Particularities regarding the admission procedure for Bachelor studies for foreign university applicants

1. Recognition of the foreign university admission qualification

1.1 General

Basis for the recognition of foreign university admission qualifications is the „framework of regulations for foreign university applicants for the foundation course work (at the ‘Studienkolleg’) and for the entrance examination“ — enactment of the regular conference of the ministers for cultural and educational affairs of the Laender of the Federal Republic of Germany, dated 15th April 1994 as amended.

Non-German subjects have to fulfil the following requirements for admission to the course of studies:
1. Their educational qualifications must qualify them for admission to university in their own countries.
2. Their educational qualifications must be classifiable in accordance with the following assessment proposals: Foreign educational qualifications and their assessment in the Federal Republic of Germany, published by the ‘Zentralstelle für ausländisches Bildungswesen’ (ZaB/Center for foreign educational affairs) at the Secretary of the Conference of the Ministers for Cultural and Educational Affairs.
3. Their educational qualifications must promise sufficient knowledge and experience in order to make a course of studies at a Bavarian University seem feasible.
4. They must prove the necessary knowledge of the German language.

There are two different classifications for foreign educational qualifications in accordance with the assessment proposals:
− direct university admission, either through a final secondary school leaving qualification or after courses of studies abroad
− university admission through entrance examination (at a Studienkolleg)

Should your foreign qualification for university admission be denied, you can participate in the entrance examination at the Studienkolleg Coburg, provided you have the necessary requirements for admission. For further information please see the Studienkolleg’s Internet presentation at their website: http://www.sk-coburg.de.

At the Studienkolleg Coburg a German course is offered year-round for applicants with direct access to the study courses at the Fachhochschulen in Bavaria.

Address:
Anschrift:
Studienkolleg bei den Fachhochschulen des Freistaates Bayern
Friedrich-Streib-Straße 2, 96450 Coburg, Germany
Phone: +49 9561 427060;
Fax +49 9561 4270620
Email: studienkolleg@hs-coburg.de

Applicants from states that do not belong to the European Union need a residence permit and, if applicable, an aliens’ labour permit. Please inform yourself in time at the Germany Embassy or the German Consulate about the formalities.

Acquiring the qualification for university admission does not automatically mean admission for a certain course of studies!
In some courses the number of applicants exceeds the number of university places available.
Decisions for the allocation of places and with it the admission to studying at a university are made by the university.
Please give the address of an authorized person in Germany, if possible. By way of precaution we would like to point out to the fact that mail deliveries abroad may take some time.

1.2 Direct admission to university

Foreign educational qualifications comparable to a German university qualification provide direct university admission also in Bavaria. If these qualifications qualify for all courses of studies in the student’s home country, they principally also qualify for all courses of studies in Bavaria.
If qualification is restricted to a single course or to a number of particular courses of studies, qualification requirements are also restricted in Bavaria to these subjects or courses of studies.
If admission to university is granted due to studies abroad, the applicant in Bavaria fulfils the qualification requirements for a course of studies only in this/these or in neighbouring fields of studies.

1.3 University admission via entrance examination (foundation course at a Studienkolleg)

Should your foreign qualification for university admission be denied, you can participate in the entrance examination at the Studienkolleg Coburg, provided you have the necessary requirements for admission. For further information please see the Studienkolleg’s Internet presentation at their website: http://www.sk-coburg.de.
1.4 Recognition procedure

In order to start a recognition procedure the University needs the following documents in addition to your application:

- **Educational career in table form (CV)**

- **Educational qualifications either in the foreign language original or in an officially certified copy of the original** (please add a German or English translation, if applicable)

With certificates or diplomas not written in either German or English (regarding both language and script), an additional translation is necessary. This must be done by a publicly appointed and officially sworn translator and presented in the original. German translations done abroad must be legalized there by the Germany Embassy or Consulate. An apostille is sufficient in place of legalisation for translations from contracting/member states of the ‘Convention Abolishing the Requirement of Legalisation for Foreign Public Documents’.

You will receive officially stamped certifications at a notary public or a public EU authority. With applicants from non-EU-countries official certifications are accepted only if provided by the German Embassy or by a German Consulate.

In certain cases presentation of certificates/diplomas exclusively in the (foreign language) original may be necessary. In such a case, however, you will be asked in particular.

University applicants from the PR China, Mongolia and Vietnam must submit the original certificate/diploma of the respective academic testing/examination authority. Certified copies thereof are not accepted!

The following testing centres are responsible:

- PR China → Academic Testing Centre Beijing
- Mongolia → Academic Testing Centre Ulan Bator
- Vietnam → Academic Testing Centre Hanoi

If authorities for the recognition of foreign qualifications or a university green-lighted university admission in an earlier procedure, we would like to ask you to add the relevant document(s) to your application. The recognition procedure can thus be shortened.

- **Copy of identity card or passport**

- **Proof of a possible change of name if the educational qualification are not made out in the present name** (official certified copy of marriage certificate)

In case of uncertainty or doubts regarding the classification or authenticity of the foreign educational qualifications, the university will ask for an expert opinion at the ‘Zentralstelle für ausländisches Bildungswesen’ (ZaB/Center for foreign educational affairs) at the Secretary of the Conference of the Ministers for Cultural and Educational Affairs in Bonn. The recognition procedure may thus be delayed by several weeks or even months.

In your own interest we recommend a possibly early and complete application!

1.5 Proof of sufficient knowledge of German

Applicants whose educational qualifications allow direct university admission, have to give proof of a German language test in order to start their university course.

The following German language tests are recognised:

1. Deutsches Sprachdiplom der Kultusministerkonferenz –level 2–
2. Deutsche Sprachprüfung für den Hochschulzugang ausländischer Studienbewerber (DSH - level 2)
3. Test „Deutsch als Fremdsprache“ für ausländische Studienbewerber (TestDaF) with a result that shows level 4 qualification in all four exam-parts
4. Entrance examination certificate showing the ability of foreign university applicants to start a course of studies at a university within the Federal Republic of Germany
5. Proof of German language knowledge which has been recognised by bi-lateral or other agreements made by the KMK or HRK as sufficient for university admission.
6. The „Große und das Kleine Deutsche Sprachdiplom” as well as the „Zeugnis der Zentralen Oberstufenprüfung (ZOP) des Goethe-Instituts
7. The „Deutsche Sprachprüfung II” of the Sprachen- und Dolmetscherinstitut München
8. Abgeschlossenes Germanistikstudium (completed BA/MA in German)
9. TELC-Test (www.telc.net) mind. Niveau C1 (minimum level C1)

The German language test certificate of the Hartnackschule can not be accepted!
Proof of an examination pass in German must be presented for enrolment at the latest. This point is not necessary with applicants asking for university admission via the entrance examination at the ‘Studienkolleg’.

2. General points regarding admission procedure

Do take note please of the leaflet specified for your desired course of studies! It contains further special information regarding the application procedure and the particular admission criteria. You can download it under: www.fh-rosenheim.de/home/infos-fuer/studieninteressierte-bewerber/bewerbung-zulassung-einschreibung/merkblaetter-zur-bewerbung-und-einschreibung/

Applications for admission are only accepted in due form, i.e. only the application forms provided in the online application can be used. Fax or e-mail-applications are inadmissible.

2.1 Particularities for Austrian applicants:

Course performances and other educational achievements (incl. vocational/professional ones) already gained at the HTL (Höhere Technische Lehranstalt/higher technical education institute in Austria) have to be assessed by the relevant examination board and can, if equal, be accredited as course performance or practical semester at our university. Please apply to the examination office or the interns’ office (US)/office for students’ placement (UK) of the Rosenheim University for accreditation of your educational performances and achievements at the start of the semester.

2.2 Particularities for asylum seeker (refugees)

If, as a result of fleeing a home country, a higher education entrance qualification cannot be provided, other documents can be used as proof. In this case additionally the following documents (in original or certified copy) must also be provided:

1. “Aufenthaltsgestattung” (residence authorisation)
2. Ndirect documents relating to the higher education entrance qualification from the country of origin (for example Student identification, test or exam certificates, course books, etc.)

For the sake of completeness, it should be noted that a higher education qualification from the home country does not automatically lead to a higher education entry qualification in Germany. This can, if necessary, be determined through the “Feststellungsprüfung” (assessment exam) at the Studienkolleg Coburg.