

## Information from the European University Viadrina Frankfurt (Oder) for foreign students

### Study Programs at the European University Viadrina

Economics	Degree:	Bachelor
Business Administration		Bachelor
International Business Administration		Bachelor (in German)
International Business Administration		Bachelor (in English)
Cultural and Social Sciences		Bachelor
Law		First Juridical Exam
German and Polish Law		Bachelor

### Graduate Studies

International Business Administration	Degree:	Master
Management for Eastern and Central Europe		Master
Business Informatics		Master
Cultural History of Europe		Master
Culture and History of Central and Eastern Europe		Master
Socio-Cultural Studies		Master
Intercultural Communication Studies		Master
Cultural Management and Tourism		Master
German and Polish Law		Master
German Law for Foreign Lawyers		Magister legum
Protection of the Individual by International Law		Master
Mediation		Master
European Cultural Heritage		Master
Media – Communication – Culture		Master
Master of European Studies		Master or Certificate

### Terms of Admission

Prerequisite for the admission to any course of studies is the High School Diploma. Differentiations are being made between Diplomas from different countries, however. This means that in certain cases, one or two years of educational experience at a university in your home country or a one-year term at a German „Studienkolleg“ are mandatory prior to the admission. Information on which prerequisites you have to comply with can be found on the Internet at <http://www.daad.de/deutschland/en/2.3.1.html> and at <http://www.inobis.de/>.

Prerequisite for the admission to a graduate study program is the successful graduation from a university. In addition to that applicants need to prove their sufficient knowledge of the German language.

### Applications are to be sent to...

Course of Studies	Applicants with the German „Abitur“	Applicants from the European Union, Iceland, Liechtenstein, Norway	Applicants from non-EU countries	Visiting students (not wanting to graduate)
Economics (Bachelor)	Viadrina	UNI-ASSIST e.V.	UNI-ASSIST e.V.	Viadrina
Business Administration (Bachelor)	Viadrina	UNI-ASSIST e.V.	UNI-ASSIST e.V.	Viadrina
Internat. Business Admin. (Bachelor) /in German/	Viadrina	UNI-ASSIST e.V.	UNI-ASSIST e.V.	Viadrina
Internat. Business Admin. (Bachelor) /in English/	Viadrina	UNI-ASSIST e.V.	UNI-ASSIST e.V.	Viadrina
Cultural and Social Sciences (Bachelor)	Viadrina	UNI-ASSIST e.V.	UNI-ASSIST e.V.	Viadrina
Law (First Juridical Exam)	Viadrina	UNI-ASSIST e.V.	UNI-ASSIST e.V.	Viadrina
German and Polish Law (Bachelor)	Viadrina	UNI-ASSIST e.V.	UNI-ASSIST e.V.	-
Graduate Studies (Master, LL.M., Certificate)	Viadrina	Viadrina	Viadrina	Viadrina

### Application Deadlines

Application deadline for the winter semester:	July 15
Application deadline for the summer semester:	January 15

Please note that at the application deadline, application forms must have arrived at the Viadrina and / or at UNI-ASSIST. Applications can only be processed if they are complete. To clarify any possibly ensuing questions and in order to guarantee rapid processing of your application, we advise you to send your forms **six weeks prior to the end of the application deadline.**

#### Forms to be submitted:

- the application form, completely filled in and signed
- photocopy of the High School Diploma (if necessary with additional documents, e.g. school leaving certificate in Poland)
- translation of the High School Diploma (and the additional documents)
- if applicable, proof of prior course of studies (for Graduate Studies: Graduation Certificate)
- translation of the proof of prior course of studies
- proof of sufficient knowledge of the German language:  
at least 800 hours of German class (medium level at the Goethe-Institute) or German as a part of the High School Diploma; if possible, hand in a certificate which exempts you from taking part in the DSH (see below); applicants for International Business Administration (Bachelor; in English) do not need to hand in proof of knowledge of the German language.
- for International Business Administration: TOEFL (580 points paper based, 237 points computer based, 92 points internet based) or equivalent tests (see <http://www.iba.eu-frankfurt-o.de/> )
- a copy of your passport, which clearly shows your name, date of birth and place of birth
- **when applying with UNI-ASSIST:** proof of having paid the fee for examination of your application

**Attention! Photocopies have to be certified by German authorities. When sending photocopies from abroad, please have your copies certified at a German consulate. Please do not submit any original documents! In European countries, photocopies can be certified at a notary, at schools or universities.**

The application forms can be found on the Internet site of UNI-ASSIST at <http://www.uni-assist.de/> and on the Internet site of the Viadrina at <http://www.eu-frankfurt-o.de/de/studium/bewerbung/index.html>. You can also have the application forms mailed to you. For a mailing address within Germany, please send us a stamped (1,44 Euro) and self-addressed C4 envelope. For mailing addresses outside of Germany, 6 international mailing response certificates are needed (these can be bought at your post office).

#### Important notice about the required level of knowledge of the German language

Prior to their studies in Germany, international students need to pass the „Deutsche Sprachprüfung für den Hochschulzugang ausländischer und staatenloser Studienbewerber (DSH)“. Failing this exam means that a re-test can only be taken one year later, therefore causing a one-year delay in the beginning of the respective study program. All applicants are encouraged to gain sufficient knowledge of the German language prior to their departure from their home country and, if possible, to take the „Test of German as a Foreign Language (TestDaF)“. The European University Viadrina offers a language course „Sprachintensivkurs zur Vorbereitung auf ein Studium in Deutschland“ as far as possible (information at <http://www.viadrina-sprachen.com/> and at <http://www.sz.eu-frankfurt-o.de/>).

Exempted from the DSH are applicants, who:

- o hold a German High School Diploma (Abitur),
- o hold the „Deutsche Sprachdiplom der Kultusministerkonferenz Stufe II“,
- o hold the „Kleine Deutsche Sprachdiplom“ of the Goethe-Institute,
- o hold the „Große Deutsche Sprachdiplom“ of the Goethe-Institute,
- o have passed successfully the „Zentrale Oberstufenprüfung (ZOP)“ of the Goethe-Institute,
- o have already successfully graduated from a German university,
- o have already passed the DSH,
- o hold the „TestDaF“ Certificate and have gained TDN 4 (i. e. TestDaF level 4) in all 4 subtests at minimum.

Applicants who have only passed the „Zentrale Mittelstufenprüfung“ at the Goethe-Institute will **NOT** be exempted from the DSH.

Applicants not planning to graduate from the Viadrina and those applying for the International Business Administration (Bachelor; in English) program do **NOT** need to take the DSH.

#### Application Addresses

##### Europa-Universität Viadrina

Department for International Affairs

Postfach 1786

D-15207 Frankfurt (Oder)

(for regular postal service)

or Große Scharrnstr. 59

D-15230 Frankfurt (Oder)

(esp. for courier service)

##### Europa-Universität Viadrina Frankfurt (Oder)

c/o UNI-ASSIST e.V.

Helmholtzstr. 2-9

D-10587 Berlin

## The UNI-ASSIST application procedures for international applicants

**This information is only applicable for those applicants, who have graduated from a school abroad and who would like to apply for one of the following study programs at the European University Viadrina Frankfurt (Oder):**

Economics (Bachelor)  
Business Administration (Bachelor)  
International Business Administration (Bachelor) in German and / or in English  
Cultural and Social Sciences (Bachelor)  
Law (First Juridical Exam)  
German and Polish Law (Bachelor)

**Applicants for those programs that award a Master's degree, visiting students and non-German citizens who hold a German certificate of aptitude for higher education (e.g. Abitur), please apply directly to the European University Viadrina Frankfurt (Oder).**

### Application Deadline and Address

Please send your application only to the following address:

*Europa-Universität Viadrina Frankfurt (Oder)*  
c/o UNI-ASSIST e.V.  
Helmholtzstr. 2-9  
D - 10587 Berlin

### Applications to more than one university

If you wish to apply to other universities apart from the Viadrina University, please check whether those universities also require the UNI-ASSIST procedure. A current list of all UNI-ASSIST-universities can be found under <http://www.uni-assist.de/index.php?id=4&ebene=3&lang=en>

In the case that further universities of your choice ask for a pre-check by UNI-ASSIST, you need for each further application a separate application form. What's more, when you apply to more than one UNI-ASSIST university you will have to hand in the other required application documents in one set only.

**PLEASE NOTE:** Depending on individual universities or courses of studies the required documents can vary.

Please mind – when using UNI-ASSIST application forms you can only apply to UNI-ASSIST universities. Applications for universities that do not require the UNI-ASSIST procedure can neither be processed nor forwarded on to those other universities.

### Money Transfer

UNI-ASSIST charges € 55 for examining an application to an "UNI-ASSIST-University". Applicants wishing to apply to more than one university which asks for the UNI-ASSIST pre-check will be charged an additional € 15 per "UNI-ASSIST-University" applied to.

**Applicants from EU-countries pay a reduced price of € 30 and € 15, respectively.**

**Applicants from the Peoples Republic of China**, who have already undergone application procedures with the "Akademische Prüfstelle (APS)" in Beijing, will be charged only € 25 and € 15, respectively.

Your application will only be processed after the money transfer took place. Please transfer/deposit the total sum to UNI-ASSIST as follows:

Berliner Bank, Account number:	999 14 88 322
Bank Code Number:	100 200 00
International Bankcode IBAN:	DE59 1002 0000 9991 4883 22
BIC/SWIFT-Code:	BEBEDEBB

For "Purpose of Payment" on the transfer slip, please specify your:

**First Name**  
**Family Name**  
**Date of Birth**  
**Citizenship.**

Your application to UNI-ASSIST will only be processed when payments have been made. In order to accelerate the pre-check of your application at UNI-ASSIST, please include a copy of the transfer voucher of your bank with the application, indicating the date and the amount of money transferred to UNI-ASSIST.

If you transfer the money from a foreign bank account, please take into account the international transaction fees charged by the bank. You can also pay by credit card (VISA or Mastercard, please use the form "debit/credit card"). In order to pay with your credit card, please inform UNI-ASSIST about the three additional digits found on the back of your credit card, at the end of your regular credit card number



Should you hold a bank account with a German bank, you can use the form 'Single Debit Authorization' (please, use form "debit/credit card") to pay. To do so, the holder of the account has to sign the form.

In each case the form is to be filled in and signed by the account or card holder in person.

### Further procedures

Please, fill in the application form for admission to your preferred course(s) of studies or any further UNI-ASSIST application forms respectively, and provide all documents required with your application. **Any incomplete application cannot be processed by UNI-ASSIST.**

Please, do let us know your e-mail address, if applicable. We will then be able to communicate faster and in a more reliable manner with you in clarifying open questions.

The UNI-ASSIST-procedure will take place before the actual application procedure starts at our university. Having checked your application documents, UNI-ASSIST will inform you about the result.

Provided your documents fulfil the formal admission requirements, UNI-ASSIST will inform the European University Viadrina and forward your documents to us. **This alone is not an admission yet, because then we will check your documents according to content related qualitative criteria.** After doing so, the European University will inform you whether or not we can offer you a place.

Should your documents not fulfil the formal admission requirements you will also be notified, and your documents remain with UNI-ASSIST.

Please, be aware that your documents will only remain with UNI-ASSIST for one year, provided you do not enrol. After the period of one year those documents will be destroyed. Documents can, **in general**, not be sent back to you.

Your file will be saved by UNI-ASSIST in a data base for a period of four years, and then deleted. During this period of time your documents will only be made available to UNI-ASSIST and the universities you have chosen.

More information may be found at <http://www.uni-assist.de/index.php?id=1&ebene=2&lang=en>.

Many thanks and all the best with your application!



## 5. YOUR EDUCATIONAL BACKGROUND

All details must be proven by enclosing officially certified/attested certificates/supporting documents and officially certified/attested German or English translations. It is essential that you include these with your application. Important Note. Some higher education institutions (HEIs) do accept certificates/supporting documents in other languages (please observe the detailed information provided by the HEI in question).

(Please write in block capitals)

### CURRICULUM VITAE

Education/Training	from - to	Details
<b>School education (enter study details below )</b> Length of schooling Primary/Elementary school to the end of your schooling		
<b>School leaving certificate</b>	Date	Original name: e.g. baccalaureat, Lise diplomasi, Maturität  Country
Did you take a <b>higher education entrance qualification</b> in the country in which you did your schooling?	Yes No If yes, please enter date and name	Date Name
<b>Studienkolleg (preparatory/foundation course)</b>  If you attended a Studienkolleg in the Federal Republic of Germany or took the Feststellungsprüfung (assessment test), please enter the name and place of that Studienkolleg and when and how often you took or attempted the Feststellungsprüfung.		
<b>Higher education, further education and training, practical training, vocational training in and outside Germany</b>  Name of the institution(s), country/-ies, details of the study subject(s), which examinations did you take, which qualifications/degrees did you gain? Please also enter any failed tests/exams.		
<b>Other activities up to the date of application.</b>		

## 6. LANGUAGE PROFICIENCY

### 6.1 German language skills

Have you ever learnt German?    Yes    No

Where                      Which Level                      How many hours?

Full institution name

Full name of the certificate awarded

Place and date awarded

Please enclose copies of certificates/supporting documents!

Have you ever taken the TestDaF test?    Yes    No - If yes, please enter levels:

Are you currently attending a German course?    Yes    No

If yes, please enter the full institution name.

Please enclose copies of certificates/supporting documents.

### 6.2 Which other language skills do you possess for degree courses which are not instructed in German?

English    others

Which certificates do you  
hold in this language?

Grade:

## 7. OTHER QUESTIONS

(in accordance with Art. 12, Section 4 of the State Agreement on the Award of Study Places and corresponding ordinances issued by the federal states)

### 7.1 Student support:

Have you been awarded a scholarship/grant:    Yes    No (Please enclose supporting documents)

Other sources of funding (voluntary answer)

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### 7.2 Have you been granted asylum in the Federal Republic of Germany?

Yes    No - If yes, please enclose supporting documents.

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### 7.3 Can the degree course you are applying for be studied in your home country?

Yes    No

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### 7.4 Are you a member of a German-speaking minority abroad?

Yes    No    Which one?

(Please enclose supporting  
documents)

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### 7.5 Are you taking part in an exchange programme with our higher education institution?

Yes    No    Which programme?                      Home university

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## 8. OTHER APPLICATIONS

Have you ever applied to our higher education institution?

Yes    for the winter semester    /    for the summer semester    No

Degree course

Please name all other German HEIs to which you have also applied/will apply for the coming semester.

## 9. SPECIAL REASONS FOR YOUR CHOICE OF STUDY LOCATION

If you have any special reasons for wishing to take up your studies at a particular higher education institution, please specify that HEI and your reasons (if necessary, use an extra sheet).

**10. APPLICATION FOR ADMISSION TO THE FESTSTELLUNGSPRÜFUNG** (assessment test)

**10.1 Do you wish to apply for admission in the coming semester to a Studienkolleg (preparatory/foundation course) for foreign students to prepare for the Feststellungsprüfung?**

Yes No

Have you already sat an entrance exam for a Studienkolleg?

Yes No

How often? When? Where?

**10.2 Do you wish to be admitted to the external Feststellungsprüfung on the next available date (without attending a Studienkolleg)? Please read the information leaflet!**

Yes No

**11. APPLICATION FOR ADMISSION TO A LANGUAGE COURSE**

Do you wish to apply for admission in the following semester to a language course in the language of instruction of the degree course for which you are applying with this form?

Yes No (It is essential that you read the detailed information provided by the HEI in question: see Information Leaflet)

I confirm that to the best of my knowledge and belief all the information I have given on this form is true, complete and accurate. I have enclosed the required documents (certificates, supporting documents, etc.). I am aware that intentionally or negligently giving false information constitutes an administrative offence and may lead to exclusion from the admissions procedure or – if discovered at a later date – to the cancellation of my admission or enrolment. I confirm that I have read the admissions information.

	<b>All entries completed? Please print out form and sign it. Please enclose all documents.</b>
Place _____	_____
Date _____	Signature _____

Please note: Please use a separate sheet if you wish to provide any further reasons for your application.

**The above information will be stored and processed by the higher education institutions. They are fully subject to the data protection regulations currently in force.**

For processing remarks by the Higher Education Institution.

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# 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](http://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](http://www.hochschulkompass.hrk.de)

Goethe-Institute: [www.goethe.de](http://www.goethe.de)

DAAD-Homepage: [www.daad.de](http://www.daad.de)

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

## Payment by Direct Debit Authorization or Credit Card

If you prefer not to transfer the money to the ASSIST-Account, you can also give us "direct debit authorization" (we will then retrieve the money from your account in Germany) or you may pay by credit card (VISA or EURO-/Mastercard). To do so, please fill out the following form and ask the holder of the account or of the credit card to sign it:

### Single Direct Debit Authorization (only for applicants with German bank accounts)

Name of the bank \_\_\_\_\_  
BLZ \_\_\_\_\_  
Account number \_\_\_\_\_  
Owner of the account: \_\_\_\_\_  
Amount in €: \_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Account Holder

or

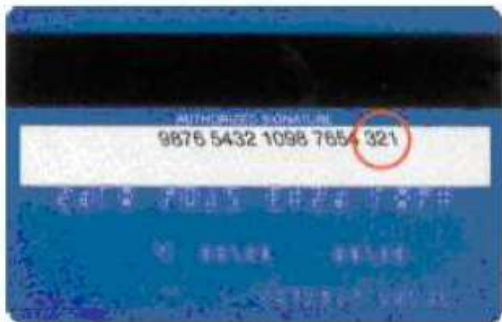
### Payment by Credit Card

VISA  or Mastercard

Amount in €: \_\_\_\_\_  
Card Holder \_\_\_\_\_  
Card No.: \_\_\_\_\_  
Valid until (month/year): \_\_\_\_\_  
Card Verification Value 2 (CVV2)\*: \_\_\_\_\_

\_\_\_\_\_  
Signature of Card Holder

\* Your "Card Verification Value 2 (CVV2)" consists of the last three digits of the number on the back of your credit card near your signature:



**ATTENTION:** Credit Cards issued in the following countries have recently been excluded from non-personal money transfer by the respective credit card companies:

#### Asia:

Indonesia  
Philippines

#### Western Europe:

Great Britain  
Netherlands

**Eastern Europe:**

Romania  
Bulgaria  
Lithuania  
Kasachstan  
Ukraine  
Balkan countries (former Yugoslawia)

**Afrika:**

Cote d`Ivoire  
Nigeria  
Ghana  
Egypt

We apologize for the inconvenience caused for applicants from these countries. We are doing our best to influence these conditions which unfortunately lie beyond our responsibility.