

Hochschule Düsseldorf
University of Applied Sciences

HSD

International Office

IO

HOCHSCHULE DÜSSELDORF UNIVERSITY OF APPLIED SCIENCES

**A GUIDE FOR INTERNATIONAL
APPLICANTS**

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Disclaimer: We have put together the contents for this brochure very carefully. However, all information is subject to change without notice. We therefore recommend you to double-check the International Office websites for any updates before submitting your application.

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QUESTION 1: DOES MY EDUCATIONAL BACKGROUND QUALIFY ME TO STUDY AT A GERMAN UNIVERSITY?

You are entitled to study at a German university if your prior secondary school leaving certificate is considered equivalent to the German 'Hochschulreife' or 'Abitur'. In case your university degree is accredited as a 'Bachelor' or 'Diplom' in Germany, you may also study in Germany.

In these cases, you hold the university entrance qualification, the so-called 'Hochschulzugangsberechtigung (HZB)'.

Who checks if my certificates and documents qualify me to study at Hochschule Düsseldorf?

The official verification is performed by uni-assist e.V., the University Application Service for international students. Hochschule Düsseldorf - University of Applied Sciences (HSD) itself does **not** verify whether your certificates entitle you to study in Germany.

German citizens can obtain accreditation for their foreign school leaving certificate from the district government (Bezirksregierung).

How can I find out whether I am entitled to study at a German university?

- Open the website www.anabin.kmk.org.
- Please select '**Schulabschlüsse mit Hochschulzugang**' (School leaving certificates with university entrance qualification) on the left side and then the search function '**Suchen**'.

- Find your home country at '**Bitte wählen Sie ein Land**' (Select a country) and then click on your school or university graduation diploma/certificate.
- You can now determine whether you:
 - > can study in Germany directly ('Direkter Zugang') or
 - > need to attend a preparatory course before beginning your studies ('Feststellungsprüfung/Studienkolleg') or
 - > need to confirm one or several years of study in your home country.
- If you find the term 'fachorientierter Zugang' (subject-specific admission) next to your certificate/diploma rating, then you are entitled to study certain subjects only.

If you already studied at a university in your home country,

- please select the menu item '**Institutionen**' (Institutions) and then the search function '**Suchen**'.
- Select your home country as well as the city where you studied. Then select your university from the list that appears, or enter the name of your university into the search field.
- Check the status of your university: If it is H+, it means your university is accredited in Germany as a higher education institution.

DAAD gives hints on educational certificates from abroad at www.daad.de/en » Study & research in Germany » Plan your studies » Requirements.

The International Office advisory service can assist you with further questions on this topic.

I am uncertain about what I want to study, what can I do?

The Student Advisory Service (Zentrale Studienberatung, ZSB) will be happy to assist you in finding the right programme.

!! IMPORTANT INFORMATION!!

Your educational qualifications entitle you to study only certain subjects (subject-specific admission/fachorientierter Zugang), but you are now planning to study a different subject? Or you are already studying at a German university and want to change your programme?

In this case, it is necessary to attend a Studienkolleg that offers the core course (Schwerpunktkurs) required for the programme of your choice. Please see: 'Do I need to attend a preparatory course (Studienkolleg)?'

Be aware that if you change your programme, the official purpose of your residency in Germany changes as well! Please get in touch with your contact person at the local foreigners' authority (Ausländerbehörde) **before** changing your programme.

HELPFUL LINKS

uni-assist e.V.

<http://www.uni-assist.de/en/>

Evaluation of foreign educational qualifications

<http://www.anabin.kmk.org>

DAAD (German Academic Exchange Service)

www.daad.de/en » Study & research in Germany » Plan your studies
» Requirements

Information of the district government (Bezirksregierung) Düsseldorf

<http://www.brd.nrw.de> » Schule » Schulrecht, Schulverwaltung »
Zeugnisanerkennung

Student Advisory Service

<http://hs-duesseldorf.de/> » English site » Current Students » Contact

QUESTION 2: DO I NEED TO ATTEND A PREPARATORY COURSE ('STUDIENKOLLEG')?

You will need to attend a preparatory course called 'Studienkolleg', if your secondary school leaving certificate is not sufficient, to have direct access to German universities. Or if your admission is restricted to a specific subject area, but now you plan to study an entirely different subject. By completing the preparatory course, you can obtain the required university entrance qualification, which enables you to apply for programmes at German universities.

What do you do in a Studienkolleg?

A Studienkolleg prepares you systematically to study at a German university. It teaches language aspects as well as contents in specific subjects, depending on your future programme.

The Studienkolleg is typically structured to last ten months and end with the university entrance examination (Feststellungsprüfung).

The core courses (Schwerpunktkurse) M, T, W, G and S qualify you to study at all university types; with the core courses TI, WW, GD and SW you can only apply to universities of applied sciences.

Studienkollegs are often integrated into universities or universities of applied sciences. However, Hochschule Düsseldorf does not have a Studienkolleg.

Where do I find a suitable Studienkolleg?

There are only a few private, state-accredited Studienkollegs in North Rhine-Westphalia (NRW). These are situated in Bochum, Cologne, Mettingen and Paderborn, among others. The Studienkollegs in Cologne and Paderborn usually charge tuition fees.

Another possibility is to attend a Studienkolleg in another federal state and study at a university in NRW afterwards. The website www.studienkollegs.de provides you with a list of all Studienkollegs in Germany and further information.

Private preparatory courses for an external university entrance examination (Externe Feststellungsprüfung) are offered by different institutions in Bonn, Cologne and Dortmund.

What are the entry requirements for a Studienkolleg?

- ✓ German proficiency of no less than level B1
- ✓ According to www.anabin.kmk.org, your certificate/diploma qualifies you to attend a Studienkolleg

You will need to apply directly to the Studienkolleg and possibly pass an entrance exam to get admission to the Studienkolleg.

Which core course (Schwerpunktkurs) do I need for studying at Hochschule Düsseldorf?

Faculty of Architecture:	TI or T course
Faculty of Design:	GD or G course
Faculty of Electrical Engineering and Information Technology	TI or T course
Faculty of Mechanical and Process Engineering:	TI or T course
Faculty of Media:	TI or T course
Faculty of Social Sciences and Cultural Studies:	SW, W or G course
Faculty of Business Studies:	WW or W course

An overview of all programmes and the respective faculty can be found at www.hs-duesseldorf.de » English site » Prospective Students » Study Programmes.

!! IMPORTANT INFORMATION!!

Refugees

Many Studienkollegs, which usually charge tuition fees, offer scholarships for applicants who are refugees. Please contact the Studienkollegs for further information.

University entrance examination (Feststellungsprüfung) without attending a Studienkolleg

You have the option of participating in an 'External university entrance examination' (Externe Feststellungsprüfung) without first attending a Studienkolleg. The district government (Bezirksregierung) in Düsseldorf can provide further information on this topic.

Application

If you have completed a German Studienkolleg, please apply directly via uni-assist.

Core courses at Studienkollegs:

T – Course	For mathematical, technical, scientific and engineering subjects
TI – Course	For technical and engineering subjects
W – Course	For business, economic and social science subjects
WW – Course	For business and economic subjects
G – Course	For humanities and social science subjects
GD – Course	For design and artistic subjects
SW – Course	For social science subjects

📄 HELPFUL LINKS

Overview of state Studienkollegs in Germany
<http://www.studienkollegs.de>

Studienkolleg in Bochum (T course)
www.studienkolleg-bochum.de

Prep4University in Cologne (W course)
<https://cbs.de/en/courses/prep4university/>

Pre-Studies Programme in Pulheim (M, T and W course)
<http://www.fh-mittelstand.de/international/fhm-studienkolleg/>
<http://www.fh-mittelstand.de/psp-integra/>

Studienkolleg in Paderborn (T course and W course)
<http://www.studienkolleg-paderborn.de>

Studienkolleg in Mettingen (all core courses available – applicants from Latin-America preferred)
<http://www.studienkolleg-mettingen.de>

Information of the district government Düsseldorf (Bezirksregierung) about the external university entrance examination
<http://www.brd.nrw.de> » Schule » Schulrecht, Schulverwaltung, Externenprüfungen

Preparation courses for the external university entrance examination
> in Düsseldorf (M, T and W course)
<http://studienkolleg-duesseldorf.de/>

QUESTION 3: CAN I CONTINUE MY STUDIES IN A HIGHER SEMESTER?

In certain cases, it is possible that courses completed at a university abroad can be counted as credits towards a Bachelor's or Master's degree at Hochschule Düsseldorf. You can then begin in a so-called 'higher semester' (höheres Fachsemester), so you do not have to restart your studies in the first semester.

You need to have gained sufficient credits to be admitted to the second, third, fourth, etc. semester respectively.

However, starting in a higher semester is not possible if the study time that you wish to have credited was required for your university entrance qualification (according to www.anabin.kmk.org).

For example:

Graduates of a Moroccan school leaving certificate (Baccalauréat de l'Enseignement Secondaire) must have studied successfully for one year in their current field of study in order to start directly at German universities. This first year of study cannot be counted as credits towards a programme at Hochschule Düsseldorf. Only further periods of study could be accepted.

In a first step, you can check whether the study credits you wish to have recognised are offered at Hochschule Düsseldorf for your desired programme. You can refer to the respective examination regulations and module handbooks for this purpose. They can be found on the faculty's websites.

In which cases do I have to apply for a higher semester at uni-assist?

- You have a foreign university entrance qualification and your previous study credits were earned at a foreign university.

In which cases do I have to apply for a higher semester directly at Hochschule Düsseldorf?

- You have a German or foreign university entrance qualification, your previous study credits were earned at a German university and you now wish to transfer into the same subject at Hochschule Düsseldorf (change of study venue/ Studienortwechsel).
- You have a German university entrance qualification and your previous study credits were earned at a foreign university.

!! IMPORTANT INFORMATION !!

Certain programmes have restrictions for admission to a higher semester. It is therefore possible that no vacancies are available for higher semesters in these programmes. This can only be established after the application deadline!

An applicant for a higher semester has to meet the same admission requirements as an applicant for the first semester (e.g. internship, aptitude test, etc.).

Whether you can be admitted for a higher semester is individually determined on the basis of your credentials – this applies equally to German and international applicants.

QUESTION 4: DO I HAVE ADEQUATE GERMAN PROFICIENCY?

For all degree programmes (except for the master's programme in Mechanical Engineering) at the HSD, you must provide proof of extensive German language skills with an appropriate certificate.

Which language certificates will be accepted?

The required level of German language knowledge needed to study at the HSD depends on your degree programme.

For some degree programmes, the B2 level is sufficient; for others, you have to provide proof of the C1 level.

Please find out about the language requirements for your desired degree programme before applying.

You will find the accepted certificates in the HSD enrolment regulations.

The following certificates, for example, are accepted at the corresponding levels:

- ✓ TestDaF
- ✓ DSH
- ✓ DSD
- ✓ Feststellungsprüfung (university entrance examination) from a German Studienkolleg
- ✓ Certificates from Goethe Institute
- ✓ Telc certificates
- ✓ Certificates from Sprachforum Heinrich Heine
- ✓ Certificates from IIK (Institut für Internationale Kommunikation e. V.)

Other language certificates (e.g. internal language examinations from other universities, C1 from Hartnackschule, or DAF-test from Dolmetscher Institut Münster or a German literature degree) will not be accepted!

When in doubt, please contact the language institute of your choice or the International Office at Hochschule Düsseldorf.

Please note: You are not required to submit the German certificate along with your application, but at the time of your enrolment (Immatrikulation). **Please submit the certificate as a certified copy no later than September 30 (when enrolling for winter semester) or March 31 (when enrolling for summer semester).**

HELPFUL LINKS

German Language requirements at HSD

<https://www.hs-duesseldorf.de/prospectivestudents/degreeseekings/requirements/germanlanguage>

TestDaF dates and preparation courses

<http://www.testdaf.de>

German language course for refugees at HSD

<https://www.hs-duesseldorf.de/refugee-gueststudent>

IIK Düsseldorf e.V.

<http://www.iik-duesseldorf.de>

Sprachforum Heinrich Heine

<http://www.sprachforum.de/en/welcome/>

QUESTION 5: DO I MEET THE SPECIFIC ADMISSION REQUIREMENTS?

Many programmes at Hochschule Düsseldorf have additional admission requirements that need to be met, e.g. an artistic-design aptitude test, an internship, a minimum grade, or additional language proficiency (English).

Which programmes require a prior internship?

Almost all bachelor and some master programmes require a subject-related preparatory internship. Please check this on the specific programme websites. Links are provided in 'Helpful Links'.

The internship certificate must be submitted with your enrolment documents and no later than September 30 (for winter semester intake) or March 31 (for summer semesters intake).

The internship certificate must be submitted as a certified copy. If the certificate is issued in a foreign language, it must be translated into German by a state-certified translator. Information on certifications can be found under question 9: *Which form must the submitted documents be in?*

Which programmes require passing an aptitude test?

An artistic-design aptitude test is required for B.Eng. Audio & Video as well as for all programmes in the faculty of Architecture and Design.

Please note that you must register for the aptitude test at Hochschule Düsseldorf and Robert Schumann Hochschule (for B.Eng. Audio &

Video) directly before officially applying via uni-assist. You have to pass the test first to be able to apply successfully.

If you have further questions concerning the aptitude test and/or the contents of the programme, we also recommend making an appointment for a counselling with special focus on the programme and its requirements. For this, please contact the Faculty of Architecture and the Faculty of Design directly.

Which programmes require proficiency in English?

The programmes that require certified English language proficiency are: International Management (B.A), Transforming Digitality (M.A.) all programmes in the faculty of Architecture, all master programmes in the faculty of Business Studies and all master programmes in the faculty of Mechanical and Process Engineering.

Which certificates are accepted and until when these have to be provided, can be found on the programme websites and in the examination regulations. Please see 'Helpful Links'.

!! IMPORTANT INFORMATION !!

For some master programmes further admission requirements will be checked using special additional application forms.

The respective form is available for download during the application process in the uni-assist portal.

You need to fill out the form and send it directly to the admission office at Hochschule Düsseldorf together with the documents mentioned in the form.

Special additional application forms need to be handed in for the following master programmes:

M. A. Empowerment Studies,

M. A. Culture, Aesthetics, Media,

M. A. Social Work and Educational Science with a Focus on Psychosocial Counselling,

M. A. Communication, Multimedia and Market Management.

HELPFUL LINKS

Entry requirements for bachelor and master programmes at Hochschule Düsseldorf

<https://www.hs-duesseldorf.de/studyprogrammes>

<https://www.hs-duesseldorf.de/studium/studierende/pruefungsordnung>

Student Advisory Service

<http://hs-duesseldorf.de/> » English site » Support & Advice

Applying for the aptitude test in Architecture and Design

<https://bewerbung.hs-duesseldorf.de>

Applying for the aptitude test for B.Eng. Audio and Video

<http://www.rsh-duesseldorf.de/>

Faculty of Architecture

<http://pbsa.hs-duesseldorf.de>

Faculty of Design

<http://pbsa.hs-duesseldorf.de>

Student representatives Faculty of Media

<https://fachschaftmedien.de/>

QUESTION 6: WHICH SPECIAL REQUIREMENTS DO I HAVE TO CONSIDER WHEN APPLYING FOR AN ADMISSION RESTRICTED BACHELOR PROGRAMME?

With the exception of a few programmes, the admission procedure for all admission restricted (NC) bachelor programmes at HSD is organised via the dialogue-oriented service procedure (DoSV). The DoSV coordinates the allocation of study places for admission restricted bachelor programmes for all participating universities.

The DoSV is an additional, mandatory step in the application process, aiming to optimise the allocation of study places.

Do I have to participate in the DoSV?

You have to participate in DoSV if you are interested in an admission-restricted bachelor programme and you are applying for the first semester.

If you are applying for a higher semester, you do not have to participate in the DoSV.

How can I participate in the DoSV?

Register at www.hochschulstart.de.

- Write down your BID (applicant identification number) and BAN (applicant authentication number), which you will receive after the registration.
- Enter your BID and your BAN when applying via uni-assist or HSD application platform (see question 8: 'How do I apply?').

- Prioritise your application according to your preference during the coordination phase (by 22 January for summer semester intake and 22 July for winter semester intake). If you do not actively rank your applications, they will be prioritised based on the date of submission. Prioritising your application is significant in the coordination phase and therefore plays a decisive role in the admission process.
- The coordination phase starts after the application deadline. Admission offers can be sent during this phase. Based on the coordination rules, admission offers can automatically translate into an admission with an enrolment deadline. Missing the enrolment deadline means you losing your admission and being completely and irrevocably excluded from DoSV for that semester.
- **Hence, check your entire mailbox (including your spam folder!) and your user account on the HSD application platform regularly!**
- **Caution: If you accept an admission, all other applications and admission offers from other universities will be automatically deleted!**
- If by the end of the coordination phase you have not received any admission offer, you will be invited (via email) to participate in the coordinated move up phase, in which vacant places are offered by participating universities.

WHAT ARE THE COORDINATION RULES?

Rule 1 (the coordination phase)

Situation: You have exactly one active application in the DoSV process and you receive an admission offer for this application.

Result: The admission offer is immediately and automatically converted into an admission.

Rule 2 (the coordination phase)

Situation: You have several active applications in the DoSV process and receive an admission offer for all applications.

Result: The highest prioritised application is automatically converted into an admission. The lower-prioritised applications are automatically eliminated.

Rule 3 (the coordination phase)

Situation: You have several active applications in the DoSV and more than one application has an admission offer but at least one application does not yet have an admission offer.

Result: The lower-prioritised admission offers are automatically eliminated.

Rule 4 (only in coordinated moving up phase)

Situation: You have received an offer of admission in a coordinated moving up phase.

Result: The admission offer is automatically converted into an admission. In this case, prioritisation is not the deciding factor.

Which documents do I need to send?

You do not need to send any documents to Hochschulstart.

What are the application fees for the DoSV?

You do not need to pay any fees to participate in the DoSV.

Which programmes at HSD are coordinated via DoSV?

The list of programmes currently coordinated via DoSV is available here:

<https://www.hs-duesseldorf.de/studium/studieninteressierte/dosv>

!! IMPORTANT INFORMATION !!

Please read the information about the DoSV, which can be found on the websites of Hochschule Düsseldorf and Hochschulstart, carefully. Also pay attention to the application deadlines.

Check your entire mailbox (including spam folder) and your accounts at Hochschulstart and uni-assist/ Hochschule Düsseldorf regularly during the entire application process.

The DoSV process is not required if you are applying for a higher semester.

HELPFUL LINKS

Hochschulstart

<http://www.hochschulstart.de> » Registration and application

Hochschule Düsseldorf

<http://www.hs-duesseldorf.de/application> » Dialogue-oriented service procedure - DoSV

TIP

You can find detailed information on the Hochschulstart website on how to operate the portal and the steps and deadlines of the DoSV process.

QUESTION 7: WHICH SPECIAL REQUIREMENTS DO I HAVE TO CONSIDER AS AN APPLICANT WITH CERTIFICATES FROM CHINA, INDIA, OR VIETNAM?

All applicants with certificates from China, India, and Vietnam need to hand in an APS certificate for a successful application. The academic test centre (Akademische Prüfstelle, APS) is a service centre that reviews and verifies the certificates of all applicants from China, India, and Vietnam. The APS also checks whether or not an applicant fulfils the requirements for studying in Germany and interviews them.

How can I sign up for the APS-test procedure?

Students from...

- China: www.aps.org.cn
- India: <https://www.aps-india.de>
- Vietnam: <https://vietnam.diplo.de>

You can find out what documents need to be handed in at the different test centre websites.

What are the fees for the APS-test procedure?

For the fee for the APS-test procedure, kindly contact the respective APS centre.

How long does the APS-test procedure take?

The APS procedure can take up to several months. Therefore, check the deadlines and requirement early to ensure you have your certificate before the application deadline.

!! IMPORTANT INFORMATION !!

All Applicants, who have completed their education (high school or bachelor's) in China, India or Vietnam have to submit an APS certificate irrespective of their nationality.

HELPFUL LINKS

APS academic test centre (Akademische Prüfstelle) Beijing, China
<https://www.aps.org.cn> » Verfahren und Services Deutschland

APS academic test centre (Akademische Prüfstelle) New-Dehli, India:
<https://www.aps-india.de/>

APS academic test centre (Akademische Prüfstelle) Hanoi, Vietnam
<https://vietnam.diplo.de> » Willkommen in Vietnam » Aktuelles »
Akademische Prüfstelle (APS) in Vietnam

QUESTION 8: HOW DO I APPLY?

The right application process for you depends on various requirements.

Please read the following information carefully to see whether you need to apply via:

8.1. uni-assist
or **8.2. Hochschule Düsseldorf**

Feel free to contact the International Office if you have any questions.

8.1. Application via uni-assist

The university application service for international students (uni-assist e.V.) supports international students with their application at German universities.

Please apply via uni-assist in the following cases:

You have...

a foreign school leaving certificate (A-levels, Baccalaureate, etc.) + a foreign nationality >> and are applying for a bachelor programme
a foreign school leaving certificate, which has not been recognised by the Düsseldorf District Government (Bezirksregierung) + a German nationality >> and are applying for a bachelor programme
a foreign school leaving certificate (A-levels, Baccalaureate, etc.) + passed the Studienkolleg or the 'Externe Feststellungsprüfung' >> and are applying for a bachelor programme

a foreign school leaving certificate + studied at a foreign university >> and are applying for a higher semester
a German or foreign school leaving certificate + a foreign university diploma (bachelor, diploma etc.) >> and are applying for a master programme
a foreign school leaving certificate + studied at a German university >> and want to apply for a different programme (Studiengangwechsel)

8.1.a. How do I apply via uni-assist?

Start collecting information well in advance, give yourself enough time for the application, compile the application documents with care, and send your application documents well in advance to ensure that your application is successful!

We highly recommend that you first read the information on the internet pages of uni-assist, primarily the sections 'Apply in 6 steps', 'Info country by country' as well as the FAQ.

- Register at *MyAssist*.
- Select the programme you wish to apply for and answer all questions.
- Send all relevant documents via postal mail to uni-assist.

8.1.b. Which documents do I need to send to uni-assist?

You will need to send the following documents to uni-assist in Berlin:

- ✓ School leaving certificate with an overview of subjects and grades.
Please submit all documents relating to your school leaving certificate (certified copy of original language **and** certified copy of translation)
- ✓ If applicable university entrance examinations (certified copy of original language **and** certified copy of translation)
- ✓ If applicable certificate of the *Feststellungsprüfung* (certified copy)
- ✓ Proof of any previously earned credits from a foreign university and your university degree certificate, including transcripts with an overview of subjects and grades of your entire academic career. No parts of your certificate should be missing.
(certified copy of original language **and** certified copy of translation)
- ✓ If applicable certificate of study from a German university, if you were previously enrolled at a German university (single copy)
- ✓ Only for programmes in Architecture and Design, certificate of the successfully completed aptitude test (single copy)
- ✓ Original APS certificate (only for applicants from China, India, and Vietnam; please see 'Which special

requirements do I have to consider as an applicant from China, India or Vietnam?')

- ✓ If applicable, marriage certificate (only for applicants, who are married to an EU citizen and have an equivalent admission status as German applicants)
- ✓ A copy of your passport (simple copy of the page with your personal information)

8.1.c. Which form must the submitted certificates/diplomas be in?

Unless the original documents are issued in English, a sworn translator must translate foreign language certificates / diplomas into either German or English. You will need to submit copies of the original certificates/diplomas (in their original language) and copies of the translations of these certificates/diplomas.

Please submit your certificates/diplomas and the translations thereof as certified copies. **Do not submit originals of your certificates!**

Internship certificates must be translated into German and submitted as certified copies as well.

Detailed information on certifying documents is available under the main chapter: *Which form must the submitted certificates/diplomas be in?*

8.1.d. Where do I need to send my application documents?

uni-assist e.V.
D- 11507 Berlin
Germany

8.1.e. When do I need to send my application documents to uni-assist?

The application period for first-semester intake for programmes with **restricted admission**:

- Middle/end of November until January 15 for summer semester
- Middle/end of May until July 15 for winter semester

The application period for first-semester intake for programmes with **unrestricted admission**:

- Middle/end of November until February 15 for summer semester
- Middle/end of May until August 15 for winter semester

The application period for **higher semester** intake:

- Middle/end of February until March 15 for summer semester
- Middle/end of August until September 15 for winter semester

Your complete application (incl. all required documents in their required form) have to be submitted to uni-assist before the application deadline. The date of receipt of the documents by uni-assist, and not the date posted, is relevant.

Missing documents can only be submitted before the application deadline.

8.1.f. What are the application fees?

One applications costs EUR 75.
Each additional application EUR 30.

Uni-assist's bank details as well as further information concerning payment options can be found at www.uni-assist.de/en »

How to apply» Pay all fees.

Please note, that your bank might charge you additional fees for international money transfers.

!! IMPORTANT INFORMATION !!

Always submit all certificates completely. Individual pages or parts of the certificate must not be missing.

Special additional application forms need to be handed in for the following master programmes:

M. A. Empowerment Studies,
M. A. Culture, Aesthetics, Media,
M. A. Social Work and Educational Science with a Focus on
Psychosocial Counselling,
M. A. Communication, Multimedia a. Market Management.

Please see '*Do I meet the specific admission requirements?*'

Uni-assist recommends applying as soon as possible, at least 6 weeks before the application deadline.

Uni-assist will try – but is not obligated – to inform you in time, in case your application documents were received incomplete or late. Only if you submit your application sufficiently early (6 weeks before deadline), uni-assist can generally inform you with sufficient notice.

You can use the applicant's online portal to check the processing status of your application or to get in touch with uni-assist at any time.

Your application is only valid for one semester. If you intend to apply again in the following semester, you will need to submit a new application form and pay the application fee once again.

Uni-assist keeps your documents for one year after you applied, so you do not have to send again anything uni-assist already received with your previous application.

You can apply for a maximum of 3 programmes at HSD.

HELPFUL LINKS

Applying step by step via uni-assist e.V.
<https://www.uni-assist.de/en/> » Apply in 6 steps

Uni-assist application portal
<https://my.uni-assist.de/>

Country specific requirements for certificates:
<https://www.uni-assist.de/en/tools/info-country-by-country/>

Helpful resources for your application:
<https://www.uni-assist.de/en/tools/>

Information on certified copies
Please note: HSD does not accept certification from churches or student governments (AStA)
<https://www.uni-assist.de/en/how-to-apply/assemble-your-documents/certified-copies-and-translations/>

8.2. Application at Hochschule Düsseldorf

If any of the following cases apply to you, you should apply directly to HSD:

You have...

1	a German secondary school leaving certificate (e.g. Abitur) + an international citizenship
2	the German Abitur from a German School Abroad
3	an international secondary school leaving certificate, which has been recognised by the Düsseldorf District Government (Bezirksregierung) (including GPA transfer) + an German citizenship
4	an international secondary school leaving certificate + a previous German bachelor degree or Diplom >> and want to apply for a master degree or a second bachelor degree (Zweitstudium)
5	an international secondary school leaving certificate + studied at a German university >> and want to apply for a higher semester
6	a German secondary school leaving certificate + studied at an international university >> and want to apply for a higher semester

8.2.a. How do I apply at Hochschule Düsseldorf?

The application at Hochschule Düsseldorf has to done via the online-application portal: <http://bewerbung.hs-duesseldorf.de>

Applicants for admission restricted (NC) bachelor programmes, please note the information in this brochure ('Which special requirements do I have to consider when applying for an admission restricted bachelor programme?').

8.2.b. Which documents do I need to send?

- ✓ Applicants for a second degree (Zweitstudium) need to send their degree certificates and a motivation letter.
- ✓ **Applicants for a higher semester need to send a current** certificate of enrolment, which states the current semester and programme.
- ✓ Should any other documents be required, you will be informed about this during the online application process.

All documents need to be sent as certified copies. Foreign language certificates must be translated into German or English by a sworn translator.

8.2.c. Where do I need to send my application documents?

Hochschule Düsseldorf
Studierenden Support - Zulassungsstelle
Münsterstraße 156
40476 Düsseldorf
Germany

8.2.d. When do I need to send my application to HSD?

The application period for first-semester intake for programmes with **restricted admission**:

- Middle/end of November until January 15 for summer semester
- Middle/end of May until July 15 for winter semester

The application period for first-semester intake for programmes with **unrestricted admission**:

- Middle/end of November until a week before lectures start for summer semester
- Middle/end of May until a week before lectures start for winter semester

The application period for **higher semester** intake:

- Middle/end of February until March 15 for summer semester
- Middle/end of August until September 15 for winter semester

8.2.e. What are the application fees?

An application directly at Hochschule Düsseldorf is free of charge.

!! IMPORTANT INFORMATION !!

German citizens, who have acquired their university entrance qualification in another country and want to apply at Hochschule Düsseldorf directly, must have their certificates accredited and GPA transferred to the German grading system by the Düsseldorf District Government (Bezirksregierung).

If your school certificates have been officially accredited by the district government (Bezirksregierung) (case 3) or you want to apply for a higher semester with credits from a German university, please select in the HSD-application portal that you have received a German university entrance qualification (Hochschulzugangsberechtigung).

HELPFUL LINKS

Online application at Hochschule Düsseldorf
<http://bewerbung.hs-duesseldorf.de>

Information for a higher semester applicants
www.hs-duesseldorf.de/studium » Studieninteressierte » Wechsel

Information of the district government (Bezirksregierung) Düsseldorf
<http://www.brd.nrw.de> » Schule » Schulrecht, Schulverwaltung »
Zeugnisanerkennung

QUESTION 9: WHICH FORM MUST THE SUBMITTED DOCUMENTS BE IN?

Unless the original documents are officially issued in German or English, you need a certified translation of the foreign language certificates into either German or English.

Please make sure all submitted copies are certified. Never submit original documents!

Standards for Certifications

Certifications must always contain an original official stamp ('Dienstsigel'), a notation/attestation note certifying that the copy or duplicate is identical to the original document, and an original signature of the person certifying the document.

A simple copy or scan of your certified documents is not enough. uni-assist only accepts a copy as certified, if it bears the original official stamp, attestation note and signature and is submitted in paper form.

The official stamp has a round or oval shape and contains an emblem. Certifications which only bear a stamp without emblem (only containing text) are not accepted.

Copies consisting of several pages, must clearly show that every page has been certified in the same process. To clearly show this, you have two possibilities:

- Have every single page certified separately. If you go for this option, make sure that your name is mentioned on each page of the original document. If your name is not mentioned on each page, your name must be included in the attestation note along with the reference to the type of document.

- Have all pages of the copy of your certificate certified together. If you go for this option, the official stamp must be visible on each page. So, you need to arrange the pages in such a way that each of them shows a part of the official stamp (see image below). In this case, the attestation note and signature need to be on only one of the pages.



- Exception: If a German notary certifies your document (sealed and tied together with a ribbon), a certification on only one of the pages is accepted.

If you have your documents certified outside of Germany, the following institutions can help:

- ✓ issuing schools and higher education institutions,
- ✓ your home country's ministry of education,
- ✓ German embassies,
- ✓ the embassy's culture department of the country from which the certificate originates,
- ✓ the public authorities and notaries authorised to certify documents in your home country.

In Germany, each public institution may certify document if they have an official stamp. For example:

- ✓ local government administration,
- ✓ parish offices,
- ✓ local mayors or municipal administrator, city, town or district administrations, local citizen registration offices and town halls,
- ✓ courts and notaries.

The following are not allowed to certify documents:

- ✗ e.g. firms, corporations, associations and foundations which have an official stamp like banks, churches, insurances and student unions,
- ✗ translators and interpreters (Sworn translators can only certify their translations, but not any original documents.),
- ✗ tax consultants, auditors, lawyers or legal advisers,
- ✗ private individuals.

Standards for Certified Translations

We accept translated certificates from:

- ✓ within Germany: sworn translators,
- ✓ the responsible department of the issuing school or higher education institution,
- ✓ outside of Germany: institutions authorised to produce sworn translations or translations accepted by court.

uni-assist cannot accept translations from translation agencies, which are not listed as sworn translators.

Standards for the Language of Certificates

Submit copies of your certificates in their original language and of their translation into German or English.

Does your country officially issue certificates not only in your original language, but also in German or English? Then you do not need to submit a translation.

!! IMPORTANT INFORMATION !!

Copies of translations, as with copies of the original document, must also be certified.

Sworn translators may certify their own translations – but they are not allowed to certify documents in the original language.

Public institutions in Germany are authorised to certify documents in foreign languages – but they are not obliged to do so. If you do not find any public institution in Germany willing to certify your documents, please contact the embassy of your home country.

HELPFUL LINKS

Certifying copies

<https://www.uni-assist.de/en/how-to-apply> » Assemble your documents

Translator database

<http://search.bdue.de/>

QUESTION 10: WHAT HAPPENS AFTER THE APPLICATION?

If you have applied via uni-assist...

...your documents will be checked and processed by uni-assist in Berlin.

If your application does not meet all formal requirements, you will be informed by uni-assist and your documents will remain in Berlin. If the application deadline has already passed, you can only re-apply at a later point in time.

If your application is complete and meets all formal requirements, uni-assist forwards your application to the admission office of Hochschule Düsseldorf. Uni-assist confirms this in writing. You can use this letter to start applying for a visa (please see question 11: 'What type of visa do I need to enter Germany?').

If required, Hochschule Düsseldorf will then check your application based on further criteria and then carry out the admission procedure. You will receive an email with log-in details for the Hochschule Düsseldorf online-application portal, where you will later find your admission/rejection letter as a pdf file. It might take a few days until the log-in details have been generated and forwarded to you.

Approx. 3-6 weeks after the application deadline all admission processes will be completed. You will be informed via email as soon as an admission/rejection letter is available for you in the online-application portal.

In case you receive an admission for Hochschule Düsseldorf, you will also find all relevant forms and information for enrolment there. Please pay attention to the enrolment deadline stated in the admission letter!

If you have applied via HSD online application portal...

...approx. 3-6 weeks after the application deadline all admission processes will be completed. You will be informed via email, as soon as an admission/rejection letter is available for you in the online-application portal.

In case you receive an admission for Hochschule Düsseldorf, you will also find all relevant forms and information for enrolment there. Please pay attention to the enrolment deadline named in the admission letter!

In case you have participated in the DoSV at hochschulstart.de...

...you should check your online account at hochschulstart.de regularly after the application deadline has passed, to see and accept admission offers.

Once you have accepted an admission offer of Hochschule Düsseldorf at hochschulstart.de, you will find your admission letter and all relevant forms and information for enrolment in the Hochschule Düsseldorf online-application portal.

Please pay attention to the enrolment deadline stated in the admission letter!

HELPFUL LINKS

Uni-assist – Frequently asked questions

<https://www.uni-assist.de/en/faqs/>

online-application portal Hochschule Düsseldorf

<http://bewerbung.hs-duesseldorf.de> » Meine Dokumente

Hochschulstart (DoSV)

<http://www.hochschulstart.de> »  » Application portal » Log in

QUESTION 11: WHAT TYPE OF VISA DO I NEED TO ENTER GERMANY?

If you wish to come to Germany as a full-time student, you need a national visa (**German: nationales Visum**).

There are different types of visa that prospective students can apply for. You get a visa for a limited period depending on the purpose of residence in Germany:

- Visa for orientation concerning studies at a German university ('Studienbewerbervisum')
- Visa for participation in a German language course in order to prepare for university studies ('Sprachkursvisum zum Studienzwecke')
- Visa for study purposes ('Studiervisum')

These three visa types can be converted into a residence permit in Germany at the local foreigners' authority (Ausländerbehörde). For this, please visit the local foreigners' authority as soon as possible after your arrival in Germany.

Caution! The following visa types **cannot** be converted into a residence permit in Germany:

- Tourist visa
- Visitor visa
- Business visa
- Language course visa without intent to study

If you enter Germany with one of these visa types, you will be required to return to your home country to request a new visa for study purposes.

TIP

The final notice issued by uni-assist indicating that your application was forwarded to HSD will generally be accepted as a confirmation of your application by the German embassies or consulates.

HSD does not issue preliminary certifications, or conditional admissions. The admission and rejection letters are sent out several weeks after the application deadline.

HELPFUL LINKS

Information of the Federal Foreign Office (Auswärtiges Amt) – Do I need a visa?

<http://www.auswaertiges-amt.de> » Visa regulations

Information of the DAAD

www.daad.de/en » Study & research in Germany » Plan your studies » Visa

Information of the foreigners' authority (Ausländerbehörde) Düsseldorf about residence permits for study purposes (in German) <https://www.duesseldorf.de/wirtschaftsfoerderung/business/einreise-und-aufenthalt.html> » Stichworte A-Z » Aufenthaltserlaubnis zum Studium

University services at the foreigners' authority (Ausländerbehörde) Düsseldorf

<http://www.duesseldorf.de/auslaenderamt/>

QUESTION 12: HOW MUCH DOES IT COST TO STUDY IN DÜSSELDORF?

Does Hochschule Düsseldorf charge tuition fees?

At the moment Hochschule Düsseldorf does not charge tuition fees. You are merely required to pay a semester fee of approx. EUR 330 per semester.

The semester fee consists of fees for the Studierendenwerk, the student representatives and the semester ticket. With the semester ticket, you can use all means of public transport throughout North Rhine-Westphalia (NRW).

What will my monthly expenses be?

You monthly expenses largely depend on your personal needs. The biggest part of the monthly expenses for students is usually the rent, which amounts to one third of the total living expenses.

German students spend approx. EUR 800 per month for the following items:

Rent	EUR 323
Food	EUR 168
Clothing	EUR 42
Study materials (books etc.)	EUR 20
Travel expenses (car/ public transport)	EUR 94
Health insurance, medical expenses	EUR 80
Communication (telephone, internet etc.)	EUR 31
Sports, recreation, cultural events	EUR 61
Total expenses	EUR 819

Source: 21st Social data collection by Deutsches Studentenwerk, 2016

How can I finance my studies?

1. Part-time job

Many students finance their studies with a part-time job. Students from EU/EWR-countries generally have free access to the German labour market.

All students from a non-EU-country may only work 120 days or 240 half days per year. This does not apply to employment as a student or research assistant at a university. So these kinds of jobs can be carried out in addition to the 120/240 days.

2. Scholarships

You have the possibility to apply for different scholarships. You can use the scholarship database published by the German Academic Exchange Service (Deutscher Akademischer Austauschdienst, DAAD) that offers various scholarship opportunities through DAAD or political and business-oriented foundations.

The requirements for a successful scholarship application vary from programme to programme. The following criteria are generally taken into account:

- previous academic and examination performance, as well as special scientific expertise
- general personal characteristics

HSD offers a scholarship, the 'Studienabschluss-Stipendium', for international students, who are working on their final theses.

In addition, HSD awards the 'Deutschland-Stipendium' to ambitious and outstanding students of all nationalities.

HELPFUL LINKS

Information on the semester fee at HSD

<http://www.hs-duesseldorf.de/semesterfee>

Federal employment Agency (Arbeitsagentur)

<http://www.arbeitsagentur.de>

Stellenwerk Düsseldorf

<http://www.stellenwerk-duesseldorf.de>

Scholarship database of DAAD

www.daad.de/en » Study & research in Germany » Find scholarships

Completion of Studies Grant

<http://www.hs-duesseldorf.de/scholarships> » Completion of Studies Grant

Deutschlandstipendium

<http://www.hs-duesseldorf.de/hochschule/verwaltung> » Stipendien- & Alumni-Management » Deutschlandstipendium