera of your smartphone.



Application

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Admission

1. The Process of reviewing the application documents usually takes up to 8 weeks after the application deadline.

2. If your application for the DSH course was successful, you will first receive an admission to the German course via mail to your postal address.

3. With this admission letter you can apply for a visa for Germany.

4. To receive an admission means that you have a higher education entrance qualification (general or subject-specific) for studying at a university in Germany.

5. The admission is for the DSH course and not for the main study program. You should take that into consideration that the admission requirements (e.g. minimum required average grade, knowledge of foreign languages, etc.) can change between the start of the German course and the beginning of the main study program.

6. When you are in the Upper Intermediate Level (M II)/ Advanced Level, you will receive (via email) a form to fill out which is necessary for your admission to the main study program. In order to be able to begin your studies at the University of Paderborn, you must fill out this form and submit it on time and within the deadline. Please get informed about these requirements during the German course. It is very important and is your own responsibility!
go.upb.de/ueberganginsFS

7. You have an admission for the DSH course but you do not have the possibility to take part in the DSH course yet? After you have received your admission letter, you can have your admission postponed for a maximum of three times to a later quarter (e.g. January to April). You should send the request for postponement after the registration deadline by e-mail to io.info@zv.uni-paderborn.de.

Important: Please write in the reference line (subject) clearly, e.g.: Deferral of Admission (DSH course) _ Application number (xxxxx) _ Matriculation number (xxxxxxx)



Admission



Übergang ins Fachstudium

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Accepting the Admission and Enrollment:

Have you been admitted for the DSH course and would like to enroll for the course?

1. Send us the following documents in the enrollment time via e-mail to io.DSH.registration@zv.uni-paderborn.de

- Scan of your admission letter (only first page)

- The completed and signed registration form

go.upb.de/Antrag-Einschreibung

- Scan of your passport/ID card

- Proof of payment of the semester fee (important: do not forget to write your matriculation number, first name and surname in the reason for payment)

go.upb.de/Semester-Fees

You must send us the above mentioned documents as a normal copy and a PDF file.

2. In case you have to submit your certificates as certified copies, which is written on your admission letter as "geforderte weitere Unterlagen", you must either send them by mail (via post) to the International Office or drop them in the mailbox in "I" building at the latest within the time of enrollment in paper form (hard copy).

3. For the registration you need to provide a valid visa for Germany. We highly recommend you to apply for a student visa at the German embassy or general consulate in your country before planning your departure for Germany, if you are planning to study in Germany.



Enrollment

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After the Enrollment:

1. When we receive all necessary documents, you will be enrolled as a DSH course student.

2. After your enrollment, you must transfer the course fees at the latest until the placement test or by the payment deadline mentioned during the enrollment. Please make sure that it is a different bank account than the account for the semester fee. (As the purpose of transaction, please write DSH and your matriculation number). Unpaid fees lead to exmatriculation.
go.upb.de/DSH-Kursgebuehr

3. The Faculty of Arts and Humanities (Mrs. Veronika Simon) is responsible for the course fee and not the International Office.
veronika.simon@upb.de

4. When the payment of the semester fee is booked in system, you will receive a semester ticket and a student card. The semester ticket is valid for the whole semester and the entire state of North Rhine-Westphalia.

5. You will receive a TAN (transaction number) by post. This will be necessary to create a university account.

6. After the enrollment deadline you will receive an email about the placement test from our colleagues at the Faculty of Arts and Humanities (Institute for German Language and Comparative Literature). Participation in the placement test is mandatory. Please check your mailbox and spam folder regularly and just be patient!



IMT: Uni-Account



AStA- Semesterticket



Fakultät für Kulturwissenschaften

