



Studierendensekretariat

Winter semester 2012/13

Application information for international students

Semester begins 1st October 2012, lectures start: 8th October 2012

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Universität Osnabrück / Admissions Office / D-49069 Osnabrück

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E-Mail: studentsoffice@uni-osnabrueck.de

Office hours: Mon + Wed 14.00 h – 15.30 h, Tue + Thu 10.00 h – 12.00 h

Visitors address: StudiOS, ground floor, Neuer Graben 27, 49074 Osnabrück

Dear applicant,

Many thanks for your interest in the University of Osnabrück. It is our pleasure to inform you about important details of the application process.

In order to be admitted to study at the University of Osnabrück, the applicant must have a secondary school diploma that is comparable to the German "Abitur" (educational requirements). For direct admission very good German skills are required as well. The applicant's German language skills must already be at advanced level at the time of application.

Certain programmes of study may also require knowledge of other languages.

Applicants from China, Vietnam and Mongolia should note that they have to follow some special regulations, please refer to www.uni-osnabrueck.de/standard_en/938.html for the appropriate links ("Special Regulations for...").

Further general information on applying for studies and studying in Germany can be found in the online databases INOBIS (www.inobis.de) and ANABIN (www.anabin.de, in German).

Furthermore, the DAAD (German Academic Exchange Service) offers information on the general rules for the recognition of non-German proof of education in its admission data base at www.daad.de/deutschland/wege-durchs-studium/zulassung/06550.en.html.

I. General Application Information

The University of Osnabrück is a founding member of the Application Services for International Students (**uni-assist**), see www.uni-assist.de. Along with numerous other German universities part of our international applications are pre-checked externally.

uni-assist checks if all the formal requirements which are needed for the applicant's desired course of study have been fulfilled. In the pre-checking process it will be determined whether all the documents are complete and correct, additionally it will be ascertained if the entrance requirements for the desired course of study are fulfilled. It will also be checked if the applicant has the minimum mark and language requirements necessary for admission. If the results are positive, then uni-assist will forward them to us. We will then conduct the selection and admission process.

Applicants will be informed as soon as possible by uni-assist as to whether their educational background enables them to be formally admitted for the desired course of study in Germany. The uni-assist process relieves the universities of extra paper work, so that they are able to concentrate more on advising and supervising international students.

Certain applications will therefore not be sent directly to the University of Osnabrück, but to **uni-assist**. The applications which are affected by this requirement are listed under point VII.

If you are in possession of a German university entrance qualification (Abitur) or a German university degree, then you qualify as a so-called "Bildungsinländer" (educational national) and apply according to the same procedure as German applicants.

This regulation also applies to applicants who have taken their "Feststellungsprüfung" at a German Studienkolleg (preparatory course).

German nationals with foreign certificates always apply directly to the University of Osnabrück.

I.1. Application for a higher semester

In general, applications for a higher semester from international students are **not possible**. After you have taken up your studies at the University of Osnabrück it can be reviewed whether you may be eligible to join a higher semester.

International students with foreign certificates who **already successfully** study in Germany and wish to transfer to a higher semester may apply **directly at the University of Osnabrück** by sending in the usual application documents **to the Admissions Office** (see point VIII).

I.2. Application for „Kurzeitstudium“ (Short Term Studies)

In general, you may apply for short-term studies (studies without the intent of taking exams) for our complete undergraduate programme (Bachelor degree); information about exceptions can be acquired at the Admissions Office.

Applicants for **short-term studies** require the same university entrance qualifications and foreign language requirements as regular students (see point III.2), they must present German language skills on level B2. Short-term studies are normally granted for one semester. EU-applicants may apply directly to the Admissions Office at the University of Osnabrück.

I.3. Application for “Studienkolleg” (Preparatory Course)

Under particular circumstances applicants whose school leaving examination is not equivalent to the German “Abitur”, can attend a so-called “**Studienkolleg**” (preparatory course) in Germany in order to attain a **subject-related** university entrance qualification.

The University of Osnabrück does **not** have its own “Studienkolleg”.

For the **W, M and T courses** (for biological, mathematic-scientific, technical as well as business and socially related courses) students are directed to the “Studienkolleg” in **Hannover**: www.stk.uni-hannover.de

For the **G course** (humanistic courses) students are directed to the “Studienkolleg” in **Halle/Sachsen-Anhalt**: www.studienkolleg.uni-halle.de

The following **German language requirements** must be fulfilled in order to be admitted to a “Studienkolleg”:

- **M, W, T courses:** The completion of a basic German language course of the “Goethe Zertifikat Deutsch” with “good” mark, TestDaF with 12 points or alternatively proof that 800 hours of German language lessons have been completed, attained level: “Mittelstufe”.
- **G course:** “Goethe certificate B2”, TestDaF with 14 points or alternatively 1200 hours of completed German lessons, attained level: “Oberstufe”.

There is a further Studienkolleg in Mettingen (www.studienkolleg-mettingen.de), which is a town close to Osnabrück. Here, you may apply directly without having to have applied for studies at a University in Germany beforehand.

II. Minimum Mark

In order to apply to the University of Osnabrück, non-EU applicants must have a **minimum mark of 3.0** (converted to the German grading system). This minimum mark is only relevant for the unrestricted courses, for applicants for a “Studienkolleg” (Preparatory course) and for a so-called „Kurzeitstudium“ (short-term studies; a course without a formal degree).

Please also note that for most **Master study programmes** a higher grade is required to qualify (see admission regulations: www.uni-osnabrueck.de/997.html).

III. Language Requirements

III.1. German language requirements

We would like to bring to your attention the fact that the University of Osnabrück **does not offer preparatory German language courses** as part of the general application process.

This means that at the time of application you must already have the necessary German language requirements. The proof of language proficiency must be up to date and must not be more than approx. one year old.

When applying for studies beginning in a summer semester applicants have to hand in a recognized language certificate, e.g.:

- *Test Deutsch als Fremdsprache (TestDaF)* or
- *Deutsche Sprachprüfung für den Hochschulzugang (DSH)* or
- *Goethe Certificate C2 – Großes Deutsches Sprachdiplom (GDS)* or
- *Deutsches Sprachdiplom der Kultusministerkonferenz Level 2 (DSD II)*.

Should you have a different German language certificate on advanced level please contact us.

If applicants do not have a language certificate which exempts them from the DSH exam they must submit proof of the **“Goethe certificate B2”** with their application (alternatively proof that 1200 hours of German lessons have been completed at advanced level).

At the University of Osnabrück the **Goethe certificate B2** is the **requirement for admission** to the **DSH** exam.

After having successfully applied for studies with *Goethe certificate B2*, you will be invited to the DSH exam at the University of Osnabrück, which takes place in September. When you then have passed the DSH exam you can start your studies in October.

(Please note: The DSH exam at the University of Osnabrück can only be taken once a year in September!)

We recommend that applicants pass the *“Test Deutsch als Fremdsprache (TestDaF)”* exam in their home country before applying. Please see www.testdaf.de for further information.

The TestDaF exam can also be taken at the Language Center (*Sprachenzentrum*) of the University of Osnabrück: www.uni-osnabrueck.de/12216.html#TestDaF-Prfung

You can find information about the German language requirements for the different study programs in the attachments 1 and 2.

Applicants for **short-term studies** (studies without examination intent) are required to prove **German language knowledge equivalent to B2 level**.

III.2 Foreign language proficiency

➤ **Bachelor courses**

For the bachelor course **English/Anglistics** a very good working knowledge of the language is required (TOEFL ibt with a minimum of 213 points, IELTS 6.0 or a comparable other certificate).

For the bachelor courses **French/Romance languages** a good working knowledge of French must be verified through certificates (DELF 2e degré or B2).

For **European Studies** (Bachelor), a good working knowledge of two of the following four languages English, French, Italian and Spanish is needed besides German.

For all bachelor courses **at the department of business and economics** very good English working knowledge is required (B2, IELTS 5.5 or an equivalent certificate). This rule applies for the bachelor courses **Business and Economics** and **Information Systems** as well as for the **business and economic subjects** that are part of the **2-subject bachelor courses**.

For the bachelor course **Cognitive Science** that is carried out bilingually in German and English, very good English knowledge must be proven (B2, IELTS 5.5). Furthermore, Math knowledge is required.

For the bachelor course **Psychology** very good English knowledge is required (B2, IELTS 5.5 or an equivalent certificate).

The IELTS test can be taken at the Language Center of the University of Osnabrück (www.uni-osnabrueck.de/12216.html#IELTS); the TOEFL test is offered at the University of Applied Sciences Osnabrück (www.hs-osnabrueck.de/toefl.html).

The foreign language skills also have to be proved for applications to short-term studies (Kurzzeitstudium)!

Please observe the admission requirements for your desired course of study. Information is provided by the Central Student Advisory Office (Zentrale Studienberatung), see www.zsb-os.de.

➤ **Master courses**

In order to find out which subject and language requirements are needed for graduate studies (Master), please refer to the “Master-Zugangs-/Zulassungsordnungen” (admission regulations) which can be found at www.uni-osnabrueck.de/997.html or on the website of the appropriate departments (www.uni-osnabrueck.de/3344.html).

IV. Entrance Examinations

For the following courses a compulsory aptitude test must be successfully passed:

Music

Application deadline: 1st May at the faculty of music, www.musik.uni-osnabrueck.de.

Art / Art pedagogy

Application deadline: 1st June (tbc) at the faculty of arts, www.kunstpaedagogik.uni-osnabrueck.de.

You are required to apply for the aptitude test **and** the study place separately. Furthermore, we would like to inform you that music and art cannot be studied separately, but instead must be combined with a second course.

V. Semester and Tuition Fees

Every semester, every student is obliged to pay **semester fees** of at present **263.71 EUR** as well as **tuition fees** of **500.00 EUR**.

Under certain conditions students may be exempted from the payment of the tuition fees: www.uni-osnabrueck.de/245.html (in German)

There is a possibility to apply for a credit from the N-Bank to cover the tuition fees. All students from EU- and EEA-countries and stateless individuals are eligible to apply. International students and stateless individuals who have received their university entrance qualification in Germany as well as so-called educational nationals (Bildungsinländer/innen) and graduates from a “Studienkolleg” are eligible to apply. Information can be found on the website of the N-Bank: www.nbank.de/Privatpersonen/Arbeitsmarkt/Bildung_und_Qualifizierung/Nieders-Studienbeitragsdarlehen.php

Under specific conditions, international students may also be eligible for a study credit or educational credit:

www.bva.bund.de/cln_101/nn_383796/DE/Aufgaben/Abt_IV/Bildungskredit/bildungskredit-node.html?_nnn=true
www.kfw.de/kfw/de/Inlandsfoerderung/Programmuebersicht/KfW-Studienkredit/index.jsp

Information about BAföG can be found here: www.das-neue-bafoeg.de

VI. Academic placement procedure

VI.1 Academic placement procedure for undergraduate courses (Bachelor)

For international applicants with international certificates the study course placement is carried out using overall average grade of the university entrance qualification. For EU-citizens, citizens of Iceland, Liechtenstein and Norway a university-own selection procedure may apply in some cases. More information is available from the Admissions Office.

VI.2 Academic placement procedure for graduate courses (Master)

Please refer to the appropriate Master „Zugangs-/Zulassungsordnung“ (**Admission Regulations**) to find information about the special **application requirements**: www.uni-osnabrueck.de/997.html

For all graduate programmes **all** international applicants with foreign certificates, including EU/EEA citizens, are required to apply via our service-centre **uni-assist**.

VII. Application Deadlines and Addresses

Which applications have to be sent to uni-assist?

- For **undergraduate courses (Bachelor) Non-EU citizens** with international certificates must apply via uni-assist, not directly to the university.
- For the indirect university entrance qualification via a “**Studienkolleg**” (Preparatory course) **all** international applicants (incl. EU) with foreign certificates must apply via uni-assist.
- For **graduate courses (Master) all** international students with foreign certificates (incl. EU) must apply via uni-assist (application deadline: 15 July).
- For a so-called “**Kurzzeitstudium**” (short-term studies without a degree) all international applicants with foreign certificates except EU applicants must apply via uni-assist.

Completed applications which refer to the above cases should only be sent to the following address:

**Universität Osnabrück
c/o uni-assist e.V.
Helmholtzstr. 2-9
D -10587 Berlin**

Your application to uni-assist will only be processed when **payments** have been made. You can pay by bank transfer, credit card or western union money transfer.

For more detailed information please refer to the enclosed information sheet “External Prechecking of Applications by uni-assist” (attachment 3)

Application deadline: 15 June 2012

Application deadline for graduate courses (Master): 15 July 2012

Who may apply directly to the University of Osnabrück?

- **EU citizens**, who desire to begin an **undergraduate course** (Bachelor, state exam) and have a **direct university entrance qualification**, apply directly to the university*.
- All **PhD students** apply directly to the University of Osnabrück (please consult the relevant information on our website). This also concerns **exchange students** from partner universities, along with those who are already enrolled at this university and desire to **change their course of study**.
- A direct application to the university is also possible for all applicants who have passed the **“Feststellungsprüfung”** (assessment test) attained in a German “Studienkolleg” (*Preparatory course*).
- **EU citizens** apply for a **“Kurzzeitstudium”** (short-term studies) directly to the University of Osnabrück
- A direct application to the University of Osnabrück is also possible for applicants who already successfully study in an undergraduate or graduate course in Germany.
- Those students who have **DAAD scholarships** apply (via the DAAD) to the University of Osnabrück.

***) in these cases you have to apply online at the University of Osnabrück:**

www.uni-osnabrueck.de/219.html (application period starts approx. in mid-May)

Please note also that for completing your application - after having sent your online application - you have to submit your printed application form together with your school certificates, etc. to the University of Osnabrück. If you only send your application online, your application will not be considered.

To apply directly the application address is as follows:

**Universität Osnabrück
Studierendensekretariat
D - 49069 Osnabrück**

Application deadline: 15 July 2012

VIII. Application Documents

If you cannot apply online please use the application form for international applicants (*“Antrag auf Zulassung zum Studium für ausländische Studienbewerber/innen”*) that you can find on our website or on the pages of the DAAD; www.uni-osnabrueck.de/2074.html or www.daad.de/deutschland/download/03118.de.html.

For some master-courses (Cognitive Science, Tax law, and Business criminal law) **special application forms** are available on the website of the particular department.

Applicants for the **LL.M. law course of further education for international students** must additionally apply to the dean of the department of law: www.jura.uos.de/html/233.htm

Please include your **e-mail address** if possible, as this will enable us to contact you swiftly if we have any queries.

Please observe our information regarding **language proficiency**.

Information on **study courses** is provided by the Central Student Advisory Office (Zentrale Studienberatung), see www.zsb-os.de.

Please observe the **admission requirements** before applying. Not all school leaving certificates enable applicants to be directly admitted to study at an institute of further education in Germany. A bachelor degree does not necessarily guarantee an admission to a Master course in every case. Information concerning university admission requirements can be found at www.inobis.de as well as on www.anabin.de.

Which special application requirements apply to take up a master-course can be found in the appropriate **Master „Zugangs-/Zulassungsordnung“** (Admission Regulations) which can be found at www.uni-osnabrueck.de/997.html.

Please enclose the following documents along with your application:

- Fully filled out **application form** for international applicants (*“Antrag auf Zulassung zum Studium für ausländische Studienbewerber/innen”*) or printed online application (only possible in certain cases, see above)
- **School and university certificates** (secondary school certificates / university entrance exam / transcripts / University degree certificate) in the original language and with an authenticated German or English translation
- Photocopy of the **page of the passport** where your name and picture are stated
- Proof of German **language proficiency** (see point III.1)
- University degree (if present)
- Proof of English language proficiency and proof of other language abilities (if necessary)
- Proof of Math knowledge (Cognitive Science)
- Letter of motivation (Master courses Cognitive Science, Islamic Religious Education)
- Proof of completed internships (master courses for education)
- Additionally for EU applicants: Certificates of the final two school years before acquiring your university entrance qualification (if present)
- Additionally for the uni-assist application: Enclose a copy of the **transfer voucher / debit authorisation** for uni-assist.

All certificates (including proof of language proficiency) must be submitted as officially authenticated photocopies. School and university certificates are required in their original language and in officially authenticated translations in German or English.

If you apply via uni-assist you may also use the **online-application** at www.uni-assist.de/bewerberportal.html

Please note that you **must** also send the printed out application form and your authenticated documents by post.

More detailed application information can be found on our web site, www.uni-osnabrueck.de/standard_en/938.html.

Also do not hesitate to contact us if you need further information (E-Mail: studentsoffice@uni-osnabrueck.de).

Yours sincerely
im Auftrag

gez. Frau Bachteler / Frau Meyer

Osnabrück, 15 February 2012