

Checklist for prospective international students

For a dual study program at a University of Applied Sciences in Bavaria

as of March 2019



▪ Do you have a higher education entrance qualification?

The first thing you will need in order to study in Bavaria is a German higher education entrance qualification*.

Firstly, your high school report card will need to be checked. Each university of applied sciences is authorized to recognize your certificate and to issue the German higher education entrance qualification for universities of applied sciences.

Please contact the respective Student Advisory Service for more details regarding process for recognition and the documents required.

<http://www.hochschule-dual.de/studieninteressenten/kooperierende-hochschulen/index.html>

*Those who completed their German Abitur (*high school graduation*) abroad (e.g. graduates from German schools abroad) do not need to have their report cards recognized.

▪ **Do you have sufficient German language skills?**

In addition to a German higher education entrance qualification, you must have sufficient German language skills.

a. General requirements

As a rule, Bavarian universities recognize the following language tests:

- 1) The Deutsches Sprachdiplom der Kultusministerkonferenz (*German Language Diploma of the Education Ministers Conference*) – Level 2 –
- 2) The Deutsche Sprachprüfung für den Hochschulzugang ausländischer Studienbewerber (DSH 2) (*German language proficiency test for foreign applicants*)
- 3) The Test Deutsch als Fremdsprache für ausländische Studienbewerber (TestDaF) (*German as a foreign language proficiency test for foreign applicants*) with a minimum achievement of level 4 in each of the four sections of the TestDaF
- 4) The certificate of an assessment test to determine the eligibility of foreign applicants to study at institutions of higher education in the Federal Republic of Germany (*Feststellungsprüfung*)
- 5) The Kleines (*basic*) and Großes (*advanced*) Sprachdiplom (*language diploma*) and the Zentrale Oberstufenprüfung (ZOP) advanced level examination certificate from the Goethe Institut
- 6) The Deutsche Sprachprüfung II (*German language examination II*) at the Sprachen und Dolmetscherinstitut München

These requirements may vary from university to university and from program to program. You should therefore find out which German language skills the university requires of you at the start of the program.

b. Recommendation

If you do not already have evidence of sufficient German language proficiency, we recommend that you take the TestDAF language test. You can take this test in your home country before starting a degree program. You can find more information on this at <https://www.testdaf.de>.

▪ **When should you start the selection and application process?**

Early!

Ideally you should find out about suitable dual study programs 18 months before graduating from high school or vocational training. It is important to start early so that you do not miss any deadlines. An overview of all dual study programs offered in Bavaria, including all cooperating companies, can be found at [Datenbank hochschule dual](#) (information available only in German).

▪ **Do your high school achievements meet the requirements for enrollment on a dual program?**

Requirements vary between universities and companies. Please check and take note of the following:

a. University of Applied Sciences

Before applying for a dual place in a company and a place on a university degree program, please check whether admission to your chosen degree program is open or restricted, as some programs have special admission requirements (Numerus Clausus or N.C). If your chosen degree program has restricted admission, please check whether you are likely to fulfill the Numerus Clausus.

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In order to fulfill the Numerus Clausus, the average grade of your high school report card must at least correspond with the specified Numerus Clausus of the degree program. The Certificate Recognition Office determines the average grade of your report card.

For example:

Degree program:	Electrical Engineering and Information Technology
University of Applied Sciences:	Rosenheim
Numerus Clausus (NC) from the previous year:	2.0
Your grade average determined by the Certificate Recognition Office:	1.5
Conclusion:	The Numerus Clausus varies slightly from year to year, so this can only be a guideline. With a grade average of 1.5 you would have fulfilled the Numerus Clausus for last year, so submitting an application would be worthwhile. If your grade average were 3.0 it would be very unlikely for you to be awarded a place on the degree program.

Companies are usually informed about the N.C. and take these criteria into account when selecting applicants.

Do you want to know more about the Numerus Clausus?

- Contact your chosen University of Applied Sciences
- Explanation of the Numerus Clausus on youtube: [TV-EDU.de erklärt auf youtube den Numerus Clausus](#) (only in German)

b. Companies

Companies are often stricter than universities in their recruitment process.

Companies often find it difficult to evaluate your achievements based on foreign high school report cards. If the company's application procedure does not provide for an online ability test, we recommend that you take the Test for Academic Studies – www.testas.de/en – and include the results in your application.

▪ How do you apply to companies?

Ideally you should apply to the companies of your choice for a dual place in the company around 12 to 14 months before the dual study program starts.

a. Selecting a company

You have the following options when looking for a suitable company and a suitable dual place:

- 1) You can respond to a job advertisement on the *hochschule dual* website.
- 2) If you don't find what you are looking for there, you can also research cooperating companies in our database on the *hochschule dual* website and send them speculative applications.
- 3) What if a company offers you a dual program that is not yet included in our database? → Great! Get in touch with us! We would be happy to help you.

b. Application documents

Some companies have online application procedures. It is usually possible to upload all the necessary documents. Other companies prefer applications by post or email.

Regardless of the company's chosen format, your application should always include the following:

- a. Cover letter
- b. Resume in tabular form
- c. Photo (not mandatory, but still common in Germany)
- d. High school report card
- e. Confirmation of higher education entrance qualification
- f. Evidence of sufficient German language skills, ideally the TestDAF

Recommendations:

- 1) As companies often find it difficult to evaluate your high school achievements, you should include the Test for Academic Studies to improve your chances of an interview. www.testas.de/en
- 2) The following website provides lots of information on how to prepare your (job) application: Arbeitsagentur
- 3) Using Europass enables you to create a resume without forgetting any important information.

▪ How do you apply to universities?

If you have entered into an apprenticeship or internship contract with a company, you can apply for a place on a university program. Please note the university deadlines for applications. *[April to July 15 for the winter semester (starting around 1.10) and December to January 15 for the summer semester (starting around 01.03)]*

You can download the application for the university program from the individual universities' websites during the application period.

It is also possible to start a regular degree program first and then continue with a dual program from between the first and third semester. This option depends solely on the company itself.

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