

## 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  
Constantiaplatz 4  
DE-26723 Emden  
☎ +49 4921- 807- 7575  
✉ [zsb@hs-emden-leer.de](mailto:zsb@hs-emden-leer.de)

### 1) required language proficiency (Exception: programmes taught in English)

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-Institut München (SDI Munich) (no longer offered at SDI Munich!)
- „Österreichische Sprachdiplom C2“ (ÖSD C2).
- ☐ 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](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](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 "Zeugnisanerstattungsstelle Düsseldorf":  
([http://www.brd.nrw.de/schule/schulrecht\\_schulverwaltung/Zeugnisanerstattung.html](http://www.brd.nrw.de/schule/schulrecht_schulverwaltung/Zeugnisanerstattung.html))  
Bezirksregierung Düsseldorf  
Zentrale Zeugnisanerstattungsstelle  
Postfach 300865  
40408 Düsseldorf  
Please send your application directly to the UAS Emden/Leer after validation by the „Zeugnisanerstattungsstelle“.
- 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: <https://www.hs-emden-leer.de/en/institutions/international-office/international-students/>)

## 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<br>restricted on admission | courses NOT restricted<br>on admission |
|-----------------|------------------------------------|--|
| summer semester | January 15 <sup>th</sup>           | March 15 <sup>th</sup>                 |
| winter semester | July 15 <sup>th</sup>              | September 30 <sup>th</sup>             |

Niedersächsisches Studienkolleg: The deadline for this varies each year. You can get more information either from the Studienkolleg or from the colleagues at the Enrolment and Examination Office (<https://www.hs-emden-leer.de/hochschule/organisation/einrichtungen/immatrikulations-und-pruefungsamt>) at our university.

*information about the "Niedersächsisches Studienkolleg":*

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

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](https://www.hs-emden-leer.de/en/study/degree-courses/all-degree-courses/?no_cache=1) or contact us directly.

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 <https://my.uni-assist.de/> :

- 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)
- proof of professional activities (only if necessary, please see 2 a)

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](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 “Niedersächsisches Studienkolleg” you will have to pass the admission procedure. 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.

Registration for the admission procedure at the “Niedersächsisches Studienkolleg” in Hannover takes place via the Emden/Leer University of Applied Sciences.

The admission procedure is a 2-stage procedure:

1) Proof of German language skills by means of a recognised certificate, at least at level B 1. Recognised are: Onset, Test-Daf, DSH, DSD, Telc, Telc Hochschule, Goethe certificates, ÖSD certificates, Unicert, IB-Deutsch, certificates of the TU Clausthal and the TU Braunschweig.

2) Entrance test in the second subject:

M: Biology/Chemistry / T/W: Mathematics / G/S: History/Politics

You will then receive all further information from the “Niedersächsisches Studienkolleg”.  
<https://www.stk.uni-hannover.de/de/kursteilnahme/aufnahmetest/>

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

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/>

#### 5) further links:

- German Academic Exchange Service: [www.daad.de/en](http://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](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](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](http://www.bva.bund.de/SharedDocs/Downloads/EN/ZfA/zfa_flyer_dsd.pdf?__blob=publicationFile&v=4)