

Student applicants with foreign university entrance qualifications

Application

As of September 2004, the University of Applied Sciences Emden/Leer has been a member of **Assist** e. V., an association which coordinates international student applications and carries out preliminary checks of international student course applications. On payment of a **fee**, Assist can check if all necessary requirements have been fulfilled for the course of study in question. Further information on the service offered by Assist can be found on its homepage: <http://www.uni-assist.de>.

German nationals, persons who completed their education in Germany and citizens of an EU state with a **German** university entrance qualification should please apply in writing to the appropriate campus of the University of Applied Sciences Emden/Leer. If you belong to one of these groups but gained a **German** university entrance qualification **abroad** please send your application to the appropriate university campus.

Applicants who have a **foreign** university entrance qualification please send your application directly to Assist:

Hochschule Emden/Leer
c/o ASSIST e.V.
Helmholtzstr. 2-9
10587 Berlin

The following do not have to submit their applications for testing by Assist:

Applicants with **German** citizenship and a **foreign** university entrance qualification, who are resident in **North-Rhine Westphalia**. If this applies to you, please contact the Zeugnis- anerkennungsstelle (office which deals with validation and/or approval of qualifications) in Düsseldorf: Bezirksregierung Düsseldorf Zentrale Zeugnisanerkennungsstelle Postfach 300865 40408 Düsseldorf. When approval/validation of the university entrance qualification has been granted by this authority, please send your application directly to the appropriate campus.

http://www.brd.nrw.de/schule/schulrecht_schulverwaltung/Zeugnisanerkennung.html

The **courses of study** has been **exempted** from the Assist checking scheme:

- The M.A. course **Technical Management** . Please send your application **directly** to: Hochschule Emden/Leer, Constantiaplatz 4, 26723 Emden.
- Applications from exchange students taking part in cooperation programs. Please send applications **directly** to the appropriate campus for the course in question.
- ERASMUS students. Please send applications **directly** to the appropriate campus for the course in question.

In this case the nationality of the student is irrelevant.

Deadlines for application

Early application is **strongly** recommended if you are applying from abroad or if you have to pass a language test before enrollment. Applying for a visa can often take several weeks and, moreover, the later an applicant arrives on campus the harder it will be to find accommodation.

The following deadlines apply:

	Courses with restricted entry	Courses with unrestricted entry
summer semester	15.01.	15.03.
winter semester	15.07.	30.09.

You can find a list indicating which courses are restricted and which not at:

<http://www.hs-emden-leer.de/studium/studiengaenge.html>

Documentation needed for application

In order to assess if you meet the requirements for studying at the University of Applied Sciences Emden/Leer or, firstly, have to attend the Studienkolleg (College of Further Education) or pass a German course, you should attach the following documents, if they are available, to your application form – [Antrag auf Zulassung zum Studium](#) and send them to **Assist**:

- School leaving certificate, including subject grades.
- Proof of having passed a university entrance exam (if this is applicable in your home country).
- Documentation showing university courses attended to date (if available).
- University qualifications gained (Universities, Colleges, Academies) including subject grades (if available) - Academic Record -
- Certificates for German language courses successfully completed deutsche Sprachkenntnisse (showing duration of courses)
- Certificate of aptitude for a College of Further Education (if available)
- Curriculum vitae/resume
- A copy of the page in your passport which shows your name and photo
- If applicable, an internship certificate (you can see if an internship is required at the following address): <http://www.hs-emden-leer.de/studium/studiengaenge.html>

All documents must be submitted in the language of the home country and also as an officially authenticated (by a solicitor for example) German translation.

Exception: Translations are **not** required for certificates written in English.

We recommend that you transfer the **application fee** at the same time as you send in your application, as Assist will only start the assessment when it has received payment.

The next steps after documentation assessment by Assist

As soon as Assist has assessed all necessary entrance documents you will receive confirmation.

- If your documents fulfill the entrance requirements, Assist will inform the University of Applied Sciences Emden/Leer of your status and send your documents on to us. The University of Applied Sciences Emden/Leer will then let you know if your application has been successful or not.
- If your documents do not fulfill the entrance requirements you will, of course, also be informed.

If we approve your entrance application but you do not enroll, Assist will keep your documents for a year and then they will be destroyed. For this reason it is important not to send original documents!

Special case: The Peoples Republic of China

Applicants from China must send in copies of original certificates bearing the red, round seal and a solicitor's authentication. In addition the original certificate of the academic assessment office „[Akademischen Prüfstelle](#)” (APS) issued by the Culture Department of the German embassy in Beijing must be presented.

Your application cannot be processed without the APS certificate.

- Original APS certificate
- Proof of enrollment for a four-year course of studies
- Academic record / transcripts
- Final qualification / Bachelor (if applicable)
- Proof of language proficiency

You can apply for the APS certificate at:

Akademische Prüfstelle des Kulturreferates der Deutschen Botschaft Peking (APS) Landmark Tower 2, Büro 0311 8 Dongsanhuan Beilu Chaoyang District 100004 Beijing.

Information and application forms: Phone: +86 - 010 - 65 90 71 41 Fax: +86 - 010 - 65 90 71 40 e-mail: kuaps@163bj.com

- [Student visa](#)
- [APS \(academic assessment office\)](#)

Proficiency in German

An entrance requirement for studying at the University of Applied Sciences Emden/Leer is that the student has a **good working knowledge of German** which will enable him or her to follow lectures and study independently.

The certificates recognized and accepted by the HS Emden/Leer are:

- Test DaF (Test Deutsch als Fremdsprache/German as a foreign language), für Ingenieurwissenschaften Niveaustufe 3 (for Engineering Sciences Level 3), für Wirtschaft & Wirtschaftsingenieurwesen Niveaustufe 4 (for Economics and Engineering & Economics Level 4)
- das Deutsche Sprachdiplom der Kultusministerkonferenz (KMK) - Zweite Stufe.
- “German Ministry of Education Language Diploma– second level”
- die Deutsche Sprachprüfung für den Hochschulzugang (DSH) für Ingenieurwissenschaften DSH-1, Wirtschaft u. Wirtschaftsingenieurwesen DSH-2
- “German Language Test for University Entrance (DSH) for Engineering Sciences DSH-1; for Economics and Engineering & Economics DSH_2”
- die Prüfung zur Feststellung der Eignung ausländischer Studienbewerber für die Aufnahme eines Studiums an Hochschulen der Bundesrepublik Deutschland (Feststellungsprüfung)
- “Proficiency assessment test for foreign students applying to study at a university in the Federal Republic of Germany (Proficiency Test)”
- das Große oder Kleine Deutsche Sprachdiplom des Goethe-Instituts oder die Zentrale Oberstufenprüfung (ZOP) des Goethe-Instituts
- “The small or large language diploma in German issued by the Goethe Institute or the Central Advanced Level Test (ZOP) issued by the Goethe Institute”

- die Deutsche Sprachprüfung II des Sprachen- und Dolmetscher-Instituts München
- “The German Language Test II issued by the Language and Interpreters Institute in Munich”
- Nachweise deutscher Sprachkenntnisse, die von der KMK und HRK als hinreichender Sprachnachweis anerkannt wurden.
- “Proof of proficiency in German issued by the KMK or HRK and indicating sufficient language skills”

This list is not exhaustive. Language certificates listed in “[anabin](#)” – the data source for recognition and acceptance of foreign educational certificates – are also acceptable:

http://www.kmk.org/fileadmin/pdf/ZAB/Hochschulzugang_Beschluesse_der_KMK/Rahmenordnung_dtSprachp.pdf

College of Further Education/Aptitude Test

If your documentation does not meet the requirements for entrance on its own merits then you will be required to take the aptitude test at the Institut für ausländische Fachhochschulbewerber (Institute for foreign applicants to universities).

For the entrance exam to the **Niedersächsischen Studienkolleg** (Lower Saxony College of Further Education) the following German language qualifications are required:

- Grade “gut“ in the exam “Grundstufe II“ (Basic II) OR
- Pass grade in the exam “Mittelstufe I“ (Middle level I) at a recognized school.

You can find a specimen test at: <http://www.stk.uni-hannover.de>

Registrations for the College of Further Education should be addressed to the University of Applied Sciences Emden/Leer. Following successful completion of the entrance exam and a period of two semesters’ preparation at the College of Further Education you can apply to take the aptitude test.

Please note: There is a limited number of places for the courses at the College of Further Education and these places are awarded strictly according to performance in the entrance exam (German). Admission to the College cannot be guaranteed. It is much simpler if you can meet the requirements for direct admission to university based on your academic record in your home country (a study period of 2 – 4 semesters).

Further Links

Mailcontact

<http://www.studentenwerk-oldenburg.de>

http://www.brd.nrw.de/schule/schulrecht_schulverwaltung/Zeugnisanerkennung.html

<http://www.anabin.de>

<http://www.goethe-institut.de>

<http://www.daad.de>

<http://www.testdaf.de>

<http://www.auswaertiges-amt.de/>

<http://www.fh-hannover.de/de/international/ias/ifaf/>

<http://www.deutschebotschaft-china.org>

Tips from the Humboldt-Stiftung those intending to study in Germany:

http://www.humboldt-foundation.de/pls/web/docs/F15600/practical_hints.pdf