

Application for Recogniton of Certificates

I am applying for Summer-/ Wintersemester _____

Personal data:

Surname

First name

Date of birth (day/month/year)

Nationality

E-Mail

Telephone number

Address:

Street address

Staying with (c/o)

Postal code and town

Country

☐ I confirm that the given information is complete and true. All relevant certificates are uploaded.

I have taken note of the privacy policy.

Data privacy information

1. Legal basis

The legal basis is subsection 6(1) lit. e) in conjunction with subsection 6(3) EU Data Protection Regulation (DSGVO) in conjunction with section 4 State Data Protection Act of 12 June 2018 in conjunction with section 73 Landeshochschulgesetz (LHG) of 1 January 2005, last amended by subsection 1 of the law in 13 March 2018.

2. Responsible institution for data protection

Hochschule Konstanz, Represented by the Vice President Prof. Dr.- Ing., Gunnar Schubert Alfred-Wachtel-Str. 8, 78462 Konstanz, Germany.

3. Data protection officer

Prof. Dr. Marc Strittmatter, Hochschule Konstanz, Alfred-Wachtel-Str. 8, 78462 Konstanz, Germany.

4. Purpose and scope of data processing

The collected data is required for the recognition of the foreign credentials as well as for the Studienkolleg courses.

5. Recipient

Transfer of data within the University of Applied Sciences Konstanz:

For administrative purposes, personal data of students enrolled in the Studienkolleg are passed to the data center and the library: Enrollment at the University of Applied Sciences, Konstanz, Matriculation number, Surname, first name, Date of birth, Address, E-mail address, Telephone number. In addition, we will forward the final examination certificate

("Feststellungsprüfungszeugnis") to the Department of Student Affairs if students from the Studienkolleg apply at the University of Applied Sciences Konstanz.

Transfer of data to third parties

In individual cases, data and documents can be sent to the Central Office for Foreign Education (ZaB) in Bonn, to facilitate the recognition of foreign credentials.

At the request of applicants, the certificate of recognition can be sent directly to a University of Applied Sciences in Baden-Württemberg.

If applicants take the admissions test abroad, data will be transferred to our partner institutions in charge of the test.

If the applicant has successfully passed the admissions test, the following data will be forwarded to Seezeit Studierendenwerk Bodensee AöR for the purpose of reserving a room in student housing: Applicant number, Gender, Surname, first name, Date of birth, Country of origin, E-mail address.

6. Duration of storage

The documents for the recognition of foreign credentials are kept for five years. The remaining data will be deleted after a maximum of ten years.

7. Your data protection rights

You have the right to obtain information from the Studienkolleg of the University of Applied Sciences Konstanz about the personal data stored about you in accordance with subsection 15 DSGVO and/or to have incorrectly stored personal data reported in accordance with subsection 16 DSGVO. You also have the right to cancel according to subsection 17 DSGVO, to restrict processing according to subsection 18 DSGVO and to object to the processing according to subsection 21 DSGVO.

To exercise your rights, please write an email to Prof. Dr. Krekeler, studienkolleg@htwg-konstanz.de

You also have the right to complain to the supervisory authority if you believe that the processing of your personal data is in violation of the data protection regulations in accordance with subsection 77 DSGVO. The appropriate supervisory authority is the State Commissioner for Data Protection and Freedom of Information Baden-Württemberg.

8. Note

Only the German text is legally binding in regards to data privacy. The English translation is provided for information purposes only.