Information for prospective foreign students and for prospective German students with educational certificates from countries other than Germany

General Information
Starting in the winter semester of 2004/05, the Hannover University of Sciences and Arts (HsH – Hochschule Hannover) introduced an external examination procedure to take place before the actual application procedure for prospective students from foreign countries and for prospective German students with educational certificates from countries other than Germany.

Starting from 1 May 2004, this formal examination has been carried out by “UNI-ASSIST”, the work and service center jointly operated by universities, to process applications from international students for a fee, see link http://www.uni-assist.de/bankverbindung.html.

Please be sure to note that an application made to the HsH will not be processed by uni-assist unless it includes proof of the applicant’s language proficiency at a level of at least B1 for German. Language certificates from private language institutions will not be accepted by the HsH.

Once you have this language certificate, please register and submit your application online to uni-assist at www.uni-assist.de, print out the application form and send it in by regular mail with the documents required directly to uni-assist in Berlin.

The postal address is:

Hochschule Hannover
c/o uni-assist
11507 Berlin

Uni-assist will check the educational certificates you have from your home country to determine whether you can be directly admitted to university or whether you will first need to go to the Studienkolleg, a preparation course. If the formal examination of your documents is positive, UNI-ASSIST will forward your application on your behalf to the Hochschule Hannover or another university, if applicable. We (Hochschule Hannover) will then decide whether or not you will be accepted for admission.

If the formal examination of your documents by uni-assist is negative (no direct admission), you can contact the Hochschule Hannover directly, enclosing the letter from UNI-ASSIST and an explanation for any errors in the evaluation made by UNI-ASSIST. We will then check your application again and decide whether or not it will be possible for you to study at our university.

Go to www.daad.de/deutschland/de/2.3.1.html to find the official admission requirements for university admission from your home country.

Documents
Your application to study at the Hochschule Hannover must include:
- A printed, signed copy of the online application form
- Curriculum vitae (in tabular form)
- Complete copy of your passport, with residence permit, if applicable (a copy of your personal ID card for German and EU applicants will suffice)
- School records (school-leaving certificate, A- and O-levels, high school diploma, baccalaureat, gaoao, etc.)
- University admission exam from your home country, if applicable
- University records, if you have begun or completed studies in Germany or your home country
- Assessment test certificate, if applicable (completion of a Studienkolleg in Germany)
- Translations of all the educational certificates listed in the above (only English documents need not be translated)
- Applicants from China and Vietnam must present the APS certificate in the original

- Proof of language proficiency in German (the B1 certificate is sufficient for your application)
Proof of language proficiency at the higher level (among others, TestDaF 4 x 4 see below under Language Certificates for direct university admission) must be produced until 15 January for summer semester and 15 July for winter semester. Otherwise, the application will not be possible to take part at the selection process for the respective degree program.

You must supply photocopies of all certificates, diplomas, etc., which were not issued in Germany, with the official certification and the translation of every original (in your native language).

**Important note:**

**Official certifications in Germany** (only seal-bearing institutions), e.g.
- Federal and state authorities
- Local authorities (city administration, municipal administration)
- Notary publics
- Local courts
- Issuing body (universities, schools)

**Official certifications abroad** (only seal-bearing institutions), e.g.
- Federal and state authorities
- Local authorities (city administration, municipal administration)
- Notary publics
- Local courts
- Issuing body (universities, schools)
- Diplomatic German mission
- Apostilles

**Translations from Germany:**
- From sworn translators only

**Translations from abroad:**
- From sworn translators only
- Certified by the German Embassy
- Apostilles
- Vietnam: translators from Vietnam
- Iran: certified by the German Embassy
Language requirements:

- **Language skills required to attend the Studienkolleg**
  The Lower Saxony Studienkolleg at Leibniz University Hannover prepares foreign applicants whose educational certificates do not allow direct access to higher education in preparatory courses for study at a university. For admission to the entrance test of the Lower Saxony Studienkolleg, the following language requirements must be met, among others the Goethe Certificate B1, telc B1 or the ÖSD B1. Language certificates from private language institutions will not be accepted by the HsH.

The entrance test consists of a German and a mathematics test. After successfully passing the entrance test, the participants with the best results will receive a place in the Studienkolleg (this depends on the number of places to be allocated). If you receive a place in the Studienkolleg, you can generally take the assessment test after two semesters.

Once you have successfully passed the assessment test (Feststellungsprüfung) – proven by the assessment test certificate (FSP certificate) – you can report to the HsH. It will not be necessary to re-apply since your application documents will have already been sent to the Hochschule Hannover. If you have been assigned to a Studienkolleg by another university and have not yet applied to the Hochschule Hannover via uni-assist, please do so as soon as possible – your complete set of application documents must be submitted to uni-assist by 15 November or 15 May.

The FSP certificate can be submitted till 15 January or 15 July to HsH directly.

If the FSP certificate cannot be issued by the Lower Saxony Studienkolleg before the application deadline on 15 January or 15 July, please have a certificate issued with a preliminary grade so that your application can take part in the selection procedure for the allocation of study places at the Hochschule Hannover.

- **Language skills required for direct admission to the university**
  - German language examination for university admission (registered DSH-2 certificate)
  - Großes or Kleines Sprachdiplom from the Goethe Institut = C 2
  - Zentrale Oberstufenprüfung (ZOP) from the Goethe Institut = C 2
  - Goethe-Zertifikat = C 2
  - Test Deutsch als Fremdsprache (TestDaF) Niveaustufe 4 mit 4 x 4 Punkten (TDN4)
  - telc Sprachzertifikat C 1 Niveau – Deutsch Hochschule
  - Deutsches Sprachdiplom from the Kultusministerkonferenz (KMK) – Zweite Stufe –
  - Feststellungsprüfungszeugnis (Language skills assessment certificate)
  - University degree completed abroad in German at a recognized university
  - University degree completed abroad in linguistics at a recognized university, if the first foreign language was German
  - Vocational training completed in Germany (included schooling)
  - Attendance of a German school in Germany – with at least the secondary school leaving certificate I
  - Attendance of a German school abroad (in which the German university admission qualification is granted) to at least the secondary school leaving certificate I
  - Proof of German language skills recognized by bilateral agreements or other agreements concluded by the KMK and HRK (German Rectors' Conference) as sufficient proof of language proficiency for admission to higher education

**Important note:** From 1 January 2020 the Hochschule Hannover will no longer offer TestDaF preparatory courses and TestDaF exams, see here [https://www.hs-hannover.de/ueber-uns/organisation/zentrum-fuer-lehre-und-beratung-zlb/zlb-language-center/sprachzertifikate/](https://www.hs-hannover.de/ueber-uns/organisation/zentrum-fuer-lehre-und-beratung-zlb/zlb-language-center/sprachzertifikate/).
Admission to studies at Hochschule Hannover

Once your application has been successfully checked by uni-assist and you can prove that you have direct university admission, your application will be included in the selection process for the course of studies you have chosen for the semester you have applied for. If you do not have a direct university admission qualification, you will receive an invitation after UNI-ASSIST has checked your application documents to take part in the admission test at the Studienkolleg of Leibniz University Hannover, stating the date, place, costs and test content.

Practical work placement

As a rule, a subject-related work placement/internship must be completed before starting university studies. Excluded from this are courses of study in which the internship is integrated or where special regulations exist. The university determines, examines and decides whether or not the internship is acceptable.


To take a course of study in the Design and Media Department, you must provide proof that you have successfully passed an examination of your artistic aptitude.


Applications to several different universities

The formal check made by UNI-ASSIST gives you the opportunity to apply to several universities that also require your documents to be checked by UNI-ASSIST with only one set of application documents (this currently applies to approx. 190 of the 348 universities in Germany). You can find a current list of all “UNI-ASSIST universities” at [http://www.uni-assist.de/uni-assist-mitglieder.html](http://www.uni-assist.de/uni-assist-mitglieder.html).

In this case, all you need to do is to complete the UNI-ASSIST Multi application form: [http://www.uni-assist.de/onlinebewerbung.html](http://www.uni-assist.de/onlinebewerbung.html) But, PAY ATTENTION, depending on the university or the course of studies, you might need to submit different documents!

Please note: Applications to universities that do not use the UNI-ASSIST process will not be processed by UNI-ASSIST, nor will they be forwarded to the university they are intended for.

Application deadline

The deadline for applications to our university is **15 November** for the summer semester and **15 May** for the winter semester.

Please note the preferred application deadline of Faculty III (Artistic Courses and Master’s courses). Furthermore Faculty V (1\textsuperscript{st} and 2\textsuperscript{nd} study section Care). Please inform yourself in time, so that you do not miss the deadline.

The date of receipt (of both the application and the fee) is decisive, not the date of the postmark (cut-off deadline). Please note that the application deadlines at UNI-ASSIST universities may differ, so please be sure that your documents for all universities are received by UNI-ASSIST in good time.
Fees

According to the resolution of the General Assembly of 28.03.2014 of UNI-ASSIST, the fee charged for the formal examination carried out by UNI-ASSIST amounts to a one-time payment of € 75 for your first application as from 1 October 2014. From 1 March 2018, a processing fee of € 30 must be paid for each extra application made within one semester in addition to the first application. This applies regardless of whether applications for several subjects are submitted to one university or to different universities. Your application will not be processed by UNI-ASSIST until the fee has been paid. Please transfer the corresponding amount directly to the account of UNI-ASSIST before sending your application so that you can enclose a copy of the payment receipt. For more detailed information, go to: http://www.uni-assist.de/bankverbindung.html.

Hochschule Hannover
University of Applied Sciences
Dez 3 - Academic Affairs - (Student Services)
www.hs-hannover.de

Your contact person in Dez 3 – Academic Affairs - with educational qualifications from countries other than Germany

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