

Information for International Applicants (Bachelor Programmes)

Studentische Abteilung
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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

In order to apply for a study place, you have to observe the following two 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 (Not necessary for study program conducted completely in English)

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, Vietnam and Mongolia please note

You additionally have to submit the original certification of the Academic Evaluation Centres (Akademische Prüfstelle APS) at the German Embassies in Beijing, Hanoi or Ulan Bator.

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.

2nd step: application at Furtwangen University

From the winter semester 2018/19 onwards applicants have to register at hochschulstart.de and start the online application process there:

<https://dosv.hochschulstart.de/bewerber>

You can switch to English language in the meta navigation menu in the upper right-hand corner of the window.

At the end of the online application print the online form and submit the application form together with the required documents to:

Hochschule Furtwangen
Zulassungsamt
Robert-Gerwig-Platz 1
78120 Furtwangen
GERMANY

Application documents:

- Completed application form
- Certificate from "Center for International Students", Konstanz (original or officially certified copy)
- School certificates and academic transcripts in original language (officially certified copies) and German or English translation
- Proof of language proficiency (IBM: English proficiency / other study programs: German proficiency) (officially certified copy)
- Résumé/CV
- 1 passport sized photograph

Application deadlines:

Summer semester:	15 th January
Winter semester:	15 th July

"International Business Management":	
Non-EU-applicants apply directly at the Hochschule Furtwangen (not via hochschulstart.de) until:	15 th April
EU-applicants (with certificates already validated by the Studienkolleg) apply via hochschulstart.de until:	15 th July

Hochschule Furtwangen
Admissions Office