



Dentistry, Medicine, Pharmacy intended degree: *Staatsexamen*

Information on the application procedure
for 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 **Hochschulortswchsel** 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.

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.

Application in the scope of a *Hochschulortswchsel*

The application to a higher semester in the scope of a *Hochschulortswchsel* must be made directly at Heidelberg University. You must send your data electronically via the respective online portal and must send all required application documents in due time and form.

Application period: 01.12.2018 - **15.01.2019** (date of receipt at Heidelberg University)
Online application: http://www.uni-heidelberg.de/courses/prospective/admission_int/non-eu-higher_en.html
Address: Universität Heidelberg
Zulassungsstelle
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**. Please note that proof of foreign education must be handed in as **certified copies**; all other documents may be handed in as regular copies (no certification necessary). Except in the case of documents in German or English, a **certified translation** into German must be handed in as well. 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).
- When applicable: photocopies of all semesters completed/credits obtained (transcript of records) per semester or study year, if the degree course has not yet been completed
- When applicable: Any semesters taken at a German higher-education institution must be documented by enrolment certificates (original or certified copy). The certificate must indicate the name of the study course, the current subject-related semester and the intended degree.
- 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.
- In case of a transfer from abroad: accreditation of coursework from the Examinations Office in charge (*Landesprüfungsamt*). This document may be handed in until 15 February 2019. Contact: http://www.uni-heidelberg.de/courses/prospective/admission_int/recognition.html
- Proof of German language knowledge
- Proof of financial resources: http://www.uni-heidelberg.de/md/studium/download/finanzierung_bescheinigung.pdf
- Copy of passport (page with name in Latin transcription)
- 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

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 ***Vorprüfungsdocumentation*** (assessment of prior education) with uni-assist e.V. in Berlin. Without the *Vorprüfungsdocumentation*, your application for admission 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.

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

Application deadline: **15 January 2019** (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).
- When applicable: photocopies of all semesters completed/credits obtained (transcript of records) per semester or study year, if the degree course has not yet been completed
- When applicable: Any semesters taken at a German higher-education institution must be documented by enrolment certificates (original or certified copy). The certificate must indicate the name of the study course, the current subject-related semester and the intended degree.
- 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 2019).
Contact: http://www.uni-heidelberg.de/courses/prospective/admission_int/recognition.html
- 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: 1.12.2018 - **15.01.2019** (date of receipt at Heidelberg University)

Vorprüfungsdocumentation
to be handed in by: **15.02.2019**

Online portal: http://www.uni-heidelberg.de/courses/prospective/admission_int/application_non_eu.html

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

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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).
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- When applicable: Any semesters taken at a German higher-education institution must be documented by enrolment certificates (original or certified copy). The certificate must indicate the name of the study course, the current subject-related semester and the intended degree.
- 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 February 2019.
Contact: http://www.uni-heidelberg.de/courses/prospective/admission_int/recognition.html
- Proof of German language knowledge
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