

HUMBOLDT-UNIVERSITÄT ZU BERLIN

Initial Counselling Information 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, in room 3120b (2nd floor next to Orbis).

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

Phone: + 49 30 2093-2400

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

I. APPLICATION PROCEDURE INFORMATION

Applications of foreign citizens who acquired university entrance qualifications abroad for a comprehensive **course of study** at Humboldt-Universität zu Berlin, including an introductory or access course at the *Studienkolleg* followed by a full-time degree course leading either to the *Diplom*, Bachelor's or Master's degrees, or the *State Examination*, are subject to a preliminary check by UNI-ASSIST.

Before submitting an application, you should consult the current **survey of courses** (*aktuelles Studienangebot*) available from: <http://studium.hu-berlin.de/beratung/sa>

UNI-ASSIST applications can be sent in as **hard copies** or **online**. via: <http://www.uni-assist.de>.

Application forms for international applicants can be downloaded from: <http://www.hu-berlin.de/studium/bewerbung/formulare/ZulassungAusl.pdf>.

You may fill in the UNI-ASSIST online application form, print it out and then **sign it**.

1. Please note that an application cannot be considered before UNI-ASSIST has received the required documentation completely within the given deadline.

The following **documents** must be **attached** to an application:

- copies of educational certificates obtained so far, including the secondary school leaving certificate and, if applicable, university entrance examination documentation and evidence of study areas and grades obtained in previous studies, or graduation certificate;
- enrolment certificate, if you are a student at another German higher education institution at the time you apply for a place at Humboldt, or
- proof of withdrawal from the register (*Exmatrikulationsbescheinigung*), if you discontinued study at another German higher education institution, specifying the areas of study;
- proof of German language skills (see chapter II.);
- German translations of all certificates (exception: documents in English);
- a comprehensive CV (with signature);
- a current passport-sized photo;
- the UNI-ASSIST receipt (proof of fees paid);
- a photocopy of your passport.

Information concerning the assessment and recognition of non-German certificates is available (in German) from: www.anabin.de

2. Please, send us only certified copies of your original certificates and of original translations. German translations completed in your home country will be recognised only if made by a state-licensed translator or an officially approved translating agency. Their authenticity must be certified by a notary public in your home country.

Translations can be made also by sworn interpreters or translators in the Federal Republic of Germany, see: <http://www.gerichtsdolmetscherverzeichnis.de>.

Copies that match the originals will be certified in Germany by authorities empowered to seal documents, e.g. local citizens' offices ("Bürgeramt") in town halls, by notaries or by your home country's embassy in Germany.

3. In your application you are required to indicate the name a complete Bachelor's course, consisting of a core subject and a secondary subject (*Kernfach* and *Zweifach*) if you apply for a Combined Bachelor's course; if you wish to take a Mono-Bachelor's course, you should state the main subject and a subsidiary subject (*Monofach* and *Beifach*). Please, indicate two further secondary subjects or, two subsidiary subjects (*Antrag Studiengang 2. Wahl*), respectively, which could be your second choice.

Combinability information on both Combined Bachelor's courses and Mono-Bachelor's courses is available from:

http://studium.hu-berlin.de/beratung/merk/ba_html

Teacher training, information is available from:

http://studium.hu-berlin.de/lust/lehrer/beratung/merk/lab_a_html.

Please note that combinability of subjects in teacher training is differentiated in line with the different levels of school teaching.

4. Applicants submitting documentation of previous university studies and academic achievements in the same or a related subject will usually be admitted to a more advanced stage of a course programme and considered accordingly in the relevant admission procedure at Humboldt-Universität. If this is the case, please, write "*höheres Fachsemester*" in your application form under 1.1.

Recognition of previous academic achievements as a prerequisite of admission to a more advanced stage of a course will be considered in the application process.

Before submitting an application, you should carefully study the survey of courses and the more detailed course descriptions at <http://studium.hu-berlin.de/beratung/sa> or you can do this in *the Student Service Center (SSC)* Unter den Linden 6, Lichthof West, where flyers for prospective students are displayed, to be found also on the internet at: <http://studium.hu-berlin.de/beratung/merk>.

For further information the Counselling and Information Service is available during office hours (also by phone: +49 30 2093 70270). For information on office hours try: http://studium.hu-berlin.de/beratung/wir1_html#asb.

Multiple Applications

If you submit applications to several universities in Germany, you should be aware that application deadlines and conditions may be different. A current list of higher education institutions which have applications of foreign citizens pre-checked by UNI-ASSIST can be found on the internet at:

<http://www.uni-assist.de/hochschulen>.

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

5. Application Deadlines

Note: What is vital for an application to be considered is **not** the postmarked date but the date the complete application documentation is received within the prescribed period of time at the following address:

Deadlines:

	Winter Semester	Summer Semester
degree courses	15 th July	15 th January
<i>Studienkolleg</i> for an external <i>Feststellungsprüfung</i>	15 th April	
<i>Studienkolleg</i> T, M, G, S and W courses	31 st May	
<i>Studienkolleg</i> T, W and M courses		15 th October

Humboldt-Universität zu Berlin
c/o UNI-ASSIST e.V.
Helmholtzstr. 2-9
D - 10587 Berlin

6. Fees

A fee of **€ 68** is due 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 have to be paid for each application.

For prospective students from EU countries the fee is **€ 43**, and **€ 15** for each further application.

Please, transfer the fee when posting your application. The transfer should be made to:

UNI-ASSIST e.V.	
Account Number:	523749001
Bank Code:	100 708 48
Name of Bank:	Berliner Bank, Niederlassung der Deutschen Bank
International Bank Number (IBAN):	DE10100708480523749001
BIC/SWIFT Code:	DEUTDEDB110

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 due in addition to the UNI-ASSIST fee.

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

Further information on the transfer of fees at: <http://www.uni-assist.de>

7. Further Procedure

Application forms should be completed very carefully and all necessary documents for the desired course programme must be attached.

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

After UNI-ASSIST has checked the completeness of all documents required for the further consideration of your application for a course at Humboldt-Universität zu

Berlin, you will be notified by UNI-ASSIST, while the data will be forwarded directly to the Admissions Office for International Students of Humboldt-Universität. The information you get from UNI-ASSIST is recognised by German embassies and consular representations as proof that the application has been confirmed.

You will also be informed if the documentation you submitted fails to meet the University's requirements. In this case, your documents will remain with UNI-ASSIST. Of course, you could make corrections or add missing documents **within the prescribed application period** 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 three semesters before they are destroyed. Within this period, hard copy documents are accessible only to UNI-ASSIST, while electronically stored data are available for Humboldt. Returning an application and the documents attached is not possible.

Master's courses

application deadline: 15th January for the Summer Semester, and
15th July for the Winter Semester;

Other postgraduate courses

application deadline: 15th January for the Summer Semester, and
15th July for the Winter Semester.

Please, note that there may be divergent deadlines and application procedures, cf: *Studienangebot* (survey of courses).

Information on access to Master's courses and the German language skills required can be obtained from: **Zugangs- und Zulassungssatzung (ZZS) at: http://studium.hu-berlin.de/beratung/zzs_anlage**

Master's courses applications are to be addressed to:

Humboldt-Universität zu Berlin
c/o UNI-ASSIST e.V.
Helmholtzstr. 2-9
D - 10587 Berlin

International students on Bachelor's courses at Humboldt-Universität wishing to apply for Master's courses in the Summer Semester are required to submit the following documents by 15 January (deadline) or by 15 July for the Winter Semester: a completed application form, a current passport photo, the current Certificate of Enrolment (*Immatrikulationsbescheinigung*), proof of exams taken (a minimum of 150 credit points) and grades obtained. Besides, proof must be provided of all credits and marks obtained in course modules taken so far and of the registration with the respective Examinations Office for all mandatory module exams still to be taken, including evidence that the Bachelor's thesis is to be completed by the end of the Summer Semester and the Winter Semester, respectively, so that by the time the applicant is to be enrolled on the Master's course, by 1 June or, alternatively, by the 1 December at the latest, it is quite certain that the Bachelor's Certificate and a transcript of it can be submitted.

International Students of Humboldt-Universität are requested to submit their applications directly to **Zulassungsbüro für ausländische Studierende**, Student Service Center (SSC) Unter den Linden 6, Lichthof West during office hours:
Mon: 1pm - 3pm, Wed: 1pm - 4pm and Fr: 9am - 11am.

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 any particular university to ask for them separately.

There are no deadlines for applications for PhD work.

Application forms and information on PhD work of international students are available from:

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

and from:

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

www.hu-berlin.de/promovierende

http://forschung.hu-berlin.de/wiss_nachw/hubroschuerenetz.pdf

PhD applications in hard copy are to be addressed to:

Humboldt-Universität zu Berlin

Studierendenservice

Zulassungsbüro für ausländische Studierende

Unter den Linden 6, 10099 Berlin

8. Applications received after the deadline, incomplete applications, or others that were not completed within the prescribed period or those that do not meet the formal requirements are excluded from the admissions procedure.
9. 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* (deadlines at 5).
10. A limited number of study places (5 % of the total) on full-time courses leading to the *Bachelor's degree*, to the *Diplom*, or to the *State Examination* is made available to applicants from non-EU countries in accordance with their qualifications the level of which is derived from the grades obtained in secondary or other previous education (average grade).
EU citizens 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*) of the previous Winter Semester is available from: <http://studium.hu-berlin.de/beratung/merk/grenzws>
11. The decision on whether an application is accepted or not will be forwarded in writing to the applicants (as a rule by mid or late August for the subsequent Winter Semester, and mid or late February for the subsequent Summer Semester).
An invitation to attend the DSH Examination will be attached to the Letter of Admission. It is a vital requirement for every applicant to **endorse their intention to fill the place** allocated to them, or to **declare their withdrawal within the prescribed period of time**.

Applications for courses in medicine and dentistry also need to be sent to **UNI-ASSIST**. Information is available from:
http://www.charite.de/studium_lehre/studieren_an_der_charite/bewerbung

Contact:

Charité-Universitätsmedizin Berlin Tel. +49 (0) 4505-76152
Referat Studienangelegenheiten Office hours:
Ms Bednareck, Ms Gütschow Tuesday, Thursday, Friday: 9.30am – 12.30pm
Virchow Weg 24, D-10098 Berlin Tuesday also: 1.30pm – 4pm

II. LANGUAGE REQUIREMENTS

All Bachelor degree courses are run in German. The command of German is tested in the "*Deutsche Sprachprüfung für den Hochschulzugang ausländischer Studienbewerber*" (*DSH*) or in a Language Test on admission to the *Studienkolleg*.

In order to be eligible for the examinations, applicants must give evidence of their command of German at least at C1 Level according to the common European Frame of Reference for a degree course and at B.2.1 Level when applying for a place at the *Studienkolleg*. Besides, a minimum score of **three points** in all four parts of the *TestDaF* Examination is 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 needs to be attached to the application. Certificates of Attendance of German language courses are not regarded as sufficient. In case of failure, the applicant can resit the *DSH* exam only in the subsequent application period at Humboldt-Universität (or otherwise, at least three months later), a renewed application for admission to a degree course being an essential requirement.

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

Please note some divergent language requirements when applying for a Master course of study. Information on Master's courses and language requirements can be obtained from Studienangebot Weiterführende Studiengänge (Postgraduate Courses Offered) at: <http://studium.hu-berlin.de/beratung/sa>

III. ENROLMENT

1. The Letter of Admission (*Zulassungsbescheid*) contains information on the conditions of enrolment, on the period within which the candidate can enrol and the conditions attached.
2. Before the applicant is enrolled, evidence of a sufficient command of German must be given. All applicants who are not 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 by the

Language Centre of Humboldt-Universität on examination day.

3. On **enrolment** the following documents must be presented:
- the completed enrolment form,
 - the passport with a valid residence permit for study purposes (EU citizens only need to produce evidence of registration with the authorities, or the Freedom of Movement Certificate (*Freizügigkeitsbescheinigung*),
 - certificates in the original (to be returned),
 - a receipt of semester fees paid (currently **€ 277,30**),
(Note: No tuition fees are charged as yet in the federal State of Berlin.),
 - a health insurance certificate (see under V.),
 - 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, *Großes* or *Kleines deutsches Sprachdiplom* or *Zentrale Oberstufenprüfung (ZOP)* of the Goethe Institute or the Language Proficiency Certificate of the *KMK*, level II,
 - if applicable, evidence of withdrawal from previous studies at another higher education institution in Germany (*Exmatrikulationsnachweis*).

IV. FINANCIAL ASPECTS

Visas for study purposes will be issued by German embassies or consular representations, and 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 that give grants and scholarships also to international students. Information on scholarships or grants may be obtained from the embassies and consular representations of the Federal Republic of Germany, the Goethe Institutes, the *Deutscher Akademischer Austauschdienst (DAAD)* and the International Office of Humboldt-Universität. A survey of funding schemes and foundations can be found in the Guide for International Students at http://www.international.hu-berlin.de/an_die_hu/wegweiser and at: <http://www.funding-guide.de>

V. HEALTH INSURANCE

International students must have a **valid health insurance policy** (*Versicherungsbescheinigung*) as a vital condition of enrolment. It is available from any German health insurance company, which for European students can confirm statutory health insurance coverage with a company in their respective home country.

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) or the form E111 to a German statutory insurance company to have the coverage confirmed.

Students having private health insurance coverage in their home country may terminate it 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 needed to be

enrolled will be issued by a statutory insurance company of your own choice.

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

AOK Berlin – Brandenburg – Die Gesundheitskasse
Studenten-Service
Pallasstr. 25, 10781 Berlin
Tel.: 0331/2772-23084
E-Mail: ass.berlin@bb.aok.de
Website: www.aok4you.de/bb

Techniker Krankenkasse
Alte Jacobstraße 81-82, 10179 Berlin, Tel. 0179 5492482
Ansprechpartner: Lutz.Matuschke@tk-online.de

Deutsche Angestellten Krankenkasse (DAK)
Panoramastraße 1 (direkt am Fernsehturm), 10178 Berlin, Tel. 030 24541-0

Barmer Ersatzkasse
Karl-Liebknecht-Str. 29, 10178 Berlin, Tel. 0800 33 20 60 44 - 2318

Kaufmännische Krankenkasse (KKH-Allianz)
Heerstrasse. 25 14052 Berlin, Tel. 030 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, 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. a secondary school leaving certificate which is recognized in Germany,
2. a valid passport or equivalent,
3. confirmation in writing – issued only on request - by the German higher education institution or UNI-ASSIST that the candidate's complete application has been received there (*Bewerberbestätigung - BBZ*),
or
a 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 complete 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 when 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. Students from EU countries, from Iceland, Liechtenstein and Norway need to apply for a Certificate of Free Movement (*Freizügigkeitsbescheinigung*) at the local Citizens' Office, which regulates their residency in Germany.

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 valid for attending the degree course specified in the Letter of Admission. It should be noted that **also prospective students entering Germany on a visa-free basis must apply for a residence permit with the Foreigners' Registration Office within three months after entry.**

Landesamt für Bürger- und Ordnungsangelegenheiten (LABO),

phone. +49 (0) 90269-0

Foreigners' Registration Office (*Ausländerbehörde, Abteilung IV*):

Address:

Friedrich-Krause-Ufer 24

13353 Berlin (Tiergarten)

(U Station: Amrumer Strasse)

Office hours:

Monday, Tuesday 07am – 2pm

Thursday 10am – 6pm

Wednesday, Friday closed

Further information can be obtained at:

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