H T W G Hochschule Konstanz
Technik, Wirtschaft und Gestaltung

Application for Recognition of Certificates

I am applying for Summer- / Wintersemester _____.

I am applying for…

☐ Studienkolleg at the HTWG Konstanz
☐ an English taught study program
☐ am not sure yet
☐ Studienkolleg in Bad Mergentheim
☐ direct access at a University of

☐ Bachelor
☐ Master

Field of study _____

at the University of Applied Sciences _____

Personal data:

_____ Surname
_____ First name

_____ Birth name

_____ Date of birth (day/month/year)
_____ Nationality

_____ E-mail (please write clearly in block letters)
_____ Telephone number

Address:

_____ street address
_____ Staying with (c/o)

_____ Postal code and town
_____ Country

Educational background (secondary school / university)

_____
University entrance qualification with place and date (e.g. GCE, Baccalaureat, Matura, Attestat, university entrance examination, academic transcripts – please specific in your CV/Resume)

Further questions:

Have you already learned German? ☐ yes ☐ no

Are you attending a German language course at the moment? ☐ yes ☐ no

Which level have you attained? (please attach certificates) _____

Are you living in Germany? ☐ yes ☐ no; if yes, since when? _____

Have you …
attended a Studienkolleg course? ☐ yes ☐ no; if yes, where? _____

passed the Feststellungsprüfung? ☐ yes ☐ no

been granted political asylum/refugee status in Germany ☐ yes ☐ no

I confirm that the given information is complete and true. All relevant certificates are enclosed. I have read the data privacy information.

_____ Place Date
_____ Signature

To be filled in by Studienkolleg (02/23)

_____
Eingang des Antrags:

_____
Bew.-Nr.

_____
❒ direkt / DSH
❒ direkt / FSP
❒ Zeugnisanerkennung

_____
❒ Studienkolleg
❒ T-Kurs
❒ W-Kurs
❒ a. F.
❒ _____

_____
Sprachnachweis
❒ Sprachzeugnis B1
❒ telc Deutsch C1 HS
❒ TestDaF _____
❒ _____
❒ nachreichen

_____
Durchschnittsnote:
Schule:
HAP:
FSP:
Studium:
gesamt:

H T W G · Hochschule Konstanz
Technik, Wirtschaft und Gestaltung

Application procedure

Please send your application to the following address:

Hochschule Konstanz
- Studienkolleg -
Alfred-Wachtel-Str. 8
78462 Konstanz (Deutschland/Germany)

- Please hand in your application for recognition **by post**, not by e-mail
- Do not send original documents. We do not return any application documents
- Please do not enquire about the processing status by e-mail or phone. We will process your application as soon as possible.

Certification: All copies must be certified by a German authority (like a German Town Hall, German Embassy or Consulate), or a German notary. From some countries we can't accept Apostilles, also certifications from local notaries in a foreign country cannot be recognised in many cases. Please ask us beforehand. Documents not certified in sufficient form cannot be processed.

Translations: 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.

Which application documents do you need to send us?

- Application form (program of study and university must be specified) page 1
- CV (curriculum vitae) giving complete academic background
- Secondary School Certificates
  (GCE A- und AS-level, Baccalaureat, Matura, High School Diploma, etc.)
- Complete list of secondary school subjects and grades (transcripts)
- German language certificate
  (in particular B1, B2 or if applicable: DSD II, DSH, telc Deutsch C1 Hochschule, Test-DaF, Goethe C2)
  1) Applicants for the Studienkolleg admission test can submit their German language certificates (at least B1) until three weeks before the exam. Please provide proof of participation in a German language course if you do not have a certificate of B1 in German.
  2) Applicants for study programs held entirely in English do not need a German language certificate.
- Application for Studienkolleg: passport photo (can be sent later)
- Applicants from **China** and **Vietnam** need to send the original certification of the Academic Evaluation Centers (Akademische Prüfstelle, APS) at the German Embassies in Beijing or Hanoi. From the winter semester 2023/2024, the submission of a certificate from the Academic Evaluation Centre in New Delhi is also mandatory for applicants from **India**.
- Passport copy

Please add if applicable:

- Proof of the University Entrance Examination (GaoKao, Concours, ÖSYM, ICFES, etc.)
- Proof of study periods (certificate of completion, proof of enrollment, transcript of records, overview of the grading system, etc.)
- Certificate of the Feststellungsprüfung
- Certificate of change of name (original or certified copy, if necessary with translation)

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

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, Tel.: +49 (0)7531 206-0, E-mail: kontakt@htwg-konstanz.de, Website: www.htwg-konstanz.de **(Do not send your application to this address.)**

3. **Data protection officer**
   Prof. Dr. Marc Strittmatter, Hochschule Konstanz, Alfred-Wachtel-Str. 8, 78462 Konstanz, Germany, Tel.: +49 (0)7531 206-755, E-mail: dsb@htwg-konstanz.de, Website: www.htwg-konstanz.de (***Do <u>not</u> send your application to this address.***)

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**
   <u>Transfer of data within the University of Applied Sciences Konstanz:</u>
   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.

   <u>Transfer of data to third parties</u>
   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.