

APPLICATION FORM FOR ADMISSION TO STUDIES FOR FOREIGN APPLICANTS

for the

Winter Semester /

Summer Semester

at

Fill up the complete name of the University

(name of the Higher Education Institution)

Not to be completed by the applicant.

1. INFORMATION ON THE DESIRED DEGREE COURSE

Refer to the website of the University

1.1 1st choice degree course

Study semester*

Major subject

2nd Major or

1st minor subject

2nd minor subject

* Which study semester are you applying for? (Enter only if you have a transfer of credit notice)

Target degree in Germany for the 1st choice degree course

Diplom Magister Staatsexamen Doctorate Bachelor's Master's

No formal degree Other degree/qualification

Teaching degree (Lehramt) for

Fill up a related subject area, refer to the University website

1.2 2nd choice degree course

Which degree course do you wish to apply for if you cannot be admitted to the 1st choice degree course?

Study semester*

Major subject

2nd Major or

1st minor subject

2nd minor subject

* Which study semester are you applying for? (Enter only if you have a transfer of credit notice)

Target degree in Germany for the 2nd choice degree course

Diplom Magister Staatsexamen Doctorate Bachelor's Master's

No formal degree Other degree/qualification

Teaching degree (Lehramt) for

Eingang
Registrier-Nr.

Matrikel-Nr.

Datum der HZB:

Note:

- Direkte HZB
- DSH erforderlich
- DSH nicht erforderlich

- Feststellungsprüfung erforderlich
- Besuch des Studienkollegs

in den Kurs _____

- externe Feststellungsprüfung
- Ergänzungsprüfung

Zulassungsbesonderheiten nach Studienplatzvergabeordnung Art. 12

Fachbindung

Ablehnung

Weitere Bearbeitungsvermerke:

2. PERSONAL DETAILS (enter exactly as contained in your passport)

Surname/Family name

First/Given name(s)

Sex / Date of birth

Male

Female

(dd, mm, 19yy)

Place of birth

Nationality/Nationalities

3. CORRESPONDENCE ADDRESS

ALWAYS SPRACHCAFFE ADDRESS

c/o

House number/Street/Road etc.

Postcode/Zip code

Town/City/Postal district

Telefon/Fax - E-Mail

4. HOME ADDRESS (if different from 3.)

c/o

House number/Street/Road etc.

Town/City/Postal district

Town/City/Postal district

Telefon/Fax - E-Mail

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
School education (enter study details below) Length of schooling Primary/Elementary school to the end of your schooling		
School leaving certificate	Date	Original name: e.g. baccalaureat, Lise diplomasi, Maturität Country
Did you take a higher education entrance qualification in the country in which you did your schooling?	Yes No If yes, please enter date and name	Date Name
Studienkolleg (preparatory/foundation course) 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.		
Higher education, further education and training, practical training, vocational training in and outside Germany 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.		
<div style="border: 1px solid red; padding: 5px; color: red; width: fit-content; margin: 0 auto;">It is important to fill up the details with all exams/trainings you have done</div>		
Other activities up to the date of application.		
<div style="border: 1px solid red; padding: 5px; color: red; width: fit-content; margin: 0 auto;">Other activities, projects etc.</div>		

6. LANGUAGE PROFICIENCY

6.1 German language skills

If you have not learnt German before, say NO here

Have you ever learnt German? Yes No

Where Which Level

How many hours?

If you are a beginner, leave this blank

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)

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

Yes No - If yes, please enclose supporting documents.

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

Yes No

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

Yes No Which one?

(Please enclose supporting documents)

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

Yes No Which programme? Home university

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.

DO NOT FORGET TO SIGN

**All entries completed?
Please print out form and sign it.
Please enclose all documents.**

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.
