

Information on how to apply for studies at BA Sachsen with qualifications obtained abroad

Please note that there is a special requirement for admission to the University of Cooperative Education – a training contract with a suitable partner company (see the website of each institution for a sample contract.) Without this contract, you cannot be admitted as a student, even if you meet all other admission requirements.

In addition to the **application for admission** to the program and the **training contract** with the partner company, foreign applicants must also submit **the following documents**:

1. Proof of language proficiency (admission regulations § 9)

According to the Framework for German Language Tests for Admission to Studies at German Universities (adopted by the German Rectors' Conference (HRK) and the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany (KMK) in the version of November 2015, § 1 and 2), applicants must provide proof of their ability to study in German.

Proof of the required knowledge of the German language can be provided by means of one of the following certificates:

- TestDaF 3 or B2 certificate from Goethe Institute or *Volkshochschule* (adult education center) or telc certificate

The following certificates are also accepted as proof of language proficiency:

- DSH-1 test,
- TestDaF 4 or TestDaF 5,
- Kleines Deutsches Sprachdiplom (KDS), Großes Deutsches Sprachdiplom (GDS) and Zentrale Oberstufenprüfung (ZOP) of the Goethe Institute,
- DSD II as well as
- the 'Goethe-Zertifikat B1' as an equivalent to Zertifikat Deutsch and
- telc Deutsch B1 and
- the 'Goethe-Zertifikat B2' as an equivalent to TestDaF 3 as well as
- telc Deutsch B2

The above language test can be waived if the *Abitur* exam was taken at a German school abroad or at a foreign school that offers the *Deutsches Sprachdiplom* (DSD) or special instruction in German as a foreign language.

Proof of passing the respective language test must be submitted with the application for admission to the institution.

2. Recognition of equivalent foreign qualifications for admission:

Foreign educational certificates (school leaving certificates obtained abroad) are examined for their **equivalence** with the German requirements for studying at a university of cooperative education. (see <http://www.anabin.de>) For this purpose, applicants must submit a separate application for **recognition of their university entrance qualification** to the respective institution.

The following documents must be submitted with the completed application as certified copies:

- the educational certificates / degree certificate or leaving certificate issued abroad by the last school attended
- German translation of these documents by a sworn translator appointed by a German court
- copy of identity card or passport
- ID card for displaced persons, if applicable

If you have already taken a university entrance exam or completed a degree program at a university in your home country, you must also submit the following documents:

- Proof of foreign university entrance exam
- transcripts showing courses taken and exam results (overview of subjects and grades)
- Foreign degree (e.g., bachelor's), if applicable

If the certificate from the country of origin is not recognized, it is possible to take a so-called *Feststellungsprüfung* (university entrance exam), which is offered by *Studienkollegs* (preparatory colleges) in Germany. These preparatory colleges prepare students for this exam and for subsequent studies in a preparatory course. This exam includes a German language test, which serves as proof of your ability to study.

If you have completed a recognized vocational training program but do not have a recognized university entrance qualification, you may be able to take an entrance exam at the institution of your choice. Details will be provided when you apply to the institution.

Other important information:

All documents (certificates, translations, notifications, etc.) must be submitted as officially certified copies (no originals, no uncertified copies).

Certificates or documents not issued in the German language must be translated by a publicly appointed and sworn translator in Germany.

If the name on the documents submitted does not match your current name, you must submit an **official document** confirming the change of name (marriage certificate, etc.), with a translation into German if necessary.

Any public authority that has an official seal **can issue official certifications**. These are, for example, state and municipal authorities (but not lawyers, auditors, associations). The following authorities are authorized to issue official certifications abroad: Diplomatic missions of the Federal Republic of Germany.

The copy must bear the **original certification clause** and include the following:

- confirmation that the copy matches the original
- place and date of certification
- original signature of the certifying official and
- original imprint of the official seal (usually contains an emblem, not a simple stamp with writing only)

Loose sheets must be certified separately. Copied certifications will not be accepted.

3. Residence Permit

Foreign students from non-EU countries need a residence permit (e.g. visa for study purposes) to study in Germany. For questions on this matter, please contact the German representations abroad (embassy/consulate) or, if you are already in Germany (e.g. as a refugee), the relevant immigration authority at your place of residence.

Cooperative degree programs at the *Berufsakademie* include practical study periods that make up half of the studies. This practical training must be approved by the employment authorities. This approval is usually obtained by the relevant immigration authority through an internal process with the relevant team at the Federal Employment Agency (see also "Information sheet on residence permits for doctoral candidates and students in cooperative degree programs", available online at <http://www.zuwanderung.sachsen.de/download/Zuwanderung/Info-Doktoranden.pdf>).

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