

Studienkolleg Konstanz • Center for International Students
Alfred-Wachtel-Str. 8, 78462 Konstanz, www.studienkolleg.htwg-konstanz.de
Tel. +49 7531 206-361, -362, -363, -414, -453, -519 • Fax: +49 7531 206-683

# Application for Recognition

| Application for Recognition of foreign educational credentials for academic degree programmes at the Universities of Applied Sciences (UAS) in the State of Baden-Württemberg                                |  | Eingang des Antrags               |
|--|--|-----------------------------------|
| Summer / winter term (year)  |  |                                   |
| I am applying for a)  Studienkolleg c)  a study course held purely in English (Please tick your choice if you are sure. We will specify w  |  | BewNr.                            |
| Programme:   |  |                                   |
| University of Applied Sciences:  | (town)   | ☐ direkt / DSH                    |
| surname  | first name                                       | ☐ direkt / FSP                    |
| birth name   | sex:  male female                                | ☐ Zeugnisanerkennung              |
| date of birth  | place of birth                                   |                                   |
| nationality  | e-mail (please write clearly in block letters)   |                                   |
| Correspondence address in Germany (if applicable)  |  | ☐ <u>Studienkolleg</u>            |
| street address   | postal code and town                             | ☐ T-Kurs<br>☐ W-Kurs              |
| staying with (c/o)   | telephone number                                 | □ a. F.                           |
| Home address   |  |                                   |
| street address   | postal code, town and country                    | <u>Sprachnachweis</u>             |
| Educational background (secondary school / university)   |  | ☐ Grundstufe, B1                  |
| University entrance qualification with place and date (e.g. GCE, Baccalaureate, Bachelor, Matura, Attestat, university entrance examination, academic transcripts - please specify in your CV/Resume)        |  | ☐ DSH entsprechend ☐ TestDaF      |
| Have you already learned German? ☐ yes ☐ no Are you attending a German language course at the moment? ☐ yes ☐ no  Where are you learning German? Which level have you attained? (please attach certificates) |  |                                   |
|  |  | ☐ nachreichen                     |
|  | If yes, since when?                              | Durch school the school           |
| Have you attended a Studienkolleg course? ☐ yes ☐ no If yes, where?  |  | <u>Durchschnittsnote:</u> Schule: |
| Have you participated in the Feststellungsprüfung? ☐ yes ☐ no If yes, where?   |  | HAP:                              |
| Have you passed the Feststellungsprüfung? ☐ yes ☐ no If yes, where?  |  | Studium:                          |
| Have you been granted political asylum / refugee status  | in Germany?  ups (please underline which)  up no | gesamt:                           |
| I confirm that the given information is complete and   | d true. All relevant certificates are enclosed.  | goodine                           |
| place date   | signature  |                                   |

#### FILLED IN BY STUDIENKOLLEG

#### **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 as German or English translations of all enclosed documents. (Translations are not required if your documents are in English or French.)

- > Please send your documents by post, not by e-mail.
- ➤ We will process your application as soon as possible. Please do not enquire by e-mail.
- We do not return any application documents.

## Please include the following documents in your application:

- 1. Application form, programme of study and university must be specified
- 2. CV (curriculum vitae) giving complete academic background
- 3. Secondary School Certificates (GCE-A-level, Baccalaureate, Matura, High School Diploma, etc.)
- 4. Complete list of secondary school subjects and grades (transcripts)
- 5. German language certificate
  - B1, ZDaF, B2, ZMP, C1, or if available: C2, DSDII, DSH, Telc C1 "Hochschule", TestDaF.
    - Applicants for the Studienkolleg admission 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. Application for Studienkolleg: 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 Beijing, Hanoi, or Ulan Bator.

### Please add if applicable:

- 8. Proof of University Entrance Examination (GaoKao, Concours, ÖSYM, ICFES etc.)
- Study certificates with grades
   Degrees, complete list of subjects and grades (transcripts), etc.
- 10. Certificate of the Feststellungsprüfung
- 11. Certificate of change of name
- 12. Passport copy

Further information is available on our website: www.studienkolleg.htwg-konstanz.de