

## Information for International Applicants

For all bachelor programs except  
International Business Management  
International Business Information Systems

Studentische Abteilung  
Zulassungsamt  
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Please read the following information for international applicants carefully and ensure that you complete and compile your application accordingly.

### General

Put simply, you are only able to study at a German university if your qualifications would allow you to study the same subject in your home country, too. Due to different educational systems, qualifications from different countries are not always comparable. Thus it is possible that an applicant, in addition to their home qualification, has to complete the Studienkolleg here in Germany (two semesters) or is required to submit proof of 1-2 years of successful studies at a university in their home country. Detailed information can be found in the „anabin“-database, compiled by the German government office in charge of educational matters (Kultusministerkonferenz):  
[http://anabin.kmk.org/no\\_cache/filter/schulabschluesse-mit-hochschulzugang.html#land\\_gewaehlt](http://anabin.kmk.org/no_cache/filter/schulabschluesse-mit-hochschulzugang.html#land_gewaehlt)

In order to apply for a study place, you have to observe the following steps:

### 1st step: Conversion of Grades at Studienkolleg Konstanz (centre for international students)

In order to study at any university within the German federal state of Baden-Württemberg, all international applicants with international qualifications are required to submit their qualifications at the Studienkolleg Konstanz for evaluation and certification. The Studienkolleg Konstanz assesses whether or not a qualification fulfils the German requirements for university entry and determines the equivalent average grade under the German system.

Please ensure that you send your documents first to:

Hochschule Konstanz Technik  
Wirtschaft und Gestaltung  
Studienkolleg  
Alfred-Wachtel-Straße 8  
78462 Konstanz GERMANY

You can find detailed information on the requirements at <https://www.htwg-konstanz.de/en/studying/center-for-international-students/start-page/>. Please ensure that you submit the following documents:

- school-leaving certificates from your home country (GCE-A-level, Baccalaureat, Matura, High School Diploma, etc.) – an officially certified copy of the original as well as a German translation; if the document is originally in English or French, no translation is required
  - list of subjects and grades (certified copy of the original and German / English translation)
  - German language certificates (DSH2, TestDaF, TDN4) (certified copy of the original)
  - CV / resume including complete educational history, word processed
  - one passport-sized photograph
- where applicable, also include:
- evidence of modules completed at university (certified copy of the original and German / English translation)
  - certificates from Studienkolleg, if you have previously attended at a German Studienkolleg (certified copy of the original)
  - proof of university entrance exam (SAT, ACT, AP)

**Please note: All photocopies have to be officially certified. Outside of Germany, only the German consulates and embassy are able to certify documents to the required standard). Documents submitted will not be returned!**

### Proof of German Language Proficiency

All applicants for study programmes taught in German have to submit evidence of very good German language skills.

We accept the following as sufficient proof of German language proficiency:

- Deutsche Sprachprüfung für den Hochschulzugang DSH, minimum total achieved DSH-2
- Test Deutsch als Fremdsprache: TestDaF (minimum average grade TDN 4)
- Prüfungsteil „Deutsch“ der Feststellungsprüfung an Studienkollegs
- deutsche Sprachdiplom der Kultusministerkonferenz – Zweite Stufe (DSD II)
- Zentrale Oberstufenprüfung from Goethe Institute (ZOP)
- Kleines Deutsches Sprachdiplom from Goethe Institute (KDS)
- Großes Deutsches Sprachdiplom from Goethe Institute (GDS)
- Goethe Institute certificate C2 - Großes Deutsches Sprachdiplom (GDS)
- successfully completed exam „telc Deutsch C1 Hochschule“

### Applicants from the PR China and Vietnam please note

You additionally have to submit the original certification of the Academic Evaluation Centres (Akademische Prüfstelle APS) at the German Embassies in Beijing <https://www.aps.org.cn/> or Hanoi <http://www.hanoi.diplo.de>.

### Application Deadlines for Studienkolleg Konstanz

for summer semester: 1. November

for winter semester: 1. Mai

Additional application information for international students can be found at the Studienkolleg Konstanz homepage: [www.ask.htwg-konstanz.de](http://www.ask.htwg-konstanz.de).

### 2nd step: online application at Furtwangen University

Please save the following documents, which you will need for your online application, as PDFs on your PC:

(You can upload one PDF for a category. If you have several proofs for one category, please save them in one PDF.)

- Certificate from “Center for International Students”, Konstanz in one PDF with your school certificates and academic transcripts in original language and German or English translation
- Curriculum Vitae
- Proof of German language proficiency
- Orientation test results ([www.was-studiere-ich.de](http://www.was-studiere-ich.de))
- If relevant: notification of deregistration from a prior university in Germany

Only applicants from the European Union:

- If applicable: proof of military or civilian service/voluntary service including confirmation of termination of service
- If available: proof of any completed vocational training, practical work experience, extracurricular achievements, or activities undertaken for a minimum of three months abroad
- If relevant: statement or certificates in cases of special circumstances (Härtefall)

1. Register on <http://www.hochschulstart.de>

There you will receive your applicant identification number (BID) and the corresponding applicant authentication number (BAN).

2. Register and apply on the Furtwangen University application portal at <https://mio.hs-furtwangen.de> (you will need your BID and BAN there)

Note: Do not submit your application online until you have received and uploaded the certificate of validation from the Studienkolleg Konstanz. Only with this certificate the application is valid.

You can find more information about the application process on our website: <https://www.hs-furtwangen.de/en/planning/application/applications-a-z/>

### Application deadlines:

Summer semester: January 15<sup>th</sup>

Winter semester: July 15<sup>th</sup> (intake winter semester 2021/22: July 31<sup>st</sup>)

Hochschule Furtwangen  
Admissions Office