

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 of foreign citizens with university entrance qualifications acquired abroad are submitted to a preliminary check by UNI-ASSIST, regardless whether they were made for access courses at the *Studienkolleg* to be followed by a degree course, for courses leading either to the *Diplom*, or to a Bachelor's or Master's degree, or the *State Examination*.

Before submitting an application, potential students should consult the current Humboldt **survey of study programmes offered** (*aktuelles Studienangebot*) to be found at: http://www.hu-berlin.de/studies/beratung/sa?set_language=en&cl=en

UNI-ASSIST applications should be sent in as **hard copies** via:
<http://www.uniassist.de>

The **application form** for international applicants should be filled **online** at:
<http://www.uni-assist.de/application-online.html>

The application including all the necessary documents in ink and paper as well as the signed application print-out 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 before UNI-ASSIST has received the required documentation completely within the prescribed period. 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 or European 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 or EU higher education institution, specifying the areas of study;
 - evidence of German language skills (cf. 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 (authentication is not a requirement).

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

2. 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. Please, send only authenticated 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. Cf: <http://www.gerichtsdolmetscherverzeichnis.de>
Copies that match the originals will be certified in Germany by authorities empowered 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.
3. In your application you must indicate the complete name of the course of study. A Combined Bachelor's course consists of a core subject and a secondary subject (*Kernfach* and *Zweifach*).
 - a. Applicants from **EU countries, from Iceland, Liechtenstein, Norway and Switzerland** may submit their main as well as precautionary application (*Hauptantrag* and *Hilfsantrag/2.Wahl*) for Bachelor's, Diplom or State Examination courses.
 - b. Other international applicants can only submit their main application (*Hauptantrag/1.Wahl*).

Combinability information concerning Combined Bachelor's courses is available from:

http://www.hu-berlin.de/studies/beratung/merk/ba_html-en?set_language=en&cl=en

Detailed information on Bachelor's courses including a teacher training option is available from:

http://www.hu-berlin.de/studies/beratung/merk/lab_a_html?set_language=en&cl=en

4. Applicants submitting documentation of previous university studies or not yet completed 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. In this case, please, write "**höheres Fachsemester**" in your application form.
Recognition of previous academic achievements as a prerequisite of admission to a more advanced stage of a course of study will be considered in the application process.
5. Applications submitted by persons from **EU countries, from Iceland, Liechtenstein, Norway and Switzerland** who have already taken an academic degree in their home countries and now apply for the first semester of a course leading to the State Examination, the Diploma or the bachelor's degree are considered to be applications for an additional degree course (*Zweitstudium*). In such applications it is necessary to state the reasons why the applicant wants to take an additional degree course. In this context the information available from http://www.hu-berlin.de/studies/beratung/merk/second_degree?set_language=en&cl=en should be considered.
Applications for a *Zweitstudium* must also be submitted to UNI-ASSIST:
<http://www.uni-assist.de/application-online.html>

Applicants from EU countries, from Iceland, Liechtenstein, Norway 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.

Before submitting an application, applicants should carefully study the survey of study programmes offered and the more detailed course descriptions at http://www.hu-berlin.de/studies/beratung/sa?set_language=en&cl=en, or consult the *Student Service Center (SSC)*, Unter den Linden 6, Lichthof West, where flyers for prospective students are displayed. It is to be found also on the internet at: http://www.hu-berlin.de/studies/beratung/merk/standardseite-en?set_language=en&cl=en 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://www.hu-berlin.de/studies/beratung/wir1-eng?set_language=en&cl=en

Multiple Applications

If you submit applications to several universities in Germany, you should be aware that application deadlines and conditions may differ. 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/universities.html>

Further useful information on the university entrance procedure in Germany at:

www.study-in.de or from: <http://www.hochschulkompass.de/en.html>

6. Application Deadlines

Note: The postmarked date is **not** a criterion for an application to be considered. It is rather the date the complete application documents have been received within the prescribed period of time.

The deadlines below also apply to international applicants regardless whether or not there are restrictions on admission (NC) to the course.

Deadlines:

	Winter Semester	Summer Semester
Studienkolleg (external Feststellungsprüfung)	15 th April	
Studienkolleg T-, M-, G-, S-, W-courses	15 th July	
Studienkolleg T-, M-, W-courses		15 th October
Bachelor, Diplom, State Examination	15 th July	15 th January
Master (M.A., M.Sc.)	31 st May	15 th January
Master of Education	15 th July	15 th January
M.Sc. Horticulture Sciences	15 th August	
M.A. Psycho-Analytic Cultural Studies	15 th August	

Please, send your application to the following address:

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

Please, note that there may be application deadlines and conditions other than those given above for postgraduate courses and international master's courses Cf.: http://www.hu-berlin.de/studium/beratung/angebot/ma-en?set_language=en&cl=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. Cf.: http://www.amb.hu-berlin.de/2013/15/15_2013_AMB_ZSP-HU_2013-04-30_DRUCK.pdf

International students on current Bachelor's courses at Humboldt-Universität wishing to apply for a Master's course are required to submit their applications documents by 15th January for the Summer Semester or by 31st May for the Winter Semester. Applications for courses leading to the *Master of Education* can be submitted only for the Winter Semester by the 15th August. Application documents must include a completed application form, a current passport photo, the current Certificate of Enrolment (*Immatrikulationsbescheinigung*), certificates of exams taken carrying at least 150 credit points obtained so far.

Besides, evidence must be provided of all credits and grades 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 1st June or, alternatively, by the 1st 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:
Mo: 1pm - 3pm, We: 1pm - 3pm, 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 universities to ask for them separately.

7. 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 directly when posting your application 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 fee transfer at: http://www.uni-assist.de/index_en.html

8. Further Procedure

Online application forms should be completed very carefully. 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 run 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 **your 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** (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 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.

There are no deadlines for applications for PhD work.

Application form and information on PhD work for international students are available at:

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

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

http://www.hu-berlin.de/promovierende-en/standardseite-en?set_language=en&cl=en

http://www.hu-berlin.de/research/young_scientists/hubroschuerenetz.pdf

PhD applications (paper copies) are to be addressed to:

Humboldt-Universität zu Berlin

Studierendenservice

Zulassungsbüro für internationale Studierende

Unter den Linden 6, 10099 Berlin

9. Applications received after the deadline or submitted in an incorrect form, and incomplete applications not completed within the prescribed period are excluded from the admissions procedure.

10. 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 6).

11. A limited number of study places (5 percent 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 whose level is derived from the 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*) of the previous Winter Semester is available from:

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

12. 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 need to be sent to **UNI-ASSIST**. Information is available from:

http://www.charite.de/en/studies/to_study_at_the_charite/application/

Contact:

Charité-Universitätsmedizin Berlin

Referat Studienangelegenheiten *Office hours:*

Virchow Weg 24, D-10098 Berlin

Tuesday, Thursday, Friday: 9.30am – 12.30pm

Tuesday also: 1.30pm – 4pm

Phone:

+49 4505-76152 or 4505 76035

E-mail:

zulassung_stud@charite.de

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)*.

In order to be eligible for the DSH, applicants must give evidence of their command of German at least at C1 Level according to the Common European Frame of Reference. Besides, 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 needs to be attached to the application. Certificates of Attendance of German language courses are not considered 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.

If you apply 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 divergent language requirements concerning applications for **a Master's courses**. Information on Master's courses, language requirements as well as general Entrance and Admission Regulations can be obtained at: http://www.hu-berlin.de/studium/beratung/angebot/ma-en?set_language=en&cl=en

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 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 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)
 - certificates in the original (to be returned),
 - receipt of semester fees paid (currently **€ 280.70**),
(Note: No tuition fees are charged as yet in the federal State of Berlin.),
 - health insurance certificate (cf. 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*, Stage II in all parts at C 1 Level.
 - 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 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 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. 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) to a German statutory insurance company to have the coverage confirmed and will be issued **certificate of exemption from being statutory insurance coverage by the German health insurance company**.

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 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

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

Barmer Ersatzkasse
Karl-Liebknecht-Str. 29, 10178 Berlin, phone: +49 800 33 20 60 44 - 2318

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, 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 – issued only on request - by a German higher education institution or UNI-ASSIST that the candidate's complete application has been received there (*Bewerberbestätigung - BBZ*), **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. Students from EU countries, from Iceland, Liechtenstein and Norway may apply for a Certificate of Free Movement (*Freizügigkeitsbescheinigung*) at the local Citizens' Office, which regulates permission to reside and work 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 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 from:

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

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