



Ruprecht-Karls-Universität Heidelberg

International Relations Office /
International Students Office

INFORMATION regarding the application for study programs with Germany-wide admissions restrictions for freshmen and transfer students:

**Medicine (Faculties Heidelberg / Mannheim), Pharmacology, Dentistry (degree: Staatsexamen)
at Heidelberg University**

1st subject-related semester and higher subject-related semesters (transfer students)

at Heidelberg University for the **winter semester 2011/12**.

There are special application procedures for international students applying for the above-mentioned study programs at Heidelberg University.

Please check first which of the groups listed below you belong to. Your group determines your application procedure and deadline as well as the institution in charge of your application.

Applicant group 1:

- International applicants without the citizenship of a member state of the European Union or the European Economic Area **and** with a foreign higher education entrance qualification

Applicant group 2:

- Citizens of one of the member states of the European Union or the European Economic Area
- All foreign students with a German *Abitur* / a German higher education entrance qualification (obtained either in Germany or at a German school abroad – so-called “*Bildungsinländer*”)

Applicant group 3:

- German citizens with a foreign higher education entrance qualification

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Applicant group 1 (NON-EU/EWR citizens with a foreign higher education entrance qualification)

Please note that there is a **two-step application procedure** for Medicine/Dentistry/Pharmacology for applicant group 1 at Heidelberg University. Before you can hand in your application at Heidelberg University, you have to apply for a so-called **Vorprüfungsdokumentation** at Uni-Assist e.V. in Berlin. Without this *Vorprüfungsdokumentation*, your application for admission to Heidelberg University will not be taken into consideration.

Step 1 – Application for the **assessment of international applicants' educational background** to Uni-Assist e.V. in Berlin

Study Program:	Medicine (degree <i>Staatsexamen</i>) Faculty Heidelberg or Faculty Mannheim Pharmacology (degree <i>Staatsexamen</i>) Dentistry (degree <i>Staatsexamen</i>)
Semester:	1st subject-related semester and higher subject-related semester (transfer students) including <i>Studienkolleg</i> and German language courses
Date of higher education entrance qualification:	all dates
Institution for the assessment of foreign educational proof:	Uni-Assist e.V. in Berlin
Deadline:	as of now until July 1st, 2011 (date of receipt)
Address:	Universität Heidelberg c/o Uni-Assist e.V. Helmholtzstraße 2 – 9 D-10587 Berlin
Homepage:	http://www.uni-assist.de
Application form:	http://www.uni-assist.de
Necessary documents:	cf. page 3

Details regarding Uni-Assist e.V. and the application procedure:

What exactly is Uni-Assist e.V.?

Uni-Assist e.V. is a service institution for international applications for (certain) study programs. It is a certification office founded to assess the educational background of international applicants (exception: members of the EU or the EEA and so-called "*Bildungsinländer*") for the study programs Medicine, Dentistry and Pharmacology.

Group 1 applicants have to apply **both** for a *Vorprüfungsdokumentation* to Uni-Assist e.V. **and** for a *Staats-examen* degree course at Heidelberg University. **Applying to only one of the two is not sufficient.**

Deadline

Applications for the *Vorprüfungsdokumentation* have to be handed in by July 1st, 2011.

We recommend submitting your documents about four weeks earlier.

Applicant group 1 (NON-EU/EEA citizens with a foreign higher education entrance qualification)

How do you apply to Uni-Assist e.V.?

Uni-Assist e.V. offers an online-application procedure. The application form can be downloaded from <http://www.uni-assist.de>. You can either print it out, fill it in and send it to Uni-Assist e.V. by post, or you can fill it in online and submit it to Uni-Assist e.V. electronically.

Which documents do you have to attach?

- An officially certified photocopy or replication of the certificate or diploma which entitles a student in their home country to pursue university studies (e.g. Abitur, Baccalaureat, GCE - A & O Level, School Leaving Certificate, university admissions exam etc.) including the accompanying list of grades. In addition, except in the case of certificates in German, French or English, an officially certified translation into German of the certificate or diploma is required.
- Officially certified photocopies or replications of all university certificates (colleges, academies etc.) that have already been obtained as well as the accompanying lists of grades, per semester or year of studies. A certified translation into German of all documents, except those in English or French, is also required. Proof must also be submitted, in the form of matriculation certificates (originals or certified copies), of any semesters already completed or still underway at a German university.
- Certification of the successfully completed Assessment Test ("*Feststellungsprüfung*") if such an exam has already been taken in Germany. This must be accompanied by a record of the individual grades.
- Officially certified photocopies of successfully completed university admissions exams taken abroad as well as the accompanying grades and, if applicable, proof of matriculation. An official translation of these records is also required unless the originals are in German, English or French.
- For transfer students: an accreditation of coursework completed abroad / in a related subject by the *Landesprüfungsamt* if you are applying to a higher subject-related semester (not necessary for applications to the 1st subject-related semester). This document must be handed in directly at Heidelberg University **by August 15th, 2011**, at the latest.
- Applicants from the Peoples' Republic of China, from Mongolia and from Vietnam must include with their application the original certificate from the respective academic examination office (APS).

Uni-Assist e.V. requires **officially certified copies** and **translations of the original certificates**. Application documents have to be translated by a state-registered translator.

The accreditation of coursework (for transfer students) can be handed in as an uncertified copy.

Incomplete applications will not be taken into consideration.

Fees

Uni-Assist e.V. charges a processing fee for the *Vorprüfungsdocumentation*. For further information on the amount of the fee and the payment details, please consult <http://www.uni-assist.de>.

Only when Uni-Assist e.V. has received your money will your application be handled.

What happens next?

If you meet the formal requirements for an application to Heidelberg University, Uni-Assist e.V. will send you a "***Vorprüfungsdocumentation für die direkte Bewerbung an der Universität Heidelberg***". Please make sure that you have given your correct contact details to Uni-Assist e.V.

If you have failed to meet the formal requirements, Uni-Assist e.V. will inform you thereof.

Your documents will not be sent back to you. Uni-Assist e.V. will store your documents and data for four years; after that, they will be destroyed.

The current list of study programs and further information on the different application procedures can be found at <http://www.uni-heidelberg.de/studium/interesse>.

E-Mail: studium@uni-heidelberg.de

Applicant group 1 (NON-EU/EEA citizens with a foreign higher education entrance qualification)

Step 2 – Application for admission to a study program at Heidelberg University

Study Program:	Medicine (degree <i>Staatsexamen</i>) Faculty Heidelberg or Faculty Mannheim Pharmacology (degree <i>Staatsexamen</i>) Dentistry (degree <i>Staatsexamen</i>)
Semester:	1st subject-related semester and higher subject-related semester (transfer students) including <i>Studienkolleg</i> and German language courses
Date of higher education entrance qualification:	all dates
Institution in charge:	Heidelberg University / International Students Office (<i>Akademisches Auslandsamt</i>)
Application period:	as of now until July 15th, 2011 (date of receipt)
Deadline for handing in the Vorprüfungsdocumentation:	July 22nd, 2011 (date of receipt) All other documents must be handed in by July 15th, 2011!
Address:	Universität Heidelberg Akademisches Auslandsamt Seminarstr. 2 D-69117 Heidelberg
E-mail:	studium@uni-heidelberg.de
Homepage:	http://www.uni-heidelberg.de/studium/interesse
Application form:	http://www.uni-heidelberg.de/studium/interesse
Necessary documents:	see below

Documents to be attached to your application:

- Photocopy of the certificate or diploma which entitles a student in their home country to pursue university studies (e.g. Abitur, Baacalaureat, GCE – A & O Level, School Leaving Certificate, university admissions exam etc.) including the accompanying list of grades. In addition, except in the case of certificates in French or English, an officially certified translation into German of the certificate or diploma is required.
- Photocopies or replications of all university certificates (colleges, academies etc.) that have already been obtained as well as the accompanying lists of grades, per semester or year of studies. A certified translation into German of all documents, except those in English or French, is also required. Proof must also be submitted, in the form of matriculation certificates, of any semesters already completed or still underway at a German university.
- Certification of the successfully completed Assessment Test ("*Feststellungsprüfung*") if such an exam has already been taken in Germany. This must be accompanied by a record of the individual grades.
- Photocopies of successfully completed university admissions exams taken abroad as well as the accompanying grades and, if applicable, proof of matriculation. An official translation of these records is also required unless the originals are in English or French.
- Photocopy of TestAS certificate (if applicable).
- Proof of German language skills.
- **Original** of the „*Vorprüfungsdocumentation für die direkte Bewerbung an der Universität Heidelberg*“.
- Three international postal response coupons (Coupon-Réponse International).
- Proof of the student's ability to finance the course of study.
- 1 passport photograph as well as the copy of your passport (page with your name in Latin transcription)
- **For transfer students only: accreditation** of the *Landesprüfungsamt* – to be handed in by August 15th, 2011, at the latest.
- Applicants from the Peoples' Republic of China, from Mongolia and from Vietnam must include the original certificate from the respective academic examination office (APS).

Applicant group 2 (citizens of an EU/EEA country and “*Bildungsinländer*”)

Information on the application procedure through the *Stiftung für Hochschulzulassung*

Please note: In this application procedure, the date of your school-leaving certificate defines the deadline for your university application!

Date of higher education entrance qualification:	before January 16th, 2011 („ <i>Alt-Abiturienten</i> “)
Study Program:	Medicine (degree <i>Staatsexamen</i>) Faculty Heidelberg or Faculty Mannheim Pharmacology (degree <i>Staatsexamen</i>) Dentistry (degree <i>Staatsexamen</i>)
Semester:	1st subject-related semester
Institution in charge:	Stiftung für Hochschulzulassung
Application deadline:	May 31st, 2011 (date of receipt)
Address:	Stiftung für Hochschulzulassung D-44128 Dortmund
Homepage:	http://www.hochschulstart.de
Phone:	+ 0180 3 987111 - 000
Application form:	Please contact the <i>Stiftung für Hochschulzulassung</i>
Necessary documents:	Please contact the <i>Stiftung für Hochschulzulassung</i>

Date of higher education entrance qualification:	from January 16th, 2011 („ <i>Neu-Abiturienten</i> “)
Study Program:	Medicine (degree <i>Staatsexamen</i>) Faculty Heidelberg or Faculty Mannheim Pharmacology (degree <i>Staatsexamen</i>) Dentistry (degree <i>Staatsexamen</i>)
Semester:	1st subject-related semester
Institution in charge:	Stiftung für Hochschulzulassung
Application deadline:	July 15th, 2011 (date of receipt)
Address:	Stiftung für Hochschulzulassung D-44128 Dortmund
Homepage:	http://www.hochschulstart.de
Phone:	+ 0180 3 987111 - 000
Application form:	Please contact the <i>Stiftung für Hochschulzulassung</i>
Necessary documents:	Please contact the <i>Stiftung für Hochschulzulassung</i>

Annotation:

The *Stiftung für Hochschulzulassung* (former ZVS) in Dortmund is in charge of the admission procedures to the first subject-related semester in the above-mentioned study programs at all German universities (with Germany-wide admissions restrictions). They allocate 40% of all places available in these programs to German and EU/EEA applicants.

In addition to the allocation of university places by the *Stiftung für Hochschulzulassung*, Heidelberg University has an internal admission procedure for the allocation of the remaining 60% of the places available in the above-mentioned programs. Within this admission procedure, the admission commission examines whether the applicant has special subject-related qualifications apart from his higher education qualification. Applications for this internal admission procedure (so-called “*Auswahlverfahren der Hochschulen*” – *AdH*) must be sent directly to Heidelberg University by July 15th, 2011.

Information on the *AdH* (“internal admission procedure”) can be found on the following page.

Applicant group 2 (citizens of an EU/EEA country and “*Bildungsinländer*”)

Information on the *Auswahlverfahren der Hochschulen – AdH*

Date of higher education entrance qualification: all dates

Study Program: Medicine (degree *Staatsexamen*)
Faculty Heidelberg or Faculty Mannheim
Pharmacology (degree *Staatsexamen*)
Dentistry (degree *Staatsexamen*)

Semester: 1st subject-related semester

Online application forms for the following study programs: Medicine (degree *Staatsexamen*)
Dentistry (degree *Staatsexamen*)
Pharmacology (degree *Staatsexamen*)

Application deadline: **July 15th, 2011 (date of receipt)**

Address to send the online application to: Universität Heidelberg
Zulassungsstelle
Seminarstraße 2
D-69117 Heidelberg

E-mail: studium@uni-heidelberg.de
Phone: + 6221 – 54 5454
Information and online application: <http://www.uni-heidelberg.de/studium/interesse>
Necessary documents: cf. <http://www.uni-heidelberg.de/studium/interesse>

It is only possible to take part in the university’s internal admission procedure (*Auswahlverfahren der Hochschulen – AdH*) if you have also applied to the *Stiftung für Hochschulzulassung*.

In order to take part in the university's internal admission procedure (*Auswahlverfahren der Hochschulen – AdH*) for the above-mentioned study programs, the print-out of your online application must be at Heidelberg University (including all necessary documents) by July 15th, 2011. This is also the case if you do not have any additional qualifications besides your higher education entrance qualification.

Applicant group 2 (citizens of an EU/EEA country and “*Bildungsinländer*”)

Information for transfer students (“*Quereinstieg*”) – higher subject-related semester

You have to apply for admission to a higher subject-related semester to the study programs with Germany-wide admissions restrictions directly to Heidelberg University. You can only apply as a transfer student if you have received a written accreditation of subject-related coursework by the *Prüfungsamt* (examination office) in charge.

Date of higher education entrance qualification:	all dates
Study Program:	Medicine (degree <i>Staatsexamen</i>) Faculty Heidelberg or Faculty Mannheim Pharmacology (degree <i>Staatsexamen</i>) Dentistry (degree <i>Staatsexamen</i>)
Semester:	higher subject-related semester
Institution in charge:	Universität Heidelberg
Application deadline:	July 15th, 2011 (date of receipt)
Address:	Universität Heidelberg Zulassungsstelle Seminarstraße 2 D-69117 Heidelberg
Homepage:	http://www.uni-heidelberg.de/studium/interesse
E-mail:	studium@uni-heidelberg.de
Phone:	+ 6221 – 54 5454
Information and online application:	http://www.uni-heidelberg.de/studium/interesse
Necessary documents:	cf. http://www.uni-heidelberg.de/studium/interesse

Transfer students must follow an **online application** procedure. The print-out of the online application (to be signed by the applicant) and the documents required have to be submitted to Heidelberg University by July 15th, 2011, at the latest.

Applicant group 3 (German citizens with a foreign higher education entrance qualification)

German citizens with a foreign higher education entrance qualification must contact the *Stiftung für Hochschulzulassung* (address see below). Information for German citizens with a foreign education entrance qualification is also available at Heidelberg University:

Zulassungsstelle für deutsche Studienbewerber
Seminarstraße 2
D – 69117 Heidelberg

Phone: + 6221 – 54 5454
E-mail: studium@uni-heidelberg.de
Homepage: <http://www.uni-heidelberg.de/studium/interesse>
