

FACT SHEET
for foreign and stateless applicants
and entry candidates with a non-recognised higher education entry qualification

1. Applicants who acquired the higher education entry qualification outside Germany need to have this qualification validated by the Institute for International Students (abbr. ASK) for Universities of Applied Sciences in Baden-Wuerttemberg.

The Institute for International Students for Universities of Applied Sciences in Baden-Wuerttemberg validates your records by using the assessment criteria defined by the Zentralstelle fuer auslaendisches Bildungswesen (ZaB). If you need information on the standard regulations which are applied consistently in the assessment procedure at all German higher education institutions, contact the ZaB or visit <http://www.kmk.org/zab/home.htm>.

Applicants need to demonstrate **sufficient German language skills** which are a basic requirement for entry into a degree programme. Contact the ASK to get more information on the language test verification certificate (TestDaF) or alike and visit <http://www.testdaf.de/>.

Validation of non-German educational credentials

Contact address:

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

Tel.: +49-(0) 75 31 -2 06 - 3 61 or - 0

E-mail: studienkolleg@htwg-konstanz.de

Homepage: <http://www.htwg-konstanz.de/Studienkolleg-Center-for-Int.296.0.html>

Higher education entry qualifications which have been validated and issued by the Institute for International Students for Universities of Applied Sciences in Baden-Wuerttemberg allow entry candidates to apply for direct admission to a degree programme within the application period.

For entry in winter semester, submit your application no later than 15 July. For entry in summer semester, closing date is 15 January.

2. In order to get information on formal procedures such as the validation of examination certificates and the determination of the German equivalent to your average mark, **German nationals** who acquired the higher education entry qualification **outside the European Union** are requested to contact the:

Regierungspraesidium Stuttgart

Breitscheidstr. 42

D - 70176 Stuttgart

Tel.: +49-(0)711-6670-0 (switchboard)

E-mail: poststelle@rps.bwl.de



3. If you would like to inquire about the validation of German **educational credentials** which have been acquired **outside the state of Baden-Wuerttemberg** and which have been explicitly classified as a non-recognised higher education entry qualification within the state of Baden-Wuerttemberg, please contact:

*Regierungspraesidium Stuttgart
Breitscheidstraße 42
D - 70176 Stuttgart
Tel.: +49-(0)711-6670-0 (switchboard)
E-mail: poststelle@rps.bwl.de*

4. **Chinese applicants** need to contact the Academic Evaluation Centre (Akademische Pruefstelle Beijing, abbr. APS) in order to have their documents verified. Please turn to the German embassy in Beijing which provides you with the official application form of the Academic Evaluation Centre:

*Botschaft der Bundesrepublik Deutschland - Kulturreferat, Akademische Pruefstelle
Landmark Tower 2, Office 03118
8, Bongsanhuan Beilu
Chaoyang District, 100004 Beijing
Tel. +86 - 10 - 6590-7139
E-mail: kuaps@163bj.com*

Send the completed application form with all supporting documents and credentials to the Academic Evaluation Centre. The APS issues a certificate which attests the authenticity of the applicant`s documents and schedules a validation interview.

The successful verification of the documents qualifies the applicant to submit a visa application and enables him or her to send these documents to the Student Affairs Office.

5. **Transferability of course work done at a non-German higher education institution**

Transferability of academic achievements in examinations and course work done at a non-German higher education institution, which is a requirement for students to continue a degree programme or to enter a second full-time degree programme, is a procedure for which higher education institutions usually have the sole responsibility.

The database *anabin* (www.anabin.de) which is maintained by the Zentralstelle fuer auslaendisches Bildungswesen is used to assess academic achievements in examinations and course work done at a non-German higher education institution (Link: <http://www.kmk.org/zab/home.htm>). Students need to have a higher education entry qualification to a University of Applied Sciences in Baden-Wuerttemberg, which is a basic requirement for students to be considered in this formal procedure.

If you have queries, contact the experts in Albstadt and Sigmaringen:

Location Albstadt

Jakobstraße 6
D-72458 Albstadt
Tel.: +49-(0)7571-732 - 9233
Telefax: +49-(0)7571- 732 - 9129

Kind regards,

Student Affairs Office

Location Sigmaringen

Anton-Guenther-Straße 51
D-72488 Sigmaringen
Tel.: +49-(0)7571-732 - 8224
Telefax: +49-(0)7571-732 - 8229