



## 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.)
9. 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](http://www.studienkolleg.htwg-konstanz.de)