



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

- summer semester 2018 -

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.).

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

Step 1: Application for a *Vorprüfungsdocumentation*

Uni-assist e.V. is a service institution for international applications. They assess the educational background of international student applicants. The application for a *Vorprüfungsdocumentation* 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 to be able to settle any questions that might arise.

Online portal: <http://www.uni-assist.de>
Application deadline: **15 January 2018** (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, listed as follows – 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 February 2018).
- Applicants with certificates attained at a high school / an institution of higher education / a university in Mongolia, Vietnam and the People's Republic 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: **1.12.2017-15.01.2018** (date of receipt at Heidelberg University)
Vorprüfungsdocumentation to be handed in by: **15.02.2018**
Online portal: http://www.uni-heidelberg.de/courses/prospective/admission_int/non-eu-higher_en.html

