

INFORMATION

for foreign study applications on how to use the Application Form for Admission to Studies to higher education institutions in the Federal Republic of Germany

After checking with their chosen higher education institution, EU foreigners who are not required to apply to the Central Admission Office, the 'Zentralstelle für die Vergabe von Studienplätzen (ZVS)' can use this application form.

Please do not use this application form if you gained your higher education entrance qualification at a school in Germany or at a German school abroad.

In this case, please use the application form from the higher education institution (HEI) of your choice or the ZVS form, which can be obtained from: Sonnenstraße 171, D-44137 Dortmund, Germany, or from: www.zvs.de

General Remarks

● Nationality/Nationalities

Applicants who are not only nationals of a foreign country, but also of Germany must apply as a German national. If you are a foreign national, you must use this form to apply for admission to studies, even though your permanent place of residence may be in the Federal Republic of Germany.

● Pre-application information

We recommend that you contact the German HEI of your choice before applying for a study place, because

- HEIs expect you to include various documents with your application. Please enquire at the HEI of your choice about which documents you must include with your application;
- the regulations governing the completion of practical training, which various degree courses require you to prove before you can commence your studies, differ from one institution to the next;
- German language courses are not offered by all HEIs; many HEIs will only allow you to apply for admission once you have acquired and proven that you have reached a specific proficiency level in the German language. German language courses, which should be attended before you commence your full studies, often start at other times than the regular lectures and courses offered by HEIs. This may result in the commencement of your full studies being delayed.
- some HEIs offer degree courses which are not or only partly instructed in German. Please inquire at the HEI of your choice as to which language requirements you are expected to fulfil.

The following Internet addresses will provide a general overview of the range of study and entry opportunities available to you in Germany:

Hochschulrektorenkonferenz (HRK): www.hochschulkompass.hrk.de

Goethe-Institute: www.goethe.de

DAAD-Homepage: www.daad.de

DAAD-database (provides information on foreign certificates, etc.): www.daad.de/deutschland/de/2.3.1.html

University websites

The brochure "Studium in Deutschland", which the German Academic Exchange Service (DAAD) publishes in various languages (English: Studying in Germany) and for various kinds of HEIs, provides a general overview of the study opportunities and conditions available to you. You can obtain these brochures from the diplomatic or consular representations of the Federal Republic of Germany, from the Goethe Institutes and from the regional offices of the DAAD, as well as from the International Offices of the HEIs.

● When to apply

You should make sure that you apply for a study place before you leave your home country, ideally around six months before your studies are scheduled to commence. Before entering the Federal Republic of Germany, please make sure that you contact the German

foreign representation (Embassy, Consulate) to inform yourself about the regulations governing entry and residence. Please do not enter on a tourist visa, since such a visa cannot be converted into a visa for educational purposes (student visa). A student residence permit is valid only for the purpose of studying.

● Application deadlines

If you are applying for a degree course in an admissions restricted subject (which together with the completed application form is also your general application for admission to studies), the current application deadlines are 15 July for the winter semester and 15 January for the summer semester. The application form must be completed in full and have been received by the HEI along with all required documents by this date.

You can find out whether HEIs make exceptions to this deadline for non-admissions restricted degree courses, for entry into higher study semesters, for special degree courses (especially those requiring an aptitude test, or postgraduate and similar degree courses, as well as Studienkolleg preparatory/foundation courses) by contacting the HEI of your choice. Please submit your application at your earliest convenience and not just before the deadline expires. Essentially, you can commence your studies both in the summer semester and in the winter semester. In many cases, however, studies can only be commenced in the winter semester. Please make sure that you contact the HEI of your choice to find out when you can commence your studies.

● Documents you need to include with your application for admission to studies

Various documents need to be included when you submit your application for admission to studies. These need to be officially certified/attested copy documents (photocopies, duplicates or transcriptions) and, if the documents are not written in German or English, need to be accompanied by an officially certified/attested translation. The university of your choice will advise you of which additional language certificates are accepted without a translation and of what conditions an official certification/attestation must meet.

● Admissions restricted degree courses (Numerus clausus (NC) degree courses)

Admissions restrictions may apply to a degree course nationwide or only locally/regionally. EU foreigners and foreigners holding a German Abitur (grammar school leaving certificate and general higher education entrance qualification) who wish to apply for admission to an NC degree course which is subject to nationwide admissions restrictions must apply to the ZVS. This form cannot be used for such applications.

The HEI of your choice will advise you of how many study places are available for foreign applicants in each degree course. The HEI will also advise you of whether you can apply for one NC degree course only or for several. If you are applying for admission to an NC degree course, please make sure that your school certificates and documents enable a grade point average to be calculated. The HEI of your choice will also advise you of any other selection criteria which you need to fulfil.

Tips on completing the Application Form for Admission to Studies

Please tick the entry semester and enter the name of the higher education institution you are applying for. The following numbers correspond to the questions contained in the Application Form for Admission to Studies.

➤ 1. Planned degree course

The expression "degree course" stands for a subject or subject combination and for the relevant degree. There are degree courses which are made up of one subject and a degree. This is generally the case in courses leading to the following qualifications: Diplom degree, Staatsexamen degree, with the exception of teaching degrees (Lehramt), Bachelor's and Master's degrees. By contrast, Magister degrees and Staatsexamen (Lehramt) degrees generally involve studies in two major subjects - or one major and two minor subjects. The HEI of your choice will advise you of which degree courses are available to you. Please bear in mind that the composition of your chosen degree course may change the admissions restrictions for and the starting date of your studies. The HEI of your choice will advise you of which combinations are permissible.

Example 1: Diplom in Chemistry (1 major subject): Enter chemistry as the major subject and tick Diplom as your target degree. Please leave the fields "2nd major or 1st minor subject" and "2nd major subject" blank.

Example 2: Magister in German studies and Ancient History (2 major subjects): Enter German studies as the major subject and ancient history as the 2nd major subject. Tick Magister as your target degree. Please leave the field "2nd minor subject" blank.

Example 3: Magister in Sociology, Economics, Romance philology, (1 major, 2 minor subjects): Enter sociology as the major subject, economics as the 1st minor and Romance philology as the 2nd minor subject. Tick Magister as your target degree.

Doctorates or Master's degrees are usually acquired in (post)graduate degree courses and require you to have gained a degree abroad.

The "Study Semester" column need only be completed if you are applying for entry into a higher study semester (above the first semester). If this is the case, please include a Transfer of Credit Notice (Anrechnungsbescheid) from the relevant examination board with your application. The HEI of your choice will advise you of which examination board is responsible for your course.

➤ 2. Personal details

Please enter all parts of your name exactly as entered in your passport. If your name is different to that contained in earlier certificates (e.g. as a result of marriage), please provide proof of the name change by submitting the appropriate supporting documents.

➤ 3. Correspondence address

Please use this field to enter the full address to which the HEI should send its reply. 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 applicant's name differs from the name in the postal address, please make sure that the application form's c/o field has been completed. If the correspondence address changes during the application process, please make sure that you advise the HEI immediately of this change of address, otherwise a reply or further correspondence will not be possible.

➤ 4. Home address

You only need to enter your home address if it is different from the correspondence address.

➤ 5. Your educational background

As a foreign candidate wishing to apply for admission to a higher education institution in the Federal Republic of Germany you need to hold a secondary school leaving certificate. If these certificates are not written in German or English, you need to include officially certified/attested copies of the certificates in the original language as well as officially certified/attested (copies of) translations in German or English with your application.

Some HEIs accept certificates in other languages (please consult the detailed information provided by the HEI of your choice).

If this certificate is accepted as being equivalent to a German school leaving certificate/higher education entrance qualification, you can be admitted immediately to your full studies.

Curriculum vitae:

The CV must be completed in full, i.e. contain all details up to the date of application. All stages must be substantiated by including appropriate supporting documents or certificates.

School education:

Please provide details of your school education from the first day and up to the award of the school leaving certificate which qualifies you for admission to higher education in the country in which the certificate was issued.

School leaving certificate:

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

Higher education entrance exam:

If a higher education entrance exam is required in the country in which you completed your schooling, please enter the original name of that exam, the result and the date on which the certificate was awarded. Please make sure that you submit official certificates documenting the state higher education entrance exam and translations of these. If the higher education entrance exam only entitles you to take up studies in certain subjects, the supporting documents you submit must include this information.

Studienkolleg:

This section only needs to be completed by applicants who attended a Studienkolleg (preparatory/foundation course). Please enter the location of the Studienkolleg and when and how often you took the Feststellungsprüfung (assessment test), the result of that test and the course type. Please include an officially certified/attested copy of the Feststellungsprüfung certificate.

Studies, further/advanced education, etc.:

In many cases, the school leaving certificate will not on its own qualify you for taking up studies in Germany; rather you will be required to have already completed some studies at state or equivalent institutions in your home country. If you already meet these conditions, please enter details on the course you attended, the duration of the course, any examinations and examination attempts and the results of these, and include appropriate certificates and documents to support this information. Since some degree courses in Germany require students to have completed some practical training before they can commence their studies, you should use this field to enter the duration, type, place and scope of any practical training or, as appropriate, of 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 curriculum vitae may result in the HEI rejecting your application.

Other activities up to the date of application:

If you completed your education or training before the date of application, please enter in detail any other activities you undertook between the completion of your education and training and the date of application. There must be no gaps in the curriculum vitae. Please enter jobs, longer-term employment, au pair work, and so on. Include appropriate certificates and supporting documents.

➤ 6. Language proficiency:

6.1. Most German HEIs require prospective students to prove their proficiency in the German language before they can apply. The language qualifications which you have to prove differ from one HEI to the next, and so you should contact your chosen institution direct for information on the conditions which apply. Please do make sure that you detail where and how long you learnt German and which language certificates you hold. If you took the TestDaF (German as a foreign language test), please specify the results achieved in the four levels (Niveaustufen). If you are currently attending a German course, please detail where you are attending that course, the type and level of the course. Language certificates must also be presented as officially certified/attested copies.

6.2. Some degree courses offered at German HEIs are not or only partly taught in German. Please make sure that you find out what the language(s) of instruction is/are for the degree course which you entered in 1.1. or 1.2. Please specify whether or not you have the appropriate language skills and enclose relevant certificates.

➤ 7. Other questions

The answers to questions 7.1. to 7.5. are voluntary, although an accurate answer may improve your chances of admission. Please enclose appropriate certificates/documents with the application.

➤ 8. Other applications

By answering Question 8, you facilitate the processing of your application for admission. An incorrect answer may result in your application being rejected.

➤ 9. Special reasons for your choice of study location

As HEIs create clearer profiles, they are increasingly basing their admissions decisions on criteria which go beyond the certificates and documents submitted by applicants. Point 9 allows you to specify your reasons for applying for the higher education institution and degree course in question. You should also specify whether family reasons have influenced your choice of study location.

➤ 10. Application for admission to the Feststellungsprüfung (assessment test)

If your educational certificates detailed in Point 5 do not qualify you for direct admission to full studies, you will be required to take the so-called Feststellungsprüfung (assessment test) which assesses your suitability for the planned course of study. The Feststellungsprüfung sets high demands, and therefore we absolutely recommend that you attend a Studienkolleg (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 can only be repeated twice, while the Feststellungsprüfung itself can only be repeated once. Before you register for the Feststellungsprüfung as an external examinee, i.e. after preparing privately, you are strongly recommended to seek the advice of the Studienkolleg or HEI in question. Applications for admission to the Studienkolleg or to the Feststellungsprüfung are generally submitted to the HEI in question. HEIs in the state of North Rhine-Westphalia (NRW) and the Fachhochschulen (universities of applied sciences) in some other federal states are an exception to this rule. Since the entrance dates to the Studienkolleg as well as to the Feststellungsprüfung differ in some cases to the date of commencement of full studies, the dates and formalities must be requested direct from HEIs.

➤ 11. Application for admission to a language course

There is an extraordinarily wide spectrum of language courses offered by Germany's HEIs, ranging from HEIs which provide preparatory and study-integrated courses through to institutions which offer no language courses at all. This is why it is absolutely essential that you observe the detailed information which the HEI offers on the degree courses applied for in Point 1.

Signature: The applicant must sign in person to finally complete the application.