

HUMBOLDT-UNIVERSITÄT ZU BERLIN

Initial Counselling for Prospective Students from Abroad

Foreign citizens with appropriate educational qualifications are offered initial counselling concerning courses of study, access to courses, requirements for admission and the application procedure at Humboldt-Universität zu Berlin.

Initial counselling (except for students on university exchange programmes) is offered by the International Office, in the university main building, Unter den Linden 6, room 2257 (Lichthof West, Level 2).

Office hours: Monday 1pm – 3pm,
Tuesday 10am -1pm and 2pm – 4pm,
Wednesday 1pm – 4pm

Phone: +49 30 2093-46724

E-mail: erstberatung-auslaender@uv.hu-berlin.de

I. APPLICATION PROCEDURE INFORMATION

Applications for academic study at Humboldt-Universität zu Berlin made by foreign citizens, with university entrance qualifications acquired abroad, are submitted to a preliminary check by UNI-ASSIST. This is regardless of whether the application was made for access courses at the *Studienkolleg* or for courses leading to the *Diplom*, Bachelor's or Master's degree, or the *State Examination*.

Before submitting an application, prospective students should consult the current **Study Programmes offered** at Humboldt (*aktuelles Studienangebot*) which can be found at: <https://www.hu-berlin.de/studium/beratung/angebot>

The **application form** for international applicants should be completed **online** at: <https://www.uni-assist.de/online/?lang=en>

The printed and signed application form, including all the necessary documents in **paper form**, must be received by UNI-ASSIST by the official deadline set for the course chosen.

1. Please note that an application cannot be considered unless UNI-ASSIST has received all the required documentation within the prescribed period.

The following documents must be attached to an application:

- authenticated copies of educational certificates obtained so far, including the secondary school leaving certificate and, if applicable, university entrance examination documentation, evidence of study areas and grades obtained in previous studies, or graduation certificate;
- enrolment certificate, if you are a student at another German or European higher education institution at the time you apply for a place at Humboldt, or
- certificate of exmatriculation (*Exmatrikulationsbescheinigung*) specifying the areas of study if you have previously studied at another higher education institution in *Germany, EU, Iceland, Norway, Liechtenstein* or *Switzerland*;
- evidence of German language skills (see point 2);
- German translations of all certificates (exception: documents in English);
- a current passport-sized photo;
- the UNI-ASSIST receipt (proof of fees paid);
- a photocopy of your passport (authentication is not required).

Information concerning the assessment and recognition of non-German education certificates is available (in German) from: <http://anabin.kmk.org/>

2. Language Requirements

All Bachelor degree courses are run in German. The applicant's command of German is tested in the "*Deutsche Sprachprüfung für den Hochschulzugang ausländischer Studienbewerber*" (DSH).

In order to be eligible for the DSH, applicants must give evidence that their command of German is at least at C1 Level according to the Common European Frame of Reference. A minimum score of three points in all four parts of the *TestDaF* Examination is also considered to be sufficient at Intermediate Level in the application procedure. For more information: <http://www.testdaf.de>

A certificate giving evidence of the successful completion of language training must be attached to the application. Certificates of Attendance of German language courses are not considered sufficient. Should the applicant fail the DSH exam, it can only be resat in the subsequent application period at Humboldt-Universität (or at least three months later). For this, a renewed application for admission to a degree course being an essential requirement.

When applying for a place at the **Studienkolleg**, you are required to submit, in addition to the certificate of completed secondary education, evidence of German language skills at Intermediate Level II (or, as equivalents: DHS-1, TestDaF Level 3, proof of success in Course B2 and participation in a Course C1).

If you satisfy all these formal requirements you will be invited to sit the Aptitude Test for Academic Studies (*Studierfähigkeitstest*) in Berlin.

Humboldt-Universität does not offer any preparatory German language courses.

Please note that there may be different language requirements when applying for a **Master's course**. Information on Master's courses, language requirements and general Entrance and Admission Regulations can be obtained at:

<http://www.hu-berlin.de/studium/beratung/angebot/ma-en>

3. Please send authenticated copies of your original certificates and of original translations.

German translations completed in your home country will be recognised only if completed by a state-licensed translator or an officially approved translating agency. Their authenticity must be certified by a state notary in your home country. Translations can also be completed by sworn interpreters or translators in the Federal Republic of Germany. Please see: <http://www.gerichtsdolmetscherverzeichnis.de>

Documents may be authenticated abroad, either by the diplomatic representations of the Federal Republic of Germany or by the relevant authorities and authorized notaries in the applicant's home country. Copies that match the originals will be certified in Germany by authorities permitted to seal documents, e.g. at local citizens' offices ("*Bürgeramt*") in town halls, by authorized notaries or by your home country's embassy in Germany.

4. Flyers for prospective students available at *the Student Service Center (SSC)*, Unter den Linden 6, Lichthof West. Information can also be found on the internet at:

<http://www.hu-berlin.de/studies/beratung/merk/standardseite-en>

Further information the *Counselling and Information Service* is available during office hours (also by phone: +49 30 2093 70270). For information on office hours see:

<http://www.hu-berlin.de/studies/beratung/wir1-eng>

In your application you must provide the complete name of the course of study. A Combined Bachelor's course consists of a *major* and a *minor* subject (*Kernfach* and *Zweifach*).

- a. Applicants from **EU countries, from Iceland, Norway, Liechtenstein and Switzerland** may submit their main application as well as an application containing their second preference (*Hauptantrag* and *Hilfsantrag/2.Wahl*) for Bachelor's, Diplom or State Examination courses.
- b. Other international applicants may only submit their main application (*Hauptantrag/1.Wahl*).

Information on possible subject combinations in Combined Bachelor's courses is available from: http://www.hu-berlin.de/studies/beratung/merk/ba_html-en

Detailed information on BA courses that include a teacher training option is available from: http://www.hu-berlin.de/studies/beratung/merk/lab_a_html

If you wish to apply for a **bachelor's course with a teacher training option**, please state Bachelor of Arts or Bachelor of Science as your graduation option when filling in your online application form. You will subsequently be asked if you wish to apply for a teacher training course at Humboldt-Universität zu Berlin.

In the winter semester 2014/15 we will offer some courses which are part of the *Dialogorientierten Serviceverfahren* (DoSV – dialogue oriented service system) within the framework of the Admission-to-Higher-Education-trust *Stiftung für Hochschulzulassung* (hochschulstart.de). Before applying online to UNI-ASSIST, you must first register at <http://www.hochschulstart.de>. After registering, you will receive a two-part identification number consisting of a *BID* (Applicant ID) and a *BAN* (Applicant authentication number). This number must then be provided in the application to UNI-ASSIST. Further information is available at: <https://www.uni-assist.de/dosv-procedure.html>

5. Applicants can be admitted to a more advanced stage of a course programme if documentation of previous university studies, not yet completed studies or academic achievements in the same or a related subject is submitted. If this is the case, please write "**höheres Fachsemester**" or a number of semesters larger than 1 on your application form next to the chosen study course. Recognition of previous academic achievements for admission to a more advanced stage of a course of study will be considered in the application process. This recognition is only possible if the previous academic achievements have not contributed to a previous degree.

6. Applications submitted by persons from **EU countries, from Iceland, Norway, Liechtenstein and Switzerland**, who have already taken an academic degree in their home countries and are now applying for the first semester of a course leading to the State Examination, the *Diplom* or a BA degree, are considered to be applications for a **second degree course (Zweitstudium)**. With such applications it is necessary for the applicant to state the reasons why they wish to take a *second degree course*. In this case, the information below should be considered: https://www.hu-berlin.de/studies/beratung/merk/second_degree
Applications for a *Zweitstudium* must also be submitted to UNI-ASSIST.

Applicants from EU countries, from Iceland, Norway, Liechtenstein and Switzerland who are already pursuing studies in a European country other than Germany, and now wish to apply for the same course of study at a German higher education institution, are required to apply for a more advanced stage or semester of that course. I.e. they may not apply for admission to the first semester.

Multiple Applications

Please be aware, if you submit applications to several universities in Germany, application deadlines and conditions may differ. An up-to-date list of higher education institutions which cooperate with UNI-ASSIST can be found online at:

<http://www.uni-assist.de/universities.html>

Further information on the university entrance procedure in Germany is available from: www.study-in.de or: <http://www.hochschulkompass.de/en.html>

Information on courses in **medicine and dentistry** is available from: http://www.charite.de/en/studies/to_study_at_the_charite/application

Contact:

Charité-Universitätsmedizin Berlin
Referat Studienangelegenheiten
Virchow Weg 24, D-10098 Berlin

Office hours:

Tuesday, Thursday, Friday: 9.30am – 12.30pm
Tuesday also: 1.30pm – 4pm
+49 4505-76152 or 4505 76035

Phone:

E-mail:

zulassung_stud@charite.de

7. Application Deadlines

The complete application documents must be received within the prescribed period of time. The postmark date will **not** be accepted and your application will not be considered if received after the deadline.

Deadlines:

	Winter Semester	Summer Semester
Studienkolleg (external Feststellungsprüfung)	15 th March	
Studienkolleg T-, M-, G-, S-, W-courses	15 th July	
Studienkolleg T-, W-courses		15 th October
Bachelor, Diplom, State Examination	15 th July	15 th January
Master (M.A., M.Sc., M.Ed.) with NC	31 st May	15 th January
Master (M.A., M.Sc., M.Ed.) without NC	15 th July	15 th January

Please send your application to the following address:

Humboldt-Universität zu Berlin
c/o UNI-ASSIST e.V.
Geneststraße 5
D – 10829 Berlin

Please note that there may be alternative application deadlines and conditions for postgraduate courses and international Master's courses. Please see:

<https://www.hu-berlin.de/studium/beratung/angebot/ma-en>

Please note the entrance and admission requirements as well as the relevant language requirements if you wish to apply for a Master's course at Humboldt-Universität zu Berlin. Please see:

http://www.amb.hu-berlin.de/2013/15/15_2013_AMB_ZSP-HU_2013-04-30_DRUCK.pdf

https://www.amb.hu-berlin.de/2014/17/17_2014_ZSP-HU_2013_Ae01-2014_DRUCK.pdf

UNI-ASSIST is a registered TOEFL institution. By using Code 2727 on the ETS website you can have your TOEFL results transferred directly to all UNI-ASSIST universities so

that it is no longer necessary for universities to ask for them separately.

8. Fees

A fee of € 75 is charged for the preliminary check of an application by UNI-ASSIST. If you apply to several higher education institutions in the UNI-ASSIST Federation, an additional € 15 will be charged for each application.

Please, transfer the fee directly when posting your application to:

Begünstigter	uni-assist e.V.
IBAN	DE62100208900019055272
BIC/SWIFT-Code	HYVEDEMM488

Please, state as purpose of transfer:

First name and family name (as written in passport)

Date of birth and home country.

If the money is transferred from abroad, bank transfer fees are charged in addition to the UNI-ASSIST fee.

Alternatively, the fee can be transferred by credit card (VISA or Mastercard).

Further information on fee transfer at: http://www.uni-assist.de/index_en.html

9. Further Procedure

Online application forms should be completed very carefully. All necessary documents for the desired course programme must be attached.

Please provide your e-mail address, if you have one.

After UNI-ASSIST has checked that all documents required for the further consideration of your application are complete, you will be notified. The application data will be forwarded directly to the Admissions Office for International Students at Humboldt-Universität. The information you get from UNI-ASSIST is recognised by German embassies and consular representations as proof that **your application has been confirmed**.

You will also be informed if the documentation you submit fails to meet the University's requirements. In this case, your documents will remain with UNI-ASSIST. You can then make corrections or add missing documents **within the prescribed application period** (before the deadline) or alternatively, re-apply to Humboldt-Universität in the next semester.

If admission to a course at Humboldt-Universität is not granted, the application form and the documents attached will be stored for 4 years before they are destroyed. Within this period, hard copy documents are accessible only to UNI-ASSIST, while electronically stored data are available to Humboldt. Returning an application and the documents attached is not possible.

10. Applications which are incomplete, incorrect or not submitted by the deadline are excluded from the admissions procedure.

11. International applicants with no formal university entrance qualifications are required to take a university entrance examination (*Feststellungsprüfung*). The exam may be taken either immediately or after successfully attending a one-year access course at the *Studienkolleg* (see point 7).

12. A limited number of study places (5% of the total) on full-time courses leading to a Bachelor's degree, to the *Diplom*, or to the State Examination are made available to applicants from non-EU countries. This is dependant on their qualifications, which are derived from grades obtained in secondary or other previous education (average grade).

EU citizens, citizens of Iceland, Liechtenstein, Norway and Switzerland and German applicants are admitted on the basis of the same criteria. The official table of the minimum academic requirements for admission to courses with restricted entry (*NC-Grenzwerttabelle*) from the previous Winter Semester is available from:

<http://studium.hu-berlin.de/beratung/merk/grenzws>

13. After you have successfully submitted your application data via Uni-Assist, Humboldt-Universität will send you an email including more information and the status of your application. This will enable you to track the progress of your application. You will be able to check whether your application has been accepted online. If your application is successful, please online confirm your place within the specified time frame. Simultaneously you will receive written confirmation of the decision whether your application has been accepted or not (as a rule by mid-late July for Master's applicants and mid-late August for undergraduate level for the winter semester and mid-late February for the summer semester respectively) as well as an invitation to attend the DSH Examination. It is a **vital requirement** for every applicant to either **accept their university place** or **declare their withdrawal within the prescribed period of time**.

Please do not miss the deadline to either accept or withdraw your place online!

II. UNI-ASSIST Exemptions

Online application international HU-Students

Please check which documents are needed for your application using the following table.

Application for	Hardcopy application form	Current passport photo	A copy of the current student ID card	Certificate Assessment test (<i>Feststellungsprüfung</i>)	Proof of academic achievements
Bachelor following Studienkolleg	x	x	x	x	
Change of degree/subject	x	x	x		
Higher semester	x	x	x		x
Master	x	x	x		x
Bachelor second degree	x	x	x		copy of degree certificate and letter of motivation for a second degree

Please compile and send the appropriate application within the prescribed period <https://www.hu-berlin.de/interessierte/info/akademischefrist> via the HU-Online-Application-Portal <https://www.hu-berlin.de/studium/compass/wie>

Please note that for a successful Master's course application you are required to send us proof of all your academic achievements including modules and ECTS (not more

than 30 ECTS short). At time of enrolment (or latest at registration renewal) only the bachelor's certificate and transcript can be handed in late.

International HU-students please contact the **admissions office for international students**, Student Service Centre (SSC), Unter den Linden 6, Lichthof West, during office hours: Mo 1pm-3pm, We 1pm-3pm, and Fr 9am-11am if you have any further questions.

There are no deadlines for PhD applications.

Application form and information for international PHD-applicants are available at:

<http://studium.hu-berlin.de/bewerbung/formulare/ZulassungAusl.pdf>

<https://www.hu-berlin.de/studium/bewerbung/formulare/prom-ausl-engl.pdf>

<https://www.hu-berlin.de/promovierende-en>

III. ENROLMENT

1. The Letter of Admission (*Zulassungsbescheid*) contains information on the conditions of enrolment and on the period within which the candidate can enrol.

2. Before the applicant is enrolled, evidence of a sufficient command of German must be provided. Applicants who are not formally granted exemption from the Language Test are required to take the "*Deutsche Sprachprüfung für den Hochschulzugang ausländischer Studienbewerber*" (*DSH*). An invitation to attend the *DSH* Examination will be attached to the Letter of Admission. As a general rule, *DSH* Examinations take place early in March for the Summer Semester, or early in September for the Winter Semester. A fee of **€150** will be charged in cash by the Language Centre of Humboldt-Universität on the examination day.

3. **To be enrolled** the following documents must be presented:

- completed enrolment form;
- passport with a valid residence permit for study purposes (EU citizens need to produce evidence of registration with the authorities);
- original certificates (will be returned);
- receipt of semester fees paid (currently **€ 290,53**)
(Note: No tuition fees are charged as yet in the federal State of Berlin.);
- health insurance certificate (see point IV);
- proof of success in the *DSH II* or *DSH III*
or *TestDaF* examinations with a score of at least four points in each of the four parts
or *the Goethe Institute Language Proficiency Certificate* (C2 Level);
or *DSD II* with C1 level in all parts of the test
Please note: the language certificate must not be older than 3 years;
- further evidences of language proficiency (e.g. TOEFL, IELTS) if required for a certain course of study
- if applicable, evidence of withdrawal from previous studies at another higher education institution in Germany or abroad (*Exmatrikulationsnachweis*).

IV. FINANCIAL ASPECTS

Visas for study purposes will be issued by German embassies or consulates. Residence permits for study purposes will be extended if evidence is provided that both studies and livelihood in Germany are financially covered. There are organizations in Germany which provide grants and scholarships to international students. Information on scholarships or grants may be obtained from the embassies and consulates of the

Federal Republic of Germany, the Goethe Institutes, the *Deutscher Akademischer Austauschdienst (DAAD)* and the International Office of Humboldt-Universität.

A summary of available funding schemes and foundations can be found at:

<http://www.daad.de/deutschland/stipendium/datenbank/en/12359-finding-scholarships>

and in the Guide for International Students at:

http://www.international.hu-berlin.de/an_die_hu/wegweiser

V. HEALTH INSURANCE

International students must have a **valid health insurance policy** (*Versicherungsbescheinigung*) as a vital condition of enrolment. Student health insurance policies are available from any German health insurance company. Alternatively European students can have their existing health insurance coverage (with a company in their home country) confirmed.

Students with mandatory or statutory insurance coverage coming from countries with which Germany has a social security agreement, including EU and EEA countries, Bosnia-Herzegovina, Croatia, Macedonia, Montenegro, Serbia, Turkey, Liechtenstein, Switzerland and Tunisia, need to present a European Health Insurance Card (EHIC) to a German statutory insurance company to have the coverage confirmed. They will then be issued a **certificate of exemption from statutory insurance coverage by the German health insurance company**.

Students with private health insurance coverage in their home country may terminate their contract and obtain a student policy from a German statutory health insurance company instead. Alternatively, they may be exempted from statutory health insurance in Germany and continue to be insured on a private basis. As a general rule, all international students in Germany need to have health insurance coverage in order to get a residence permit or to be enrolled. The statement of exemption needed to be enrolled will be issued by a statutory insurance company of your own choice.

For further and detailed information please go to:

<https://www.hu-berlin.de/studium/bewerbung/imma/kvds>

For further information, please contact one of the following insurance companies:

AOK Nordost – die Gesundheitskasse

Hufelandhaus, Hegelplatz 1, 10117 Berlin, phone: +49 0800 265080- 24634

E-Mail: Margareta.Barisic@nordost.aok.de

Website: www.aok-on.de/nordost

Techniker Krankenkasse

Alte Jacobstraße 81-82, 10179 Berlin, phone: +49 30 40044- 8660

E-Mail: lutz.matuschke@tk.de

Website: www.tk.de

Barmer GEK Berlin

Karl-Liebknecht-Str. 29, 10178 Berlin,

Tel. 030 25331 44- 2427

E-Mail: sven.behrendt@barmer-gek.de

Website: barmer-gek.de

Deutsche Angestellten Krankenkasse (DAK)

Panoramastraße 1 (near TV tower), 10178 Berlin, phone: +49 30 24541-0

Kaufmännische Krankenkasse (KKH-Allianz)

Heerstrasse 25, 14052 Berlin, phone: +49 30 3130455

VI. FORMALITIES BEFORE AND AFTER COMING TO GERMANY

As a general rule, international students need a valid visa for study purposes when entering Germany. EU citizens as well as citizens of Iceland, Liechtenstein, Norway, Switzerland, Australia, Brazil, Israel, Japan, Canada, Korea, New Zealand and the USA are exempted from this regulation. Visas for study purposes are issued by the German diplomatic and consular representations in the applicant's home country, which will also give information on current entry and residence regulations.

To apply for a visa, the following documents need to be presented:

1. secondary school leaving certificate which is recognized in Germany,
2. valid passport or equivalent,
3. confirmation in writing that the candidate's complete application has been received (*Bewerberbestätigung - BBZ*). This is provided automatically by UNI-ASSIST or issued upon request by a German higher education institution **or** reservation of a place on an intensive German language course run by a state-funded and state-approved institution in Germany, **or** the Letter of Admission (*Zulassungsbescheid*) of a higher education institution,
4. proof that the prospective student is financially covered.

Applicants who have not yet received a Letter of Admission can apply for an applicant's visa (*Bewerbervisum*) by presenting the document confirming that their application has been received in Germany. An applicant's visa or a visa for the preparation of university studies in Germany may be turned into a residence permit for study purposes as soon as the holder is granted admission to studies. **A tourist visa can under no circumstances be converted into a residence permit for study purposes.**

Application for a visa must be made fairly early, because it usually takes several weeks before a visa for study purposes is issued.

Within seven days after arrival in Germany registration is required at the local Citizens' Office (*Bürgeramt*). For this purpose the form "*Anmeldung bei der Meldestelle*" must be completed.

After entry into Germany, the Foreigners' Registration Office (*Ausländerbehörde*) of the Federal State of Berlin needs to convert the prospective student's visa into a residence permit for academic studies valid for attending the degree course specified in the Letter of Admission.

Please note: **Prospective students entering Germany on a visa-free basis must also apply for a residence permit at the Foreigners' Registration Office within three months after entry.**

Please contact: *Landesamt für Bürger- und Ordnungsangelegenheiten (LABO)*,
Foreigners' Registration Office (*Ausländerbehörde, Abt. IV*):

<i>Address:</i>	<i>Office hours:</i>	
Friedrich-Krause-Ufer 24	Monday, Tuesday	07am – 2pm
13353 Berlin (Tiergarten)	Thursday	10am – 6pm
(Underground Station: Amrumer Strasse)	Wednesday, Friday	closed
Phone: +49 90269-0,		

Further information is available at:

http://www.berlin.de/lab0/auslaender/dienstleistungen/studium_en.html

September 2014