

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 (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:

- **DSH** (“Deutsche Sprachprüfung für den Hochschulzugang”): for study courses in the Faculty of Technology: DSH-1, The study courses “Wirtschaftsingenieurwesen Engineering & Management”, “Medieninformatik Online”, “Wirtschaftsinformatik Online”, “Nachhaltige Produktentwicklung im Maschinenbau”, all courses in the Faculty of Business Studies, all courses in the Faculty of Social Work and Health and all courses in the Faculty Maritime Sciences: DSH-2; Master’s program generally: DSH-2
- **Test DaF** (“Test Deutsch als Fremdsprache”): for study courses in the Faculty of Technology TDN 3; The study courses “Wirtschaftsingenieurwesen Engineering & Management”, “Medieninformatik Online”, “Wirtschaftsinformatik Online”, “Nachhaltige Produktentwicklung im Maschinenbau”, all courses in the Faculty of Business Studies, all courses in the Faculty of Social Work and Health and all courses in the Faculty Maritime Sciences: 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!)
- „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

- 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 apply online at 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** have to apply directly at the UAS Emden/Leer.
 - <https://www.hs-emden-leer.de/einrichtungen/immatrulations-und-pruefungsamt/>
- applicants with German citizenship and a foreign university entrance qualification, who are **resident in North-Rine Westphalia:**
Please contact the “Zeugnisenerkennungsstelle Düsseldorf”:
(http://www.brd.nrw.de/schule/schulrecht_schulverwaltung/Zeugnisenerkennung.html)
Bezirksregierung Düsseldorf
Zentrale
Zeugnisenerkennungsstelle
Postfach 300865
40408 Düsseldorf
Please send your application directly to the UAS Emden/Leer after validation by the „Zeugnisenerkennungsstelle“.
- 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, conditions** and the **application deadlines** 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.

There are special application deadlines for some courses, especially our Master's courses.

If you do obtain the necessary proof of your language skills after the application deadline, but are already registered for the exam/course, please contact us directly. (Contact details 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)

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.

Never hand in your originals!

3) „Studienkolleg“/ University entrance exam

If the examination of your documents shows that you are not be able to start studying with your qualification and an admission to the course can only be obtained by successfully attending the “Niedersächsisches Studienkolleg, you must take the assessment test there <https://www.stk.uni-hannover.de/en/>

If you meet the requirements for the “Studienkolleg”, the UAS Emden/Leer can register you for the admission procedure <https://www.stk.uni-hannover.de/en/course-participation/entrance-test> (This is not the registration for the “Studienkolleg”, as the places are limited).

Deadlines for the exam at uni-assist vary every 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.

You will then receive all further information from the “Niedersächsisches Studienkolleg”.

4) Special cases: People`s republic of China, India, Socialist Republic of Viet Nam

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

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/>

- Academic Evaluation Center Science Section of the German Embassy New Delhi
<https://aps-india.de/>
- 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
- DSH - "Deutsche Sprachprüfung für den Hochschulzugang" <http://en.dsh-germany.com/>
- German language courses Goethe Institut: <https://www.goethe.de/en/spr.html>
- information about visa, travelling regulations at Federal Foreign Office:
http://www.auswaertiges-amt.de/EN/Startseite_node.html
- TestDaF - „Test Deutsch als Fremdsprache“:
https://www.testdaf.de/fileadmin/testdaf/Teilnehmende/Informationen_in_anderen_Sprachen/TestDaF-Broschuere_englisch.pdf
- financing your studies: <https://www.daad.de/en/studying-in-germany/scholarships/>
- living in Emden (German language only):
<https://www.studentenwerk-oldenburg.de/en/reside/emden.html>