

information for applicants with foreign university entrance qualifications at the University of Applied Sciences Emden/Leer

contact for applicants with foreign university entrance qualification:

Student Counselling Service
University of Applied Sciences Emden/Leer
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✉ zsb@hs-emden-leer.de

1) required language proficiency

Every international applicant has to prove a good working knowledge of German which will enable him or her to follow lectures and study independently. Please be aware that most of our courses are only taught in German language.

Certificates we accept:

- „die Deutsche Sprachprüfung für den Hochschulzugang (DSH)“: for study courses in the Faculty of Technology: DSH-1, Business Administration and Engineering (Industrial & Business Systems)/ Medieninformatik Online/ Wirtschaftsinformatik Online/ all courses in the Faculty of Business Studies/ all courses in the Faculty of Social Work and Health/ all courses in the Faculty Maritime Studies: DSH-2; Master's program generally: DSH-2
- Test DaF (“Test Deutsch als Fremdsprache”): for study courses in the Faculty of Technology TDN 3; Business Administration, and Engineering (Industrial & Business Systems)/ all courses in the Faculty of Business Studies/ all courses in the Faculty of Social Work and Health TDN 4; Master's program generally: TDN 4
- as part of the suitability examination („Feststellungsprüfung“) at the Studienkolleg: German as a Foreign Language („Deutsch als Fremdsprache“)
- German language certificate Federal Office of Administration (of the German Federal Government and the federal states) („Deutsche Sprachdiplom der Kultusministerkonferenz (KMK), Zweite Stufe“)
- Goethe-certificate C2: „Großes Deutsches Sprachdiplom (GDS)“; previous: „die Zentrale Oberstufenprüfung (ZOP)“, „Große oder Kleine Deutsche Sprachdiplom (KDS, GDS)“
- German Proficiency Test II (DSP II) at Sprachen- und Dolmetscher-Instituts München (SDI Munich) (no longer offered at SDI Munich!)
- Telc Deutsch C1 Hochschule
- proof of proficiency in German issued by “the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany” and “German Rector's Conference”
http://www.kmk.org/fileadmin/Dateien/pdf/ZAB/Hochschulzugang_Beschluesse_der_KMK/Rahmenordnung_dtSprachp.pdf
- → If in doubt, please contact us directly!

2) application

The UAS Emden/Leer is a member of uni-assist e.V., an association which coordinates international student applications and handles preliminary checks of international student's applications. http://www.uni-assist.de/index_en.html

Applicants with a foreign university entrance qualification have to send their application directly to uni-assist:

Hochschule Emden/Leer
c/o uni-assist e.V.
D-11507 Berlin
Germany

exceptional cases:

- **German citizens, applicants with a German university entrance qualification, applicants with a German university entrance qualification obtained abroad** have to apply directly at the UAS Emden/Leer.
- <https://www.hs-emden-leer.de/einrichtungen/immatrikulations-und-pruefungsamt/>
- applicants with German citizenship and a foreign university entrance qualification, who are **resident in North-Rhine Westphalia:**
Please contact the "Zeugnisanerkenngsstelle Düsseldorf":
(http://www.brd.nrw.de/schule/schulrecht_schulverwaltung/Zeugnisanerkenng.html)
Bezirksregierung Düsseldorf
Zentrale Zeugnisanerkenngsstelle
Postfach 300865
40408 Düsseldorf
Please send your application directly to the UAS Emden/Leer after validation by the „Zeugnisanerkenngsstelle“.
- applications for **Engineering Physics** (B.Eng. and M.Eng.):
please apply directly at the University of Oldenburg <https://www.uni-oldenburg.de/en/>
 - applications for **Maritime Operations** (M. Sc.):
please apply directly at the Western Norway University of Applied Sciences
<https://hvl.no/en/studies-at-hvl/study-programmes/2017h/mmo/>
 - exchange students and erasmus students (the citizenship is irrelevant): send their application directly to the UAS Emden/Leer (more information: <http://oldweb.hs-emden-leer.de/en/support-services/international-office/exchange-erasmus.html>)

a) application deadlines

You may find an overview of all our study courses and conditions for admission here <https://www.hs-emden-leer.de/en/study/degree-courses/>

Early application is strongly recommended, especially if you have to pass a language test for enrolment. Applying for a visa can often take several weeks. In addition you have to find an accommodation in Emden, this might also take a while.

deadlines for application

	courses restricted on admission	courses NOT restricted on admission
summer semester	January 15 th	March 15 th
winter semester	July 15 th	September 30 th
	application for <i>Studienkolleg</i> *	
summer semester		July 15 th
winter semester		January 15 th

There might be special application deadlines for some courses, especially our Master's courses. Please check here about the detailed application deadlines: https://www.hs-emden-leer.de/en/study/degree-courses/all-degree-courses/?no_cache=1 or contact us directly.

** information about the "Studienkolleg":*

If the applicants meet the requirements for the "Studienkolleg", the University can register the applicant for the entry exam. This is not the registration for the "Studienkolleg"., as the places are limited.

Should you receive your language certificate after the date for application, please contact us. (contact information on page 1)

b) documents for application

In order to check if you meet the requirements for studying at our University, you have to apply via uni-assist <http://www.uni-assist.de/service-portal.html> :

- school leaving certificate, including subject grades
- proof of having passed the university entrance exam (if necessary in your home country)
- documentation about university courses attended before (as applicable/ if available)
- University qualifications gained (University, College, Academy) including subject grades – Academic Record (if available)
- certificates for German language course(s) successfully completed (stating duration of course(s))
- certificates of University, College, Academy - academic record (if available)
- proof of "Studienkolleg" (as applicable/ if available)
- curriculum vitae/ resume
- copy of passport, showing your name and photo

- internship certificate (only if necessary, please see 2 a) for information about internship conditions)

Further information about the documents you may find here:

<http://www.uni-assist.de/application-documents.html>

All certificates must be submitted as officially authenticated copies in the original language and in sworn translation form – this is not possible in electronic form, only in paper form.

http://www.uni-assist.de/standards_en.html

Never hand in your originals!

c) follow-up after documentation by uni-assist

As soon as uni-assist has assessed all necessary documents you will receive a confirmation.

- If uni-assist states that you have met the formal entry requirements, they will send your application with all necessary documents to our University. For admission restricted study courses not every applicant will get a place to study. You will have to wait for the results of the selection process. (please see 2 a) for information about admission criteria)
- If uni-assist states that you have NOT met the formal entry requirements, they will inform you.

Should you get an admission by our University, but decide not to enrol, your documents will be destroyed after one year.

3) „Studienkolleg“/ University entrance exam

Should you not be able to start studying with your qualification, you might have to attend the “Studienkolleg” (College of further education). For attending the “Studienkolleg” you will have to pass the entrance exam. First you will have to send in your application for studying at our University to uni-assist. They will check all documents and will inform you, whether you have to attend the “Studienkolleg” or not.

Deadlines for the exam at uni-assist vary every year.

The “Studienkolleg” in Lower Saxony offers courses in German language and mathematics. As the available spots in this program are limited, applicants will be chosen by the results of the entrance exam. Therefore not every applicant, who has passed the exam, will automatically get a spot in the program.

Further information about the Studienkolleg in Lower Saxony (incl. sample tests, payment fees, etc.) you may find here: <http://www.stk.uni-hannover.de/bewerbung.html?&L=1>

4) special cases: People`s republic of China, Socialist Republic of Viet Nam, Mongolia

Applicants originating from these countries have to hand in the original certificate of the academic assessment office issued by German embassy (“Akademische Prüfstelle”) additionally. Your application cannot be processed without this certificate.

Further information you may find here:

- Akademische Prüfstelle des Kulturreferates der Deutschen Botschaft Peking (APS)/ academic assessment office issued by German embassy Peking/ Beijing
<https://www.aps.org.cn/>
- Akademische Prüfstelle des Kulturreferates der Deutschen Botschaft Hanoi (APS)/ academic assessment office issued by German embassy Hanoi
<http://www.hanoi.diplo.de/>
- Akademische Prüfstelle der Botschaft der Bundesrepublik Deutschland in Ulan Bator/ academic assessment office issued by German embassy Ulan Bator
http://www.ulan-bator.diplo.de/Vertretung/ulanbator/de/10/Akademische_20Pruefstelle/_APS.html

5) further links:

- German Academic Exchange Service: www.daad.de/en
- DSH - “Deutsche Sprachprüfung für den Hochschulzugang“ <http://en.dsh-germany.com/>
- German language courses Goethe Institut: <https://www.goethe.de/en/index.html>
- information about visa, travelling regulations at Federal Foreign Office: http://www.auswaertiges-amt.de/EN/Startseite_node.html
- TestDaF - „Test Deutsch als Fremdsprache“: <http://www.testdaf.de/fuer-teilnehmende/infos-in-ihrer-sprache/englisch/>
- financing your studies: https://www.study-in.de/en/plan-your-studies/financing-and-scholarships_27633.php
- living in Emden (German language only): <http://www.studentenwerk-oldenburg.de/en/wohnen/emden.html>
- German language certificate of the German Federal Government and the federal states („Deutsche Sprachdiplom der Kultusministerkonferenz (KMK), Zweite Stufe“)
http://www.bva.bund.de/SharedDocs/Downloads/EN/ZfA/zfa_flyer_dsd.pdf?__blob=publicationFile&v=4