



## Dentistry, Medicine, Pharmacy intended degree: *Staatsexamen*

### Information on the application procedure

for student applicants **without** citizenship of an EU/EEA member state  
with foreign higher-education entrance qualification

- winter semester 2017/18 -

At Heidelberg University, the above-mentioned study courses are subject to a so-called *Studienjahrsregelung*. This means that these study courses can only be started in the winter semester and that all subsequent semesters are bound to this rhythm: In any given winter semester, you can only apply for semesters with an uneven number (1st, 3rd, 5th, etc.); in any given summer semester, you can only apply for semesters with an even number (2nd, 4th, 6th, etc.).

#### I. Application for the first subject-related semester (beginners)

There is a two-step application process for an application for admission for the first subject-related semester: Next to the application for a study place at Heidelberg University, you must apply for a so-called **Vorprüfungsdokumentation** (assessment of prior education) with uni-assist e.V. in Berlin. You must also apply for a *Vorprüfungsdokumentation* if, with your application for admission to a study course, you are applying for a place in a **German language course** or in a **Studienkolleg** course. Without the *Vorprüfungsdokumentation*, your application for admission cannot be included in the selection process.

#### Step 1: Application for a *Vorprüfungsdokumentation*

Uni-assist e.V. is a service institution for international applications. They assess the educational background of international student applicants. The application for a *Vorprüfungsdokumentation* with uni-assist e.V. is to be made **online**. All required documents must reach uni-assist e.V. in due time and form. We suggest you hand in the documents four weeks before the deadline.

Online portal: <http://www.uni-assist.de>

Application deadline: **1 July 2017** (date of receipt at uni-assist e.V.)

Address: Universität Heidelberg  
c/o uni-assist e.V.  
D-11507 Berlin

At the end of the online-application process, a PDF document is generated, which you must print out, **sign** and – together with all required application documents – send to uni-assist e.V. in Berlin **in due time**. Please note that all application documents given in the following list must be handed in as **certified copies, along with a certified translation into German or English**. Please refer to uni-assist's guidelines on certified copies and translations. Incomplete application dossiers cannot be included in the selection process for study places.

Required application documents:

- Certificate or diploma entitling you to embark on a university course in your home country (e.g. Baccalauréat, GCE–A&O-Levels, etc.), including a list of grades
- When applicable: university admission exams taken abroad, including a list of grades, and/or letter of admission
- When applicable: successfully completed *Feststellungsprüfung*, including a list of grades
- When applicable: all higher-education certificates (from colleges, academies, universities, etc.) that you have already obtained, including lists of grades per semester or year of study (transcript of records). Any semesters taken at a German higher-education institution must be documented by enrolment certificates (original or certified copy).
- Applicants from Mongolia, Vietnam and the PR of China: **Original** APS Certificate

Please note that uni-assist e.V. **charges a fee** for the issuing of a *Vorprüfungsdocumentation*. Your application will not be processed until the full amount has been booked into uni-assist's bank account. Information on the current fees and mode of payment is available at <http://www.uni-assist.de>.

You will receive your *Vorprüfungsdocumentation* for your application for a study place at Heidelberg University via e-mail and regular mail. Please make sure you give uni-assist e.V. your current e-mail and postal addresses. You must hand in the **original** document you receive in the mail at Heidelberg University in due time (cf. step 2: Application for a study place at Heidelberg University).

## Step 2: Application for a study place at Heidelberg University

You must apply for a study place at Heidelberg University via an **online portal**. All required application documents must reach the university in due time and form.

Application period: 15.05.-**15.07.2017** (date of receipt at Heidelberg University)

Vorprüfungsdocumentation to be handed in by: **24.07.2017**

Online portal: [http://www.uni-heidelberg.de/courses/prospective/admission\\_int/application\\_non\\_eu.html](http://www.uni-heidelberg.de/courses/prospective/admission_int/application_non_eu.html)

Address: Universität Heidelberg  
Dezernat Internationale Beziehungen  
Seminarstraße 2  
D-69117 Heidelberg

At the end of the online-application process, a PDF document is generated, which you must print out, **sign** and – together with all required application documents – send to Heidelberg University **in due time**. The documents (including the respective translations into German or English) you have already handed in at uni-assist e.V. in Berlin as well as all other documents may be handed in as regular copies (no certification necessary). Please note that all documents that are not in German or English must include a translation into either German or English. Please note as well that you must hand in the **original** *Vorprüfungsdocumentation*. Incomplete application dossiers cannot be included in the selection process for study places.

Required application documents:

- **Original** *Vorprüfungsdocumentation*
- Certificate or diploma entitling you to embark on a university course in your home country (e.g. Baccalauréat, GCE–A&O-Levels, etc.), including a list of grades
- When applicable: university admission exams taken abroad, including a list of grades, and/or letter of admission
- When applicable: successfully completed *Feststellungsprüfung*, including a list of grades
- When applicable: all higher-education certificates (from colleges, academies, universities, etc.) that you have already obtained, including lists of grades per semester or year of study (transcript of records). Any semesters taken at a German higher-education institution must be documented by enrolment certificates (original or certified copy).
- When applicable: results of TestAS

- Proof of German language knowledge
- 3 international postal response coupons (Coupon-Réponse International), if available in your home country (not necessary in case of postal address in Germany)
- Proof of financial resources: [http://www.uni-heidelberg.de/md/studium/download/finanzierung\\_bescheinigung.pdf](http://www.uni-heidelberg.de/md/studium/download/finanzierung_bescheinigung.pdf)
- Copy of passport (page with name in Latin transcription)
- Proof of completed online test on study orientation (<http://www.was-studiere-ich.de>)
- Letter of motivation (max. two A4 pages), outlining their interest in the subject as well as the reasons why they would like to be admitted to the programme. The letter must be written and signed by the applicant personally.
- Student applicants who have already started and/or completed a study course abroad and who wish to apply for a different study course at Heidelberg University: written statement as to why they wish to change their subject
- Applicants from Mongolia, Vietnam and the PR of China: APS Certificate

## II. Application for a higher subject-related semester (transfer students)

The application procedure for the application for a higher subject-related semester depends on whether you are applying in the scope of a so-called **Hochschulortswechsel** or a **Quereinstieg**.

You must apply in the scope of a **Hochschulortswechsel** if you have already started the same study course you wish to apply for at Heidelberg University at a **higher-education institution in Germany or in an EU-member state**. In this case, it is not necessary to apply for a *Vorprüfungsdokumentation* with uni-assist e.V. Information on the application process for a *Hochschulortswechsel* is available at <http://www.uni-heidelberg.de/courses/prospective/index.html>.

You must apply in the scope of a **Quereinstieg** if you have either already started the same study course you wish to apply for at Heidelberg University at a higher-education institution **outside the EU** or if coursework already completed **in a different subject** (studied in Germany or abroad) can be accredited towards the required study course by the Examinations Office in charge. In this case, the following regulations apply.

### Application in the scope of a **Quereinstieg**

There is a **two-step** application process for an application for admission in the scope of a **Quereinstieg**: Next to the application for a study place at Heidelberg University, you must apply for a so-called **Vorprüfungsdokumentation** (assessment of prior education) with uni-assist e.V. in Berlin. Without the *Vorprüfungsdokumentation*, your application for admission cannot be included in the selection process.

### Step 1: Application for a **Vorprüfungsdokumentation**

Uni-assist e.V. is a service institution for international applications. They assess the educational background of international student applicants. The application for a *Vorprüfungsdokumentation* with uni-assist e.V. is to be made **online**. All required documents must reach uni-assist e.V. in due time and form. We suggest you hand in the documents four weeks before the deadline.

Online portal: <http://www.uni-assist.de>

Application deadline: **1 July 2017** (date of receipt at uni-assist e.V.)

Address: Universität Heidelberg  
c/o uni-assist e.V.  
D-11507 Berlin

At the end of the online-application process, a PDF document is generated, which you must print out, **sign** and – together with all required application documents – send to uni-assist e.V. in Berlin **in due time**. Please note that all application documents given in the following list must be handed in as

**certified copies, along with a certified translation into German or English.** Please refer to uni-assist's guidelines on certified copies and translations. Incomplete application dossiers cannot be included in the selection process for study places.

Required application documents:

- Certificate or diploma entitling you to embark on a university course in your home country (e.g. Baccalauréat, GCE–A&O-Levels, etc.), including a list of grades
- When applicable: university admission exams taken abroad, including a list of grades, and/or letter of admission
- When applicable: successfully completed *Feststellungsprüfung*, including a list of grades
- When applicable: all higher-education certificates (from colleges, academies, universities, etc.) that you have already obtained, including lists of grades per semester or year of study (transcript of records). Any semesters taken at a German higher-education institution must be documented by enrolment certificates (original or certified copy).
- Regular copy (no certification necessary) of the accreditation of coursework from the Examinations Office in charge (*Landesprüfungsamt*). This document may be handed in directly at Heidelberg University (no later than 15 August 2017).
- Applicants from Mongolia, Vietnam and the PR of China: **Original** APS Certificate

Please note that uni-assist e.V. **charges a fee** for the issuing of a *Vorprüfungsdocumentation*. Your application will not be processed until the full amount has been booked into uni-assist's bank account. Information on the current fees and mode of payment is available at <http://www.uni-assist.de>.

You will receive your *Vorprüfungsdocumentation* for your application for a study place at Heidelberg University via e-mail and regular mail. Please make sure you give uni-assist e.V. your current e-mail and postal addresses. You must hand in the original document you receive in the mail at Heidelberg University in due time (cf. step 2: Application for a study place at Heidelberg University).

## **Step 2: Application for a study place at Heidelberg University**

You must apply for a study place at Heidelberg University via an **online portal**. All required application documents must reach the university in due time and form.

Application period: 1.06.-**15.07.2017** (date of receipt at Heidelberg University)

Vorprüfungsdocumentation  
to be handed in by: **24.07.2017**

Online portal: [http://www.uni-heidelberg.de/courses/prospective/admission\\_int/application\\_non\\_eu.html](http://www.uni-heidelberg.de/courses/prospective/admission_int/application_non_eu.html)

Address: Universität Heidelberg  
Dezernat Internationale Beziehungen  
Seminarstraße 2  
D-69117 Heidelberg

At the end of the online-application process, a PDF document is generated, which you must print out, **sign** and – together with all required application documents – send to Heidelberg University **in due time**. The documents (including the respective translations into German or English) you have already handed in at uni-assist e.V. in Berlin as well as all other documents may be handed in as regular copies (no certification necessary). Please note that all documents that are not in German or English must include a translation into either German or English. Please note as well that you must hand in the **original** *Vorprüfungsdocumentation*. Incomplete application dossiers cannot be included in the selection process for study places.

Required application documents:

- **Original Vorprüfungsdokumentation**
- Certificate or diploma entitling you to embark on a university course in your home country (e.g. Baccalauréat, GCE–A&O-Levels, etc.), including a list of grades
- When applicable: university admission exams taken abroad, including a list of grades, and/or letter of admission
- When applicable: successfully completed *Feststellungsprüfung*, including a list of grades
- When applicable: all higher-education certificates (from colleges, academies, universities, etc.) that you have already obtained, including lists of grades per semester or year of study (transcript of records). Any semesters taken at a German higher-education institution must be documented by enrolment certificates (original or certified copy).
- Certificate of the Examinations Office of your home university that you have not lost examinations privileges in the intended study course or a similar study course, neither for a single course nor for the intermediate or final exams of the study course as a whole.
- Accreditation of coursework from the Examinations Office in charge (*Landesprüfungsamt*). This document may be handed in until 15 August 2017.
- Proof of German language knowledge
- 3 international postal response coupons (Coupon-Réponse International), if available in your home country (not necessary in case of postal address in Germany)
- Proof of financial resources: [http://www.uni-heidelberg.de/md/studium/download/finanzierung\\_bescheinigung.pdf](http://www.uni-heidelberg.de/md/studium/download/finanzierung_bescheinigung.pdf)
- Copy of passport (page with name in Latin transcription)
- Applicants from Mongolia, Vietnam and the PR of China: APS Certificate

Please note: The information given above is only valid for the stated applicant group and the stated cases. Information on the application procedure for a *Hochschulortswechsel*, for non-EU citizens with a German higher-education entrance qualification (*Bildungsinländer*), for EU/EEA citizens and for German citizens is available at <http://www.uni-heidelberg.de/courses/prospective/index.html>.

Further information is also available through the information service of Heidelberg University:

Phone: 06221-545454

E-mail: [studium@uni-heidelberg.de](mailto:studium@uni-heidelberg.de)