

Application Procedure

All copies must be certified by a German authority or Apostille.
Incomplete and / or uncertified papers cannot be recognized.

Please hand in certified copies of all your certificates, transcripts and other papers, as well German or English translations of all enclosed documents. (Translations are not required if your documents are in English or French.)

- Please send your documents via post mail, not by E-Mail.
- We do not return any application documents.
- We will answer your application as fast as possible. Please do not inquire by E-Mail.

Application Papers:

1. Application Form, fill in completely
2. CV (curricula vitae) giving complete academic background (personal data sheet) in block letters)
3. Secondary School Certificates (GCE-A-level, Baccalaureat, Matura, High School Diploma, etc.)
4. Complete list of subjects and grades (transcript)
5. German language certificate
B1, obere Grundstufe, ZDaF, B2, Mittelstufe 1, ZMP or if available: ZOP, DSDII DSH, TestDaF.
 - Applicants for DSH or for the Studienkolleg entrance test can hand in their German language certificates at a later date (up until three weeks before the exam). In this case applicants are asked to provide proof of participation in a German language course.
 - Applicants for study courses held entirely in English do not need a German Language certificate.
6. Passport Photo (can be sent later)
7. Applicants from China, Vietnam and Mongolia need to send the original certification of the Academic Evaluation Centres (Akademischen Prüfstelle, APS) at the German Embassies in Peking, Hanoi, or Ulan Bator.

Please add if available:

8. Proof of University Entrance Examination (GaoKao, Concours, ÖSYM, ICFES etc.)
9. Study certificates with grades
Degrees, complete list of subjects and grades (transcript), etc.
10. Certificate of the Feststellungsprüfung