

Information for international applicants with foreign academic qualification who wish to apply for admission to a German university

If you are an EU citizen, please consult with the university of your choice before using this application. Also enquire at the International Office at the university about specific admission requirements which apply to EU citizens. This application may not be used if you are applying to the Stiftung für Hochschulzulassung (SfH) or if you received your university entrance qualification (*Abitur*) at a secondary school in Germany or at a German School abroad. In this case, please use the application forms provided by the university in question or the SfH (address: Sonnenstraße 171, 44137 Dortmund, Germany, www.hochschulstart.de). Some universities only accept their own applications (e.g. universities of applied sciences in Bavaria). Therefore, please enquire at the university of your choice about which application forms you should use. Application forms from the SfH are available at www.hochschulstart.de.

► General Remarks

A. Citizenship

If you are a citizen of a foreign country, but also have German citizenship, you must apply as a German. You should only use this application if you are a foreigner – even if you have taken permanent residence in the Federal Republic of Germany or were granted asylum here.

B. What you should know before applying

We recommend reading the “Studying in Germany” brochures, published by the DAAD. These provide a general overview of the study opportunities and requirements for international students at German university. You can obtain these brochures at the diplomatic and consular mission of the Federal Republic of Germany, the Goethe-Institut, regional branch offices of the DAAD and the International Offices at German universities.

For general information and descriptions of study opportunities and admission requirements, we recommend visiting the following links:

- German Rectors Conference (HRK): www.hochschulkompass.de
- Goethe-Institut: www.goethe.de
- German Academic Exchange Service (DAAD): www.daad.de
- Anabin database: www.anabin.de (with info regarding the recognition of foreign secondary-school certificates, etc.)
- Websites of the corresponding universities

We recommend consulting with the university of your choice before applying for admission.

- I The universities expect you to include various documents along with your application. Please ask the university of your choice about which additional documents they require.
- II Some degree programmes require that candidates complete a period of practical training before commencing study. Please ask about such requirements as these vary depending on the university and your desired course of study.
- III German language courses are not offered at all universities. Many universities only accept applicants who can prove they have achieved a certain proficiency level in German. If you are required to participate in a German language course before commencing your studies, you should be aware that the language courses do not always coincide with the regular lecture period at the universities. As a result, this may delay the commencement of your studies.
- IV Various universities offer international degree programmes which are not or only partly taught in German. Please enquire at the university of your choice as to the language requirements for your desired degree programme.

C. When to apply

Ideally you should apply for admission to German university from your home country about six months before your programme would commence. Before travelling to Germany, contact the German diplomatic mission (embassy, consulate) in your country and ask about the regulations pertaining to entry and residence visas. **Do not enter the country on a tourist visa**, as it cannot be converted into a visa for educational purposes (student visa). A student residence permit is valid only for the purpose of studying.

D. Application deadlines

Application deadlines vary significantly from university to university. Therefore, please enquire about the specific deadlines at the university of your choice. If you are applying for a degree programme in a subject with a centrally restricted admissions policy (NC), the deadline for applications is generally 15 July for the winter semester and 15 January for the summer semester. For your application to be considered, the application forms must be completely filled out, accompanied by all additional documents required by the university and submitted in time. Application deadlines can vary when applying for admission to a degree programme in a subject with no restricted admission, for entry into higher semesters, for special degree programmes (especially those requiring an aptitude test, graduate/postgraduate courses or university preparatory/foundation courses). Submit your application as soon as possible, preferably well before the given deadline. Generally, students are allowed to enrol at

university in either the summer or winter semester. However, many degree programmes only begin in the winter semester. Please make sure to contact the university of your choice to find out when you can commence your studies.

E. Additional application documents

Your application for admission to German university should include certified copies of your documents (either photocopies or duplicates) and, if not in German or English, also certified translations of these. Please enquire at the university of your choice about the requirements pertaining to certification and translation of your application documents. The university can provide you with more information concerning which languages and forms of certification it accepts.

F. Degree programmes with restricted admission (NC – numerus clausus)

University admission to certain subjects and degree programmes is occasionally restricted, either at a national or regional level. If you are an EU citizen or a foreigner with a German *Abitur* and you wish to apply for admission to a nationally restricted degree programme, you must submit your application directly to the *Stiftung für Hochschulzulassung* (SfH). This form is not suited for gaining admission to degree programmes with restricted admission requirements. The university of your choice can tell you how many study places are allocated to foreign applicants in each degree programme. The university can also tell you whether it is possible to apply to only one or several NC programmes at one time. When applying for admission to an NC degree programme, make sure that your school certificates and documents include grades which the review board can use to calculate a grade-point average. You can obtain more information regarding additional prerequisites for admission from the university of your choice.

► Instructions for completing the Application Form for Admission to German University

Please mark which semester (summer or winter) you wish to commence your studies and enter the name of the university to which you are applying. The following numbers correspond to the sections contained in the “Application Form for Admission to German University for International Applicants with Foreign Academic Qualification”.

1. Desired degree programme

The term “degree programme” refers to your subject of study (or combination of subjects) and the relevant degree. Some programmes are comprised of one subject and one degree. This generally applies to the following qualifications: *Diplom*, state examinations (with the exception of teacher certification (*Lehramt*), bachelor’s and master’s degrees. Those who choose to pursue a *Magister* or teacher certification are generally required to study two major subjects - or one major and two minor subjects. The university of your choice can advise you of which degree programmes are available to you. Admission restrictions and alternative commencement dates may apply depending on the content of your degree programme. The university of your choice can advise you further as to which subjects can be combined in a degree programme.

- **Example 1: Master’s degree in Chemistry (major):**
Enter “Chemistry” as your major and tick “Master’s” as your desired degree. Please leave the fields “2nd major or minor”, and “2nd minor” blank.
- **Example 2: Bachelor’s degree in German Studies and Journalism:**
Enter “German Studies” as your major and “Journalism” as your minor. Tick “Bachelor’s” as your desired degree. Please leave the third field blank.
- **Example 3: Bachelor’s degree for teacher certification in German, English and Educational Science:**
Enter “German” as your major, “English” as your minor, and “Education Science” as your 2nd minor. Tick “Bachelor’s” as your desired degree and enter “Gymnasium” in the box marked “Teacher certification”.

To be eligible for admission to a master’s or doctoral degree programme, a first- or second-level professional qualification from a university abroad is generally required.

The column marked “Entry level” need only be completed if you are applying for entry into a higher semester (i.e. above the first semester). In this case, please submit a “credit transfer statement” (*Anrechnungsbescheid*) from the responsible examination board with your application. The university of your choice can advise you as to which examination board is responsible for your programme. ►

2. Personal details

Please enter your full name as shown in your passport. If your name is different from that contained in earlier certificates (e.g. because of marriage), please provide proof of your name change by including the corresponding documents.

3. Postal address

Please use this field to enter the full address to which the university should send correspondence. This may be your own address in your home country or in the Federal Republic of Germany or the address of acquaintances or relatives in your home country or in Germany who are able to inform you quickly of the receipt of any correspondence. If the recipient's name is different from your own, please make sure to enter the name in the "c/o" field. If the postal address should change during the application process, make sure to notify the university of the change immediately so as to ensure receipt of future university correspondence.

4. Educational background

As a foreigner seeking admission to a university in the Federal Republic of Germany, you must hold a secondary school-leaving certificate. If certificates are not in German or English, you need to include officially certified copies of the certificates in the original language as well as officially certified (copies of) translations in German or English with your application. Some universities accept certificates in other languages (please consult the university of your choice). If your school-leaving certificate is recognised as being equivalent to a German university entrance qualification, you are eligible for direct admission to the degree programme of your choice.

Curriculum vitae:

Your CV must be complete and up to date. All stages must be substantiated with documents or certificates.

Schooling:

Please provide details of your schooling from the first day of primary school to graduation day at secondary school which qualified you for university admission in your home country.

School-leaving certificate:

Please enter the exact date, the original name of your school-leaving certificate and the country in which it was awarded.

University entrance examination:

If you were required to take a university entrance examination in the country in which you completed your schooling, please enter the name of the exam, the result and the date the certificate was issued. Please make sure to submit copies and translations of the official certificate documenting the university entrance examination. If the examination only entitles you to study certain subjects, you must include corresponding documents to support this.

University preparatory/foundation course:

This section should only be filled out by applicants who attended a university preparatory or foundation course (*Studienkolleg*). Please enter the location of the foundation course and when and how often you took the *Feststellungsprüfung* (university qualification assessment examination), the result of that test and the course type. Please include a certified copy of the *Feststellungsprüfung* certificate.

Prior university study, advanced education, etc.:

If you have already studied at university abroad or in Germany, please indicate your previous degree programme, the duration of study, any passed or attempted examinations and their respective grades, together with the supporting documents and certificates. Since some degree programmes in Germany require students to have completed some practical training before they commence their studies, you should use this field to enter the duration, type, place and scope of any practical training or, if applicable, any vocational training you have completed. Please note that you must enter all education or training courses which you have completed abroad and in Germany in this section. An incomplete CV may be grounds for rejection of the application.

Other activities up to the date of application:

If you completed your education or training some time ago, please enter any other activities you undertook between the completion of your education and the date of application. There should be no gaps in your CV. Enter any jobs, longer-term employment, au pair work, etc.

Include certificates and supporting documents for all stages listed in your CV (from early schooling to the most recent activities).

5. Language proficiency

5.1. German language proficiency

Most German universities require prospective students to prove their German language proficiency upon applying for admission. Because the language qualification requirements differ from one university to the next, please ask about the language requirements of your desired degree programme at the university of your choice. In this section, you should indicate where and how long you learnt German and which language certificates you hold. If you took the TestDaF (Test of German as a Foreign Language), please specify the results achieved in all four levels. Tick any other German language certificates listed in section 5.1 which you have obtained. If you are currently attending a German course, please indicate where you are attending that course, the type and level of the course. Certified copies of language certificates must also be included with your application.

5.2. English language proficiency

Some degree programmes at German universities are not or only partly taught in German. The alternative language of instruction is usually English. If you hold one or more of the English language certificates listed in this section, indicate which type you obtained and the grade and/or level of proficiency you achieved.

5.3. Proficiency in other languages relevant for admission to your desired degree programme

In addition to German and English, some German universities offer degree programmes taught in other languages. Find out what language(s) of instruction applies to your desired degree programme which you indicated in section 1.1. or 1.2. Please specify whether or not you have the appropriate language skills and enclose relevant certificates.

6. Other admission-relevant questions (as put forth by the German State Study Allocation Regulations)

Although the questions 6.1. to 6.5. are voluntary, providing truthful answers may improve your chances of admission. Please enclose the relevant certificates/ documents with the application.

7. TestAS

If you have taken the TestAS, an examination that assesses one's ability to master the challenges of university study in Germany, please indicate the results of the core test and subject module as shown on your TestAS certificate. For more information about the TestAS, visit www.testas.de. Don't forget to include a copy of your TestAS certificate.

8. Other applications

In completing section 8, you will help facilitate the processing of your application. An incorrect answer may result in your application being rejected.

9. Special reasons for your choice of university

In this section, you may specify why you would like to gain admission to this particular university and degree programme.

10. Application for admission to the "Feststellungsprüfung"

If your educational certificates detailed in section 4 do not qualify you for direct admission to a full degree programme, you will be required to take the "Feststellungsprüfung" (university qualification assessment examination) which assesses your suitability for your desired course of study. The *Feststellungsprüfung* is very demanding and, therefore, we absolutely recommend that you attend a *Studienkolleg* (university preparatory/foundation course), which offers subject-related preparatory courses. You can only be admitted to the *Studienkolleg* once you have completed an entrance exam. The entrance exam may only be repeated twice, while the *Feststellungsprüfung* may only be repeated once. If you wish to prepare for the exam on your own and register as an external candidate, we strongly recommend seeking the advice of the *Studienkolleg* or university in question. In some German states you may apply for university preparatory courses directly at the *Studienkolleg*, in other states at the university's International Office, and in others at a state authority. For more details, visit the corresponding websites of the various *Studienkollegs* (www.studienkollegs.de). Because the preparatory courses and assessment examination dates do not completely correspond to the application deadline for admission to the degree programmes at university, you should enquire at the university about the specific dates and modalities of admission.

11. Application for admission to a university preparatory German language course

Although most German universities offer a broad spectrum of German language courses, ranging from propaedeutic (preparatory) language instruction to integrated German courses, some universities offer none at all. Therefore, it is essential that you find out in advance as to whether your university of choice offers a preparatory German language course for applicants of the degree programme indicated in section 1.

Signature: Your hand-written signature is required to finalise the application.