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/en/international/incoming-students/refugees.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 see 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 anmeldung_df@oth-regensburg.de by 31.08.2018:
   
   ☐ 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. Which certificates are recognized can be found here: http://www.ur.de/zentrum-sprache-kommunikation/daf/kurse/studienvorbereitende-deutschkurse/index.html
   ☐ Application form
   The application form will be available from the middle of April 2018 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

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 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 need a letter of confirmation of your registration in the German course (e.g. for Visa), please write an e-mail to anmeldung_df@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 (144,50€)
   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 (19 September 2018)
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. For enrolment, on 19 September 2018 please go to Dominik Dechant (Prüfeninger Str.58; Room:P022C; office hours: Monday-Friday 8:30-12:00 a.m.; Tuesday and Thursday 01:00-03:00 p.m.). You will receive your student card on this day.

6. Do the placement test.
If you have not participated in an On-SET 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 10 October 2018.

7. Learn German.
In the winter semester 2018/19 the course will start by 17 October 2018, 8:30 a.m. You will receive an e-mail with more details on the groups and class rooms by 16 October 2018.

8. Apply for a course of studies at the OTH Regensburg.
For the application deadlines for bachelor and Master programs please see our webpage: https://www.oth-regensburg.de/en/study/application.html

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


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.

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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 (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 B2
  - 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):
Anne Groll – Akademisches Auslandsamt, Galgenbergstraße 30, room: 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

- Katrin Liebl – Student Advisory Service, Galgenbergstraße 30, room D 111
- Beyond the office hours by appointment via Tel 0941 943–9208 or under studienberatung@oth-regensburg.de
- Andrea März-Bäuml – Student Advisory Service, Galgenbergstr. 30, room D 107
  Beyond the office hours by appointment via Tel 0941 943–9710 or under 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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