

## Information sheet for international applicants

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### 1 Introduction

#### Target group

This information sheet is intended for:

- Non-EU citizens with a non-German university entrance qualification (*Hochschulzugangsberechtigung – HZB*) who are applying for a study programme with restricted or unrestricted admission
- EU citizens with a foreign university entrance qualification who are applying for a study programme with unrestricted admission

Applicants from EU countries, “*Bildungsinländer*” (non-Germans with a German *Abitur* (school-leaving qualification permitting university admission) or a degree from a German university) and naturalised German citizens who possess a non-German university entrance qualification (including those with dual citizenship) who wish to study subjects with restricted admission should apply via the corresponding online portals in the same way as German applicants.

Non-EU citizens with a university entrance qualification from an EU country should apply for subjects with local admission restrictions (ONC subjects)/Dialogue-oriented Service Procedure (DoSV) subjects in the same way as EU citizens.

#### Content

We would like to inform you about the application and awarding procedure for applications for the first subject-related semester, required application documents, proof of language proficiency and contact addresses.

#### General information about studies

Classes at German universities are held on a semester basis:

- **Winter semester:** Duration of semester: 1 October to 31 March  
Lecture period: approx. mid-October to mid-February
- **Summer semester:** Duration of semester: 1 April to 30 September  
Lecture period: approx. mid-April to mid-July

A differentiation is made between study programmes with restricted admission and those with unrestricted admission:

- **Study programmes with restricted admission (NC, ONC):** There are more applicants than there are available university places; a selection process takes place.  
*NC = Numerus Clausus:* restricted admission at all German universities  
*ONC = Local NC:* restricted admission only at some German universities
- **Study programmes with unrestricted admission:** A sufficient number of study places is available for applicants; a selection process is not conducted.

You can find information on the range of courses offered, degrees and starting studies in the HHU [study programme database](#).

## 2 Application and awarding procedure at HHU

### 2.1 Proof of language proficiency

Proof of German language proficiency must be submitted with your application; applicants cannot be admitted to study programmes without this proof (exception: English-language Bachelor's/Master's programmes or doctoral thesis projects in English).

The following are accepted as proof of language proficiency:

- German language university entrance exam for foreign students (*Deutsche Sprachprüfung für den Hochschulzugang*) (DSH 2 or DSH 3)
- “German as a foreign language” test (*TestDaF*) (with a grade of at least 4 in all exam components)
- German language diploma of the Standing Conference of the Ministers of Education and Cultural Affairs, level II (*Deutsches Sprachdiplom der Kultusministerkonferenz*)
- telc German C1 university certificate
- Goethe Institute language diplomas: Basic German language diploma, advanced German language diploma, central advanced language test or Goethe certificate C2 (*Kleines Deutsches Sprachdiplom, Großes Deutsches Sprachdiplom, Zentrale Oberstufenprüfung, Goethe-Zertifikat C2*)
- Austrian language diploma C2 (*Österreichisches Sprachdiplom – ÖSD*)
- University entrance assessment test (*Feststellungsprüfung*) (with a grade of at least “sufficient” (“*ausreichend*”) in German)

### 2.2 Application documents

**Application documents from non-EU citizens for all study programmes (except Master's and PhD programmes)**

Document	Language
“Preliminary review documentation ( <i>Vorprüfungsdokumentation – VPD</i> ) for an application to Heinrich Heine University Düsseldorf” (issued by <a href="#">uni-assist</a> )  <b>Please note:</b> A uni-assist assessment report is not sufficient!	German or English
DSH certificate or equivalent proof of language proficiency (except for an English-language Bachelor's degree programme)	German
If you have changed your name: Certificate proving the name change (e.g. marriage certificate)	German, English or French

### Application documents from EU citizens for study programmes with unrestricted admission

Document	Language
School-leaving certificate with a summary of subjects and grades	Original language plus a German, English or French translation issued by a <u>sworn</u> translator
Proof of academic performance to date, degree certificate where applicable	
DSH certificate or equivalent proof of language proficiency	German
Preparatory College ( <i>Studienkolleg</i> ) University entrance assessment test ( <i>Feststellungsprüfung</i> ) certificate with a summary of subjects and grades	German
International Baccalaureate (IB): <ul style="list-style-type: none"> <li>• IB Diploma</li> <li>• Certificates from the last two years of school with a summary of subjects and grades</li> <li>• Certificate confirming 12 years of school attendance</li> </ul>	German, English or French
If you have changed your name: Certificate proving the name change (e.g. marriage certificate)	German, English or French
Prospective students from China/Vietnam: "Certificate issued by the Academic Evaluation Centre" ( <i>Akademische Prüfstelle</i> – APS) – issued by the Embassy of the Federal Republic of Germany	German

### Application documents for Master's and PhD programmes

Document	Language
University degree certificate with a summary of subjects and grades.	Original language plus a German, English or French translation issued by a <u>sworn</u> translator
DSH certificate or equivalent proof of language proficiency (except for an English-language Master's or PhD programme)	German
PhD programme Authorisation from the Dean's Office, confirmation of academic supervision from your doctoral supervisor	German or English
If you have changed your name: Certificate proving the name change (e.g. marriage certificate)	German, English or French

## 2.3 Application deadlines

Application deadline for...	Subjects with restricted admission	Subjects with unrestricted admission
Summer semester	15 January	Beginning of April
Winter semester	15 July	Beginning of October

## 2.4 Application processing

### Study programmes with restricted admission

A selection process will be conducted after the application documents have been reviewed. **Nationality** and **average grade** (obtained from the preliminary review documentation to be submitted) are applied as criteria for this.

Additional achievements such as the Test for Academic Studies (TestAS), internships or other criteria such as references or waiting period are not taken into account.

Special case requests such as hardship cases can only be submitted by individuals applying in the same way as German/EU citizens.

### Study programmes with unrestricted admission

If you meet the prerequisites for your preferred study programme you will be granted admission. A selection process does not take place.

## 3 Enrolment

On subsequent enrolment, officially certified copies of the certificates (except the preliminary review documentation and certificates proving name changes) must be submitted. The original versions of Academic Evaluation Centre certificates must be submitted.

## 4 Additional information

### Study programme switch

If you are already enrolled at HHU and simply want to switch to a different study programme, you must complete a so-called "change of subject" (*Fachwechsel*) process.

For subjects with restricted admission, you must apply for admission again as described above. Once you have been granted admission, you can submit a course change request (*Fachwechselantrag*). The following must be observed with regard to official certification:

- It must be provided in German, English or French
  - Other languages must be translated into German, English or French by the embassy or a sworn translator (identifiable by a corresponding letterhead, stamp and signature)

- It must include as a minimum:
  - An official note certifying that the copy/transcript matches the original
  - Signature of the certifier
  - Imprint of the official seal (includes an emblem – a simple text stamp is not sufficient)
- It may not be copied

### **Application for higher subject-related semesters**

You can find information on applications for higher subject-related semesters on the HHU website at [Studies at HHU -> Application for higher semesters](#).

### **German courses at HHU**

Preparatory German courses (subject to fees) are offered for prospective international students. You can find more information at [German language courses for international students](#).

Free German courses in parallel with study programmes are offered for regular students. You can find more information at [German as a foreign language](#).

Free German courses are offered for applicants with refugee status. You can find more information at [Study offers for refugees – questions about German courses](#).

### **University entrance qualification (anabin database)**

In this database (German only) you can find out whether your certificates from your home country entitle you to study for a degree in Germany: <https://anabin.kmk.org>

### **Preparatory College (*Studienkolleg*)**

If you need to attend a Preparatory College before starting your studies, you can find more information at: [www.studienkollegs.de](http://www.studienkollegs.de)

It is important that you select the appropriate course for your subsequent preferred study programme:

- **M course:** for medical, biological and pharmaceutical study programmes
- **T course:** for mathematics, natural science and technical study programmes (important: You need the T course for chemistry and business chemistry)
- **W course:** for economics and social science study programmes
- **G/S course:** for humanities study programmes, German studies, language studies

For chemistry you need the T course; the M course will not be accepted.

For social sciences you need the W course, not the G/S course.

## 5 Contact details

<p><b>General student advisory service</b></p> <p><b>Student Services Centre (SSC)</b> Universitätsstraße 1 40225 Düsseldorf, Germany Building 21.02 (on the university campus) Tel.: +49 211 81-12345 Email: <a href="mailto:studierendenservice@uni-duesseldorf.de">studierendenservice@uni-duesseldorf.de</a> Opening hours: Monday – Friday, 9 a.m. – 4 p.m.</p>	<p><b>Advice on application and enrolment</b></p> <p><b>Registrar's Office</b> Universitätsstraße 1 40225 Düsseldorf, Germany Building 21.02 (on the university campus) Consultation hours for international applicants: - Monday and Wednesday: 11 a.m. – 12.30 p.m. - Friday: 9 – 10.30 a.m.</p>
<p><b>Advice on finding accommodation/BAföG financial support</b></p> <p><b>Studierendenwerk Düsseldorf</b> (organisation that provides economic, health-related, cultural and social support services for students) Universitätsstraße 1 40225 Düsseldorf, Germany Building 21.02 (on the university campus) Internet: <a href="http://www.stw-d.de">www.stw-d.de</a> (German only) Email: <a href="mailto:info@stw-d.de">info@stw-d.de</a></p>	<p><b>Advice on visas/residence permits</b></p> <p><b>Municipal immigration office</b> Willi-Becker-Allee 10 40227 Düsseldorf, Germany Tel.: +49 211 8921020 Email: <a href="mailto:servicepointam54@duesseldorf.de">servicepointam54@duesseldorf.de</a></p>