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 (= students interested in studying a degree programme at OTH Regensburg)

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 prove 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.
   Please choose "Bachelor – alle Fächer", no matter what you plan to study after having finished the preparatory German course.
   Refugees can get an exemption from the costs. Regarding this please see Mrs. Nuißl during office hours: Monday 12.00–1.30 p.m. or Tuesday 1.30–3.30 p.m.

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 28.02.2019:
   - 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 end of October 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 7005 0000 0001 2792 76, BIC: BYLADEMM

3.1 You will receive a confirmation/rejection.
   As soon as we have received all of the necessary documents we will put you on the enrollment 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 your 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 (approx. 144,50 €)
Please transfer the administrative fee to the following bank account:

Receiving institution: OTH Regensburg
IBAN: DE90 7005 0000 2901 1903 15
BIC: BYLADEM M
Reference: DF, name, surname, date of birth (dd.mm.yyyy)

5. Enroll yourself at the OTH on 06.03.2019 at 8.30 a.m.

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 please go to Dominik Dechant (Prüfeninger Str. 58 ; Room P 022C; office hours: Monday-Friday 8.30–12.00 a.m., Tuesday and Thursday 1.00–3.00 p.m. You will receive your student card on this day.

6. Do the placement test

If you have not participated in an onset-test until then, please register yourself for one of the dates as listed here: 
Hand in the results directly at the ZSK or via e-mail (sekretariat.daf@zsk.uni-regensburg.de) no later than 17 April 2019.

7. Learn German

In the summer semester 2019 the course is expected to start by 24 April 2019, 8.30 a.m. You will receive an e-mail with more details on the groups and class rooms by 23 April 2019.

How to continue?

8. Apply for a course of studies at the OTH Regensburg

For the application deadlines for Bachelor and Master degree programmes 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.

10. Receive your letter of admission

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

12. Start of the semester: Hand in your DSH-certificate
**Further information about the VPD**
The results of your VPD depend on your education system and your 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 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 Ms. Nuißl (see step 3)

**What is a Studienkolleg? ([www.studienkollegs.de](http://www.studienkollegs.de))**

It is a:
- a public educational institution
- a preliminary course for German universities in German
- condition: German level of B2
- different fields available

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

**Contact:**

For questions concerning the preparation of studies (application for German courses, visa, required level of German, recognition of certificates): International Office

**Dr. Andrea Nuißl** – Akademisches Auslandsamt, Galgenbergstraße 30, room D 201
Office hours: Monday 12.00–1.30 p.m., Tuesday 1.30–3.30 p.m.
Beyond the office hours by appointment via Tel. +49–(0)941 943–9302 or mail: anmeldung_df@oth-regensburg.de

For questions about study programmes (Bachelor / Master): Student Advisory Service

- **Katrin Liebl** – Student Advisory Service, Galgenbergstraße 30, room D 111, Tel. +49–(0)941 943–9208
- **Andrea März-Bäuml** – Student Advisory Service, Galgenbergstr. 30, room D 107, Tel. +49–(0)941 943–9710
- **Kathrin Pentner** – Student Advisory Service, Galgenbergstr. 30, room D 107, Tel. +49–(0)941 943–9711

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.
Beyond the office hours by appointment under studienberatung@oth-regensburg.de