Thank you for your interest in studying at the Ostbayerische Technische Hochschule Regensburg. Please read the following information thoroughly. Further information can be found on our website: https://www.oth-regensburg.de/en/international/incoming-students/full-time.html or for refugees: https://www.oth-regensburg.de/international/studieren-in-regensburg/gefluechtete.html.

Application for preparatory German courses at "Zentrum für Sprache und Kommunikation" (ZSK) for OTH-candidates*

1. Recognition of Certificates (via Uni-Assist):
   Please request the „Vorprüfungsdokumentation“ ("preliminary review documentation"/"VPD procedure").
   1.1 Get your certificates translated
   Please consider that they have to be translated by a sworn translator.
   On www.justiz-dolmetscher.de you can find a list of applicable translators.
   1.2 Get your certificates authenticated
   To proof the authenticity of the transcripts they have to be authenticated by either a German governmental Institution (e.g. townhall), the issuing authority (e.g. school or university), the ministry of education of the country of origin or the German embassy.
   1.3 Send your documents to Uni-Assist: http://www.uni-assist.de/. 
   -> Refugees can get an exemption from the costs. Regarding this please visit Mrs. Groll during office hours: Tuesday 12.00-13.00 or Wednesday 14.00-16.00.

2. Receive your VPD
   Further information about possible results can be found in the box on page 3.

3. Register for the language course
   The following documents should be handed in via email to anne.groll@oth-regensburg.de by 15.02.2018:
   - VPD
   - Proof of language skills
     The preparatory German courses start with courses at a B1-level. Therefore, it is required to have at least a level of A2 in German and to bring proof of this. For a list of accepted certificates see: http://www.ur.de/zentrum-sprache-kommunikation/daf/kurse/studienvorbereitende-deutschkurse/index.html
   - Application form
     The application form will be available from November 2017 on the OTH Regensburg webpage (-> International)
   - Proof of payment
     The fees for a semester course are 530€. Please transfer this amount to:
     Universität Regensburg, Bayerische Landesbank München, IBAN DE42 700 500 000 001279276, BIC: BYLADEMM
     Please wait with transfering fees until you have handed in the VPD.
     Refugees might - under certain circumstances - not have to pay this fee.

3.1 You will receive a confirmation/rejection.
   When we received all of the documents necessary we will put you on the enrolment list and will contact you whether you have got a place in the course. The places are limited.
   In case there are more applications than places, these will be assigned based on the date of registration. If you have to have your successful course application confirmed for visa application, please contact anne.groll@oth-regensburg.de.

4. Transfer the administrative fee and obtain a written confirmation from your health insurance provider.
   For the enrolment at the OTH Regensburg you have to pay the administrative fee (about 140 €, the exact amount is to be announced)
   Please transfer the administrative fee to the following bank account.
   Receiving institution: OTH Regensburg
   IBAN: DE90 7005 0000 2901 1903 15
   BIC: BYLADEMM
   Reference: DF, name, surname, date of birth

* “OTH-candidates” = students interested in studying a degree course at OTH Regensburg
5. **Enroll yourself at the OTH.**
Hand in the enrolment application, the VPD and proof that you paid the administrative fee (e.g. bank account statement) as well as the written confirmation from your health insurance provider in person on the day of enrolment. You will receive your student card on this day.

6. **Do the placement test.**
If you have not participated in an OnDAF- test until then, please register yourself for one of the dates as listed here: http://www.ur.de/zentrum-sprache-kommunikation/daf/pruefungen/ondaf/index.html.
Hand in the results directly at the ZSK or via e-mail (sekretariat.daf@zsk.uni-regensburg.de) no later than April 16th.

7. **Learn German.**
In the summer term 2018 the course will probably start by April, 23rd, 2018.

8. **Apply for a degree course at the OTH Regensburg.**
You should apply for a degree programme in the semester of your DSH- examination.
Application period: November 15th 2017 - January, 1st 2018
Exceptions are the Master programmes MIE und MMB for which the deadline is December, 15th 2017.

9. **Apply for Bafög (if eligible)**
Further information can be found on www.bafög.de.

10. **Receive your letter of admission.**

11. **Enroll at the OTH Regensburg for a study programme (Bachelor or Master degree course)**

12. **Start of the semester: Hand in your DSH certificate.**

* “OTH-candidates” = students interested in studying a degree course at OTH Regensburg
Further information about the VPD
The results of your VPD depend on your education system and results in your home country. Possible results are:

A) Direct university admission for all subjects.

B) Direct university admission with limitations.

C) Indirect admission: You’ll have to enroll in a „Studienkolleg“ for a year and pass the final examination.

D) No admission to a German university possible.

Please show your VPD to either Ms. Groll or Mr. Bomke (see step 3.).

What is a „Studienkolleg“? (www.studienkollegs.de)
It is a
- a public educational institution
- a preliminary course for German universities in German
- Condition: A German level of B 1+
- Different fields available

The Studienkolleg responsible in Bavaria is Coburg.
(Further information can be found here: http://www.sk-coburg.de)

Contact:
For questions concerning the preparation of studies (application for German courses, Visa, required level of German, recognition of certificates):
- Dr. Wilhelm Bomke – International office, Galgenbergstraße 30, room D 119
  office hours: only by appointment
  Tel.: +49–(0)941–943–1068 or via auslandsamt@oth-regensburg.de
- Anne Groll – Akademisches Auslandsamt, Galgenbergstraße 30, Raum: D 201
  office hours Ms. Groll: Tuesday 12–1.30 p.m., Wednesday 2–4 p.m. Beyond the office hours by appointment via
  Tel.: +49–(0)941 943–9254 or anne.groll@oth-regensburg.de

For questions about study programmes (Bachelor / Master): Student Advisory Service
- Sandra Schwarz – Student Advisory Service, Galgenbergstraße, room D 109
  Beyond the office hours by appointment via Tel.: 0941 943–9711 or studienberatung@oth-regensburg.de
- Katrin Liebl – Student Advisory Service, Galenbergstraße, room D 111
  Beyond the office hours by appointment via Tel 0941 943–9208
- Andrea März-Bäuml – Student Advisory Service, Galenbergstr. 30, room D 107
  Beyond the office hours by appointment via Tel 0941 943–9710 oder unter studienberatung@oth-regensburg.de

Please pay attention to the office hours of the Student Advisory Service:
Tuesday: 3:00 – 6:00 p.m, Wednesday: 9 – 11 a.m., Thursday: 9 – 11 a.m.

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