

# STUDYING IN GERMANY

## Regional Information

for Refugees in  
Potsdam-Mittelmark

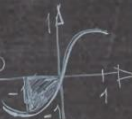
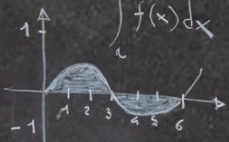
$$\frac{x+8}{x-2} + \frac{1}{x+2} + \frac{2}{x-2} = 0$$

$$\frac{x^2}{x^2-1} = \frac{2(x^2-1) - x^2(3x+2)}{(x^2-1)^2} = \frac{x+1}{(x+1)(x-3)} = 0$$

$$\frac{x-1}{(x-2)(x+1)} + \frac{2}{x+1} - \frac{1}{x-3} = 0$$

$$\frac{x-1}{(x-2)(x+1)} + \frac{2}{x+1} - \frac{1}{x-3} = 0 \Rightarrow \begin{cases} x \neq -1 \\ x \neq 3 \end{cases}$$

$$\frac{x-1}{(x-2)(x+1)} + \frac{2}{x+1} - \frac{1}{x-3} = 0 \Rightarrow x^2 - 11x - 6 - x^2 - 2x - 1 = 0$$

$$-13x - 7 = 0 \Rightarrow 5x = -10$$



$$\begin{aligned} \operatorname{sh}(-x) &= -\operatorname{sh}x; \operatorname{ch}(-x) = \operatorname{ch}x \\ \operatorname{Th}(-x) &= -\operatorname{Th}x \\ \operatorname{cosech}(-x) &= -\operatorname{cosech}x \\ \operatorname{cth}(-x) &= -\operatorname{cth}x \end{aligned}$$

$$\frac{1}{1-x} = 1 + x + x^2 + x^3 + \dots + o(x^n)$$

$$\sqrt{1+x} = 1 + \frac{1}{2}x - \frac{1}{8}x^2 + \frac{1}{16}x^3 + \dots + o(x^4)$$

$$\int \frac{1}{\sin x} dx = \log \left| \operatorname{tg} \frac{x}{2} \right| + c$$


$$\int \frac{1}{x} dx = \log |x| + c$$

$$\int \cos x dx = \sin x + c$$

$$\int (1+t^2) dx = \int \frac{1}{1-t^2} dt = \dots$$

$$f(x) dx = F(x) + c \Leftrightarrow F(x) = \int f(x) dx$$

$$x^2 - y^2 = a^2$$

$$\operatorname{sh}r = \frac{y}{a}; \operatorname{chr} = \frac{x}{a}; \operatorname{th}r = \frac{y}{x}$$


## Introduction

There are several possibilities to gain more education, even if your status as an asylum seeker is not official yet, and even if you did not manage to bring original papers and certificates from your home country.

This brochure is providing you with brief answers to the most important questions you might have. There is many more detailed information (also in English) that can be found on the web. In addition to this basic information it might be useful to do some supplementary web research.

More information about studying in Germany can be found on:

[www.bamf.de](http://www.bamf.de) (Bundesamt für Migration und Flüchtlinge)

<https://www.study-in.de> (DAAD in Co-operation with Bundesministerium für Bildung und Forschung, all information in English available)

[www.hochschulkompass.de](http://www.hochschulkompass.de) (website for students from the German “Hochschulkonferenz”; all information in English available)

[www.internationale-studierende.de](http://www.internationale-studierende.de) (Deutsches Studentenwerk)

## Online University

First to mention there is the Kiron University offering high quality online courses (e.g. in cooperation with Yale University) for the first two years. After successfully finishing the online classes you can change to one of the

15 co-operating Universities in whole Germany. To enroll the online-courses you don't need certificates, papers or language proofs.

Please see <https://kiron.university> for more information.

On the platform [www.integration.oncampus.de](http://www.integration.oncampus.de) you will find a selection of offered online courses that are completely free of charge for your certificates. You can work on the courses in your own time. As there is no course mentor available, they cannot issue any certificates.

However, if you want to enroll in one of the supervised courses and get a certificate, please feel free to contact the oncampus team.

*OnCampus.de offer the following courses free of charge:*

In German:

- Gründungsmanagement/ Entrepreneurship
- Maschinenelemente 1
- Allgemeine Volkswirtschaftslehre
- Fertigungstechnik
- Nachhaltige Wirtschaftsentwicklung
- Einführung in das Projektmanagement
- Betriebswirtschaftslehre
- Qualitätsmanagement
- Einführung in die Wirtschaftsinformatik
- Grundlagen der Elektrotechnik

In English:

- Innovation Management
- Management and Leadership

- E-Business Management

If you are looking for another simple way to attend courses, get in contact with students and teaching staff and thus participate in university life becoming a guest auditor.

### Guest Auditor

As a guest auditor you can attend individual courses offered by the faculties. In some Universities the number of lectures you can choose are limited.

In most Universities you can obtain a certificate of attendance for the classes you visit.

As a guest auditor you are not enrolled in a standard course of study. You do not receive the status of student. As a guest auditor you do not have to prove that you are entitled to access higher education nor that you have knowledge of German. Sometimes you have to pay charges to participate as a guest auditor, but especially for refugees the lectures are often free of charges.

E.g. the University of Potsdam has an extra status for refugees who want to study: they are so called “free movers”. Free movers are more than guest auditors. They even can get credit points for a later following regular enrollment, they could use the entire infrastructure of the university and they are also supported with German classes.

### Regular Student

To enroll as a regular student there are usually needed certain documents and a proof of knowledge of the German language (except for courses of study in English and art classes). Further you should be entitled to be granted asylum.

Usually the universities demand the following papers and certificates:

- Your high school diploma that entitles you to study in your home country.
- Certificates and grade transcripts from your former university if you have already studied.
- Proof that you know the German language.

Some universities co-operate with uni-assist e.V., a work and service point for international student applications in Berlin. So sometimes you will be asked to send your application to uni-assist e.V. . They will forward the reviewed papers to the university where you apply.

If, for political reasons, you are unable to submit certificates entitling you to access higher education, e.g. because you were unable to bring these to Germany, some Universities can, after assessing your individual case, offer you the opportunity to sit a placement test at the university to verify your level of education and your entitlement to access higher education. But you always have to submit a certificate attesting your knowledge of the German language, which is a study requirement in almost every case.

## How to find the right degree program and the right university?

There are different types of higher education institution in Germany, offering different qualifications and career paths<sup>1</sup>.

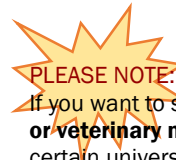
- universities
- universities of applied science (Fachhochschulen)/colleges
- technical colleges
- music and art colleges
- teacher training colleges
- business management schools
- 

All in all, there are more than 17.000 classes and programs to study. So it will take a while to find the most suitable programme for your individual needs and preferences.

On [www.study-in.de](http://www.study-in.de) under “plan your studies” you will find a comfortable search engine for a huge database with study programs.

On [www.daad.de](http://www.daad.de) you will find a data base for international programs (see “international programs”)

Another data base search is offered on the English site of [www.hochschulkompass.de](http://www.hochschulkompass.de) , please klick “degree programs”.



### PLEASE NOTE:

If you want to study **medicine, dental medicine, pharmacy or veterinary medicine**, you do not apply directly to a certain university. The places in universities for medical studies are allocated by [www.hochschulstart.de](http://www.hochschulstart.de).

## Application Process

To enroll as a regular student, you will need official documents, that proof your knowledge and education. If you apply for a certain university it is always a good idea to talk to somebody personally to find out if the documents you have are okay – or in case not, what exactly is missing.

Some universities offer the opportunity to sit a placement test at the university to verify your level of education and your entitlement to access higher education. So do not hesitate to ask the contact person.

The most important documents you will need to apply for a German university are the following:

- Your **school report** from your home country which proves your qualification for university enrollement (Hochschulzugangsberechtigung)
- If you were a student before, **the reports and the grades of the courses** you have taken

Universities request a proof of your knowledge of German language on a rather high level. The requested level is not always the same, depending on the university, course of study, and weather you start as a beginner or want to continue your studies on a higher level. So once again it is useful to ask the contact person of the university you apply for.

---

<sup>1</sup> Bundesamt für Migration und Flüchtlinge ([www.bamf.de](http://www.bamf.de))

Certificates of Attendance of German language courses are not considered sufficient.

At least the **B1/B2**, better C1 level is necessary to be accepted for **STUDIENKOLLEG**

The **Studienkollegs** function as a “bridge” to help you adjust from the academic culture in your home country to the academic culture in Germany. In order to do this they offer courses specifically tailored to international university applicants. The teachers at the Studienkollegs, your “bridge builders”, are highly qualified and specialised experts, who will work together with you.

You should approve your German language skills during your “Studienkolleg”. At the end of “Studienkolleg” you should be able to pass the DSH Test.

Please note: not all universities offer a “Studienkolleg”.

In some Universities you have the possibility to take this DSH-Language Test with at **least C1 level** independent from participating in a “Studienkolleg”. Please ask your contact person!

The **DSH-Level** (DSH means “Deutsche Sprachprüfung für den Hochschulzugang”) is **required to enroll directly** to a degree programme in a German university.

Other equivalent language levels/exams that are accepted in most universities are:

- **Test-DaF** (German as a Foreign Language) at least 4th level in every section

- Goethe-Zertifikat C2: **GDS**

- **Deutsches Sprachdiplom der Kultusministerkonferenz**  
- 2nd level

**PLEASE NOTE:**

It is absolutely necessary to send your application documents as a **certified/legally attested copy** and to make a German or English **translation** which **has to be certified** as well!

**Details about application procedure with “uni-assist e.V.”**

Applications for Freie Universität, Humboldt Universität, Martin Luther Universität (and others in Germany) have to be handed in by UNI-ASSIST

But what exactly is uni-assist? uni-assist means: Arbeits- und Servicestelle für ausländische Studienbewerbungen. They will process all applications from international students for numerous German universities.

**Application deadlines usually:**

For bachelor degrees and state examinations:

winter semester: **June 30** (deadline for handing in missing documents: **July 09**)

summer semester: **January 15**

**For master degrees:**

winter semester: **April 30** (later applications are possible)

exception: **March 31** for Pharmaceutical Biotechnology!

summer semester: **October 31**

But to be on the safe side please see application details of the degree program you apply for!

Admittance is only granted if your documents are sent complete and by the set deadline to uni-assist and you fulfill the necessary requirements. We highly recommend that you send your application six weeks before the deadline. This way uni-assist e.V. has time to respond and ask you to hand in any missing documents.

### **How do you apply at uni-assist?**

Please use the online application procedure at [www.uni-assist.de](http://www.uni-assist.de). Furthermore, please remember to send all documents through mail AND the printed out and signed online form as well!

Address your application with the following:

*Name-of-University-you-apply-for*  
*c/o uni-assist e.V.*  
*Geneststraße 5*  
*10829 Berlin*

A complete application includes:

- Your school report from your home country which proves your qualification for university entrance (Hochschulzugangsberechtigung)
- If you were a student before, please send your reports and the grades of the courses you have taken
- Certificate of German language, except for applicants for English-speaking degree programs and music (see “details about application documents and language proof”)

It is once again necessary to send your application documents as a certified/legally attested copy and to

make a German or English translation which has to be certified as well!

### **Application fee:**

An application with uni-assist costs 75 Euros for your first university choice.

All applicants pay 15 Euros for further university choices.

### **Certified Translations (in Berlin)**

There are numerous translation offices, that offer certified translations from any language into German. Just google the name of your city (or the next major city) and “certified translation”.

Please be aware, that you have to pay for certified translations. The costs depend on the number of pages you want to get translated.

The costs for a certified translation of a typical final school report are between at least 50 € up to 130 €

To find out the specific costs, it might be useful to send your documents as PDFs to the translation office and ask for your individual estimation of costs.

Please note: Arabic interpreters are very busy these days, so please order your translations in time. It might take a little longer.

Listed below you find some recommended translation offices, that offer Arabic/German translations and certified translations.

abc international Übersetzungsbüro oHG  
www.abc-international.net

Kurfürstendamm 235  
D - 10719 Berlin  
Tel.: 0 30 - 50159085  
Fax: 0 30 - 50159086  
info@abc-international.net

Übersetzungsbüro Berlin  
www.uebersetzernetzwerk.net  
030 / 57706885  
berlin@uebersetzernetzwerk.net

Schneiders-Sprach-Service  
www.schneiders-sprach-service.de  
Straße 52 Nr. 43  
13125 Berlin  
Ansprechpartnerin: Sabine Schneider  
Fon: +49 30/47 26 421  
Fax: +49 30/47 17 381  
kontakt@schneiders-sprach-service.de

Gazmend Rushiti  
Waitzstr. 16  
10629 Berlin-Charlottenburg  
Tel.: (030) 922 159 92  
E-Mail: berlin@rushiti.com  
www.rushiti.com

### Legally attested copies of your documents

If you have got your certified translated documents, you will need to make certified/legally attested copies. The

legally attested copies can be made e.g. in Bad Belzig at the "Bürgerbüro" (citizens advice bureau) in the town-hall.

You have to **be registered in the city** if you want to make the legal attest! Sometimes, the copies are -for educational reasons only (e.g. application for universities)- free of any charge, otherwise they will be charged with a low fee (between 2-5 € each copy).

**Bad Belzig:** Opening hours "Bürgerbüro" (groundfloor/ town hall): Monday, Wednesday, Saturday: 9:00 -12:00 (am) Tuesday, Thursday: 9:00 (am) – 6:00 (pm), Friday: 9:00 (am) – 4:00 (pm)

In **Brück** you can make your legally attested copies at the „Standesamt“ (town hall). Opening hours "Standesamt" Brück:  
Tuesday: 9-12 a.m. and 1-6 p.m.; Thursday: 9-12 a.m. and 1-4 p.m.

In **Brandenburg an der Havel** the „Bürgerservice“, Nikolai Platz 30, is responsible for legally attested copies. Here you have to pay 2,50€ for each copy. Opening hours:  
Monday 9-11:30a.m. and 12:30-3p.m.  
Tuesday: 9-11:30 a.m. 2-6 p.m. Thursday: 8-11:30 a.m. and 1-3 p.m. Friday: 8-12 a.m. Every 2<sup>nd</sup> and 4<sup>th</sup> Saturday 8-12 a.m.

In **Beelitz**, copies can be made in the Town Hall (Pass-und Meldeangelegenheiten, Herr Brade, Frau Laue). Copies will be charged with 1,53 €-2,56 €, the legal attest with 2 €. Opening hours:  
Monday: 9-12 a.m. and 1-3 p.m. Tuesday: 9-12 a.m. and 1-6 p.m. Thursday: 9-12 a.m. and 1-5 p.m.



In **Michendorf** you will have to bring the original document AND a copy (e.g. from the copy shop). They will just do the legal attest, which is charged with 3 €. It will be done at the “Bürgerservice“ in the town hall.

Opening hours: Tuesday: 9-12 a.m. and 1-6 p.m.;  
Thursday: 9-12 a.m. and 1-4 p.m. Friday: 9-12 a.m

## How to finance your university studies?

### Studying in Germany – what does it cost?

If you study on a public university, your studies are generally free of charge. But every semester (twice a year) there will be a certain amount “**Semesterbeitrag**” (semester contributions, usually around **200 – 300 €**) that has to be paid for administrative reasons and as a fee for the so called **SEMESTERTICKET**. This ticket enables students to use the entire public transport system of the city of the university and its surroundings. E.g. as a student enrolled in Berlin, your “Semesterticket” will be valid for whole Berlin.

Private institutions usually charge considerably higher fees. To (partly) finance a course, grants are awarded by the Government’s support scheme for talented students (please google **Begabtenförderung**) and by several foundations.

Please be aware, that even the application process is associated with costs: For certified translations, service fees, paper and postage, travel costs for personal interviews, language courses etc. it can be easily added up to 200 – 500 €.

If you are enrolled as a regular student, you do not have requirements for payed housing nor do you get any other granted monthly financial support from the state. As a student you will be self-responsible for your subsistence. Besides the costs for food and housing you will also have to pay for your health insurance<sup>2</sup> (around 100 € / month, depending on the specific health insurance). Depending in which city you live and study you should calculate with at least 600 – 1000€ monthly costs for living and studying.

There are also possibilities to keep the costs little lower by e.g. living in a university housing or student’s hall of residence (contact the “**Studentenwerk**” of your city and ask for “**Studentenwohnheim**”). But the situation for cheap housing in the most attractive cities like Munich, Cologne, Hamburg, Frankfurt/Main and even Berlin has developed in a very negative way. It might be a good idea to consider also smaller universities and cities as a place to live and study.

There are also several possibilities to find financial support. Besides BAFÖG, SCHOLARSHIP or SPECIAL FUNDS for foreign students in financial need, you can also ask for public housing assistance (usually at the “Wohngeldstelle or the “Bürgeramt” of the city you live in).

The possibilities are various. They could differ from town to town, from state to state and even universities might have their own social programs to support refugees. So finally it is highly recommended to talk to your contact person and ask him/her personally where you could find financial help

---

<sup>2</sup> To enroll you have to have a health insurance for students, so as soon as you have the acceptance of the university for your application you can contact one of the public health insurances (like Barmer, TKK, AOK etc.) or ask your contact person!



and support. Below you find a short description of the most popular ways to find financial support for students.

### Financial support for your studies

#### BAFÖG

*“Students can claim state training support (Bafög) if they fulfil certain conditions. A proportion of this must be paid back at the end of the training.”<sup>3</sup>*

Starting from January 2015 there will be the possibility for refugees to request BAFÖG after being **at least 15 months in Germany**. BAFÖG is a financial help that is half sponsored by the government and half a student loan, that has to be paid back after studying.

[www.bafög.de](http://www.bafög.de)

#### SCHOLARSHIP

There are numerous scholarships you can apply for. Some scholarships are even reserved for refugees. It would go far beyond the scope of this basic information to list them all, so the listed scholarships are only the two most active programs. Please ask your contact person at the university of your choice about other programs that are suitable for you.

DAAD (Deutscher Akademischer Auslands Dienst)

<https://www.daad.de/deutschland/stipendium/de>

Evangelisches Werk für Diakonie und Entwicklung e.V.

Information is taken from the project page  
„Arbeitsmarktzugang für Flüchtlinge“

---

<sup>3</sup> Federal Office for Migration and Refugees (<http://www.bamf.de>)

<http://www.azf2.de>

#### SPECIAL FUNDS

Numerous universities have special social funds to help students in a temporary financial need. If you cannot request BAFÖG, it is a good idea to ask directly the student advisory service of your university.

#### How to find a Job?

##### Data-Base for Refugees

Even with financial support it might be necessary to find a job. To make it a little easier for refugees to get in contact with potential employer, the platform [www.workeer.de](http://www.workeer.de) was found. The website is only in German.

##### Job Service for Students

“Heinzelmannchen” (Studentenwerk-Berlin)  
Hardenbergstraße 34  
10623 Berlin / Charlottenburg-Wilmersdorf /  
Charlottenburg  
PH: 030 - 939 39 90 30  
[heinzelmaennchen@studentenwerk-berlin.de](mailto:heinzelmaennchen@studentenwerk-berlin.de)  
<http://www.studentenwerk-berlin.de>

[www.career.tu-berlin.de/career](http://www.career.tu-berlin.de/career)

#### JOBVermittlung

Agentur für Arbeit Berlin Mitte  
Friedrichstr. 39, 10969 Berlin, Zimmer N0039-N0041  
Telefon: 030 5555 99 1180  
E-Mail: [Berlin-Mitte.Jobvermittlung@arbeitsagentur.de](mailto:Berlin-Mitte.Jobvermittlung@arbeitsagentur.de)  
Mo, Di 8-16 Uhr Mi, Fr 8-12 Uhr, Do 8-18 Uhr

<http://www.studentenwerk-potsdam.de/wohnheime.html>

### Other Job-Service-Websites:

[www.berliner-jobmarkt.de](http://www.berliner-jobmarkt.de) [www.studentjob.de/nebenjob](http://www.studentjob.de/nebenjob)  
[www.jobsuma.de](http://www.jobsuma.de)  
[www.connecticum.de/Jobboerse](http://www.connecticum.de/Jobboerse)  
[www.jobber.de](http://www.jobber.de)  
[www.jobstudent.de](http://www.jobstudent.de)

### How to find a room?

In whole Germany it is **extremely difficult to find cheap housing these days**. As soon as you are enrolled in a university and have the official status as a student you can apply for a room/small apartment in a building for student housing. It is also difficult to find a room there, but at least these rooms can be afforded with a low budget. Ask your university about a **place in a “Studentenwohnheim”**.

Another possibility is living in “shared flats” (WG, **Wohngemeinschaft**). Below you find two platforms to find a room in a shared flat. [www.fluechtlinge-willkommen.de](http://www.fluechtlinge-willkommen.de) is a special platform for refugees (content available in several languages)

### Whole Germany:

<http://www.fluechtlinge-willkommen.de/#>  
<http://www.wg-gesucht.de>

### Student Housing Berlin

[http://www.studentenwerk-berlin.de/wohnen/freie\\_plaetze.html](http://www.studentenwerk-berlin.de/wohnen/freie_plaetze.html)

<http://house-of-nations.de/cms/index.php>

### Agencies

Erste Mitwohnzentrale,  
Sybelstraße 53, 10629 Berlin  
Tel.: (030) 324 30 31  
Mo-Fr 9-19 Uhr und Sa 10-15 Uhr  
[www.mitwohn.com](http://www.mitwohn.com)

### City-Wohnen

Linienstr. 111, 10115 Berlin,  
Tel.: (030) 1 94 30 oder 375929-0; Mo-Fr 10-18 Uhr  
[www.city-wohnen.de](http://www.city-wohnen.de)

### Coming Home

Victoria-Luise-Platz 7, 10777 Berlin  
Tel.: (030) 21 79 80-0, Mo-Fr 10-18 Uhr  
[www.coming-home.org](http://www.coming-home.org)

### Crocodilian

Schröderstr. 8, 10115 Berlin  
Tel.: (030) 61203458, Mo-Fr 10-18 Uhr  
[www.crocodilian.de](http://www.crocodilian.de)

### Fine + Mine

Prenzlauer Allee 52, 10405 Berlin  
Tel. (030) 235 51 20, Mo-Fr 9-20 Uhr, Sa 10-18 Uhr;  
[www.fineandmine.de](http://www.fineandmine.de)

### Home Company

Bundesallee 39-40a, 10717 Berlin  
Tel.: (030) 19 445,  
Mo-Do 9-18 Uhr, Fr 9-17 Uhr, Sa 10-13 Uhr  
[www.HomeCompany.de](http://www.HomeCompany.de)

Wohnwitz,  
Holsteinische Str. 55, 10717 Berlin  
Tel. (030) 861 82 22; Mo-Fr 10-18 Uhr  
[www.wohnwitz.com](http://www.wohnwitz.com)

Freiraum Wohnagentur  
Wiener Straße 14, 10999 Berlin  
Tel. (030) 6 18 20 08, Mo-Fr 10-19 Uhr und Sa 10-14 Uhr.  
[www.freiraum-berlin.com](http://www.freiraum-berlin.com)

## UNIVERSITIES

### MARTIN LUTHER UNIVERSITÄT HALLE/WITTENBERG

Martin-Luther-Universität Halle-Wittenberg  
Universitätsplatz 10  
06108 Halle  
[www.uni-halle.de](http://www.uni-halle.de)

## FACULTIES

**Faculty of Theology**

**Faculty of Law, Economics and Business**

**Faculty of Medicine**

**Faculty of Philosophy I** (Social Sciences/ Cultural Sciences)

**Faculty of Philosophy II** (Philology/Music-/Communication Sciences)

**Faculty of Philosophy III** (Educational Sciences)

**Faculty of Natural Sciences I**

(Biochemistry/Biotechnology, Biology, Pharmacy)

**Faculty of Natural Sciences II** (Chemistry, Physics, Mathematics)

**Faculty of Natural Sciences III** (Agricultural Studies, Geology, Computer Sciences)

**Center of Engineering Sciences**

## Auditing Guest:

### How to become a guest auditor?

You must submit an application to register as a guest auditor at the Department for Studies and Teaching (Abteilung Studium und Lehre). Once you have applied you will receive a guest auditor ID badge, this will entitle you to attend the classes you have registered for.

Application document (download as PDF) is available online: <http://www.fluechtlinge.uni-halle.de/gasthoererschaft>

### Which classes can be attended?

Guest auditors can attend any classes. You are only excluded from attending medical, dental, psychology and German classes. Admission as a guest auditor is subject to available training capacity. Therefore, the faculty in which you would like to attend a class is requested to give its consent.

### What does it cost?

There are no costs for refugees

## Regular Studies:

### How to apply?

You should submit your applications through uni-assist e.V. (75€). [www.uni-assist.de](http://www.uni-assist.de) see details above about application with uni-assist!) applications should be accompanied by:

- ➔ Your high school diploma that entitles you to study in your home country.

- Certificates and grade transcripts from your former university if you have already studied.
- Proof that you know the German language:

To be accepted at the **Studienkolleg** you need:

- at least 500 hours of German lessons (level B1/ B2) to be accepted for the entrance exam

To be allowed to take the DSH-test at Martin-Luther-University Halle-Wittenberg you need: - at least 800 hours of German lessons (C1)

To be admitted directly you need one of the following language certificates:

- Deutsche Sprachprüfung für den Hochschulzugang (DSH) – Stufe 2
- Test-DaF (German as a Foreign Language) 4th level in every section
- Goethe-Zertifikat C2: GDS
- Deutsches Sprachdiplom der Kultusministerkonferenz – 2nd level

More information and download application form:  
[http://www.fluechtlinge.uni-halle.de/2904259\\_2904436/](http://www.fluechtlinge.uni-halle.de/2904259_2904436/)

### What if documents could not be brought to Germany?

If, for political reasons, you are unable to submit certificates entitling you to access higher education, e.g. because you were unable to bring these to Germany,

Martin Luther University can, after assessing your individual case, offer you the opportunity to sit a placement test at the university to verify your level of education and your entitlement to access higher education. However, you must submit in every case a certificate attesting to your knowledge of the German language, which is a study requirement.

### What does it cost?

Administration fee (Semesterbeitrag) including Bus/Train Ticket (Semesterticket) 2015/16: **182,50€**

## CONTACT

Contact Auditing Guests: Ms Ilona Wallus  
 Phone: 0345/55-21325  
 E-Mail: [ilona.wallus@verwaltung.uni-halle.de](mailto:ilona.wallus@verwaltung.uni-halle.de)  
 Barfüßerstr. 17, 2nd Floor

Contact Regular studies : Ms Andrea Schreiter  
 Phone: 0345 – 55 2 15 19  
 E-Mail: [andrea.schreiter@verwaltung.uni-halle.de](mailto:andrea.schreiter@verwaltung.uni-halle.de)  
 Löwengebäude (Hauptgebäude), ground floor

opening hours: Mon-Thu 10.00-16.00, Fri 10.00-13.00

## UNIVERSITY OF POTSDAM

Dezernat für Studienangelegenheiten  
Am Neuen Palais 10, Haus 8  
14469 Potsdam  
[www.uni-potsdam.de](http://www.uni-potsdam.de)

### FACULTIES

**Faculty of Science:** Biochemistry and Biology, Chemistry, Nutritional Science, Earth -and Environmental Science, Geography, Computer Science, Mathematics, Physics and Astronomy

**Faculty of Economic and Social Sciences:** Business Administration, Political & Administrative Sciences, Sociology, Economics

#### Faculty of Law

**Faculty of Arts:** Jewish and Religious Studies, Philosophy, History, Classical Philology, German Studies, English and American Studies, Romance Studies, Slavic Studies, Arts and Media

**Human Science Faculty:** Educational Sciences, Sports and Health Sciences, Linguistics, Psychology

### Degree Programs in English

You will need a TOEFL Certificate, for details see:  
<http://www.uni->

[potsdam.de/studium/studienangebot/englischsprachig.html](http://potsdam.de/studium/studienangebot/englischsprachig.html)

Anglophone Modernities in Literature and Culture

Cognitive Systems: Language, Learning and Reasoning

European Master in Clinical Linguistics (EMCL) | Master

Polymer Science | Master.

Master of Public Management (MPM) | Master

(weiterbildend)

National and International Administration and Policy |

Master/Ph.D..

#### Fast-Track Master/Ph.D. Programs:

International Master/Ph.D. Program for Experimental

Clinical Linguistics (IECL) | Master/Ph.D.

International Master/Ph.D. Program Clinical Exercise

Science (CES) | Master/Ph.D..

### Auditing Guest:

#### How to become a guest auditor?

Potsdam University offers German language classes for refugees (beginners, A1-A2). The classes are free of charge! Please contact: [info\(at\)pangea-projekt.de](mailto:info(at)pangea-projekt.de) for more information!

To become an auditing guest please contact the "STUDIENBÜRO":

## STUDIENBÜRO

Universitätskomplex III (Campus Griebnitzsee)  
August-Bebel-Str. 89, 14482 Potsdam  
Haus 6, Räume 0.04–0.08  
Telefon: 0331 / 977-3688  
Fax: 0331 / 977-3437  
E-mail: [studbuero-jura@uni-potsdam.de](mailto:studbuero-jura@uni-potsdam.de)

Besides this, University of Potsdam offers preparation classes for your studies. Please contact Frau Bismark (contact information below)

### Which classes can be attended?

There is a choice of several classes that can be attended. You can get individual advice and information at the STUDIENBÜRO.

### What does it cost?

There are no costs for refugees

## Regular Studies:

### How to apply?

You should submit your applications through uni-assist e.V., (75€). ([www.uni-assist.de](http://www.uni-assist.de) see details above about application with uni-assist!) applications should be accompanied by:

- ➔ Your high school diploma that entitles you to study in your home country.
- ➔ Certificates and grade transcripts from your former university if you have already studied.
- ➔ Proof that you know the German language:

(DSH) – normally at least DSH 2

TestDaF with a minimum of 4 points in each category

Assessment test (FSP) by a German preparatory college (Studienkolleg)

Successfully completed final examination of a German-language degree course at a German university or polytechnic university (Fachhochschule)

The Goethe-Institute's "Kleines deutsches Sprachdiplom," "Großes deutsches Sprachdiplom," or "Zentrale Oberstufenprüfung" = Goethe-Zertifikat C2

Language certificate of the Education Ministers' Conference (Kultusministerkonferenz), Level 2

### What if you don't have any of the mentioned certificates?

You can take the DSH intensive language course to prepare for the DSH exam at the University of Potsdam or take the DSH exam right away.

Whether you have to attend the intensive language course or proceed directly to the DSH exam will depend on the kind of language certificate that you already hold.

The University of Potsdam will send you an invitation to take the admissions test for the Intensive DSH German courses with propaedeutic components (Preparatory Courses for the German Language University Entrance Examination: DSH) if you

- are applying to study at the University of Potsdam through [uni-assist e.V.](http://www.uni-assist.de) (please select "DSH-Deutschkurs")



- have not yet been able to provide the necessary evidence of German language proficiency required for studying
- have a minimum of level B2 or TestDaF language certificate with a minimum of 12 points

If you pass the admissions test with very good results, you will be admitted to the Intensive DSH German course. This course takes place over the course of one semester and concludes with the DSH exam.

See <http://www.uni-potsdam.de/welcomecenter>

### What if documents could not be brought to Germany?

Refugees with a residence title and German language skills at least level B2 but without the requested documents, have the possibility to apply for the program: **“Integration durch Studium – IdSUP”**. Within one year, you can sit tests that will be credited for your later studies. During this year you have time to organize your documents, while studying already. With this programme you are enrolled and considered as a regular student. You will get the **“Semesterticket”** and **have to pay the Semesterbeitrag**.

*IdSUP program starts **Wintersemester 2016 (October)**.*

**Please contact Dr. Birgit Bismark** (see contact below).

### What does it cost?

Administration fee (Semesterbeitrag) including Bus/Train Ticket (Semesterticket Berlin/Brandenburg) 2015/16:  
**272,81€**

## CONTACT

Advising and Admission of International Applicants,  
Obtaining Course and Degree Recognition:

### Dr. Birgit Bismark

Am Neuen Palais, House 08, Room 0.20  
E-mail: [birgit.bismark@uni-potsdam.de](mailto:birgit.bismark@uni-potsdam.de).

Phone: + 49 331 977-1676

Fax: + 49 331 977-1798

### Personal Office Hours

Mo: 10:00 a.m. - 12:00 p.m.

Tue: 10:00 a.m. - 12:00 p.m. and 1:00 p.m. - 5:00 p.m.

Th: 10:00 a.m. - 12:00 p.m.

### Phone Hours

Mo: 1:00 p.m. - 3:00 p.m.

Th: 1:00 p.m. - 3:00 p.m.

If you are interested in a special program (similar to Studienkolleg) to prepare yourself for your studies, please contact:

<http://www.uni-potsdam.de/zessko/studieneingangsphase/>

### Zessko - Studieneingangsphase

Am Neuen Palais 10  
14469 Potsdam

Tel.: +49 331 977-4730

Fax: +49 331 977-4741

E-Mail: [petra.hoffmann@uni-potsdam.de](mailto:petra.hoffmann@uni-potsdam.de)

## Language Courses

Sabine Reinicke  
Phone: + 49 331 977-1724

Martin Müller  
Phone: + 49 331 977-1867

Fax: + 49 331 977-4283  
E-mail: [kursinfo\(at\)uni-potsdam.de](mailto:kursinfo(at)uni-potsdam.de)  
Am Neuen Palais, House 09, Room 0.18

Personal Office Hours  
by appointment

More on: <http://www.uni-potsdam.de/studium/en/advising-and-services>

## FREIE UNIVERSITÄT BERLIN

Kaiserswerther Str. 16/18  
14195 Berlin

[www.fu-berlin.de](http://www.fu-berlin.de)

## FACULTIES

Department of Biology, Chemistry, and Pharmacy

Department of Earth Sciences

Department of Education and Psychology

Department of History and Cultural Studies

Department of Law

Department of Mathematics and Computer Science

Department of Philosophy and Humanities

Department of Physics

Department of Political and Social Sciences

Department of Veterinary Medicine

School of Business and Economics

Medical School - Charité - University Medicine Berlin

Bachelor and Master's Programs **taught in English**

Courses in these programs are taught entirely in English.  
Consequently, admission does not require proof of

German skills. **But please note: you will have to proof your English language skills with the TOEFL test or equivalent language level.**

Application documents do not always have to be directed to Freie Universität. Application modalities can be found in the course description on the respective web page:

- Biochemistry (Master of Science)
- Bioinformatics (Master of Science)
- Chemistry (Master of Science)
- China-Europe Executive Master of Business Marketing (MBM)
- East European Studies Online (Master of Arts)
- English Studies: Literature, Language, Culture (Master of Arts)
- Environmental Earth Sciences (Master of Science)
- European and International Business, Competition and Regulatory
- Law (Master of Business Law)
- Global Communication and International Journalism (Master of Arts)
- Global History (Master of Arts)
- Health and Society: International Gender Studies Berlin (Master of Science in Public Health)
- Intellectual Encounters of the Islamicate World (Master of Arts)
- International Animal Health with the Specialisation Subject Transboundary Animal Disease Management (MTADM)
- International Health (Master of Science)
- International Relations Online (Master of Arts)
- Mathematics (Master of Science)

- Medical Neurosciences (Master of Science)
- Molecular Medicine (Master of Science)
- North American Studies (Master of Arts)
- Physics (Master of Science)
- Polymer Science (Master of Science)
- International Animal Health: Veterinary Public Health (MVPH)
- Social, Cognitive and Affective Neuroscience (Master of Science)
- Sociology - European Societies (Master of Arts)
- Visual and Media Anthropology (Master of Arts)

<http://www.fu-berlin.de/en/studium/studienangebot/english/index.html> .

### **Auditing Guest:**

#### **How to become a guest auditor?**

Before attending any lectures, you will need to register in the GasthörerCard Programm office in the Weiterbildungszentrum of the Freie Universität. This is also where you will get the GasthörerCard which you will need to carry with you whenever you are on campus. In addition to discounts at various cultural venues in Berlin, the GasthörerCard also gives you special conditions when using services offered at the Freie Universität.

Contact and further information:

Freie Universität Berlin  
Weiterbildungszentrum  
GasthörerCard-Programm  
Otto-von-Simson-Str. 13  
14195 Berlin

Servicetime: Mo + Do 10.00 – 12.30 und 14.00 – 16.30  
Phone.: (030) 838 51424 und 838 51476

Fax: (030) 838 458 356 und 838 451414  
E-Mail: [gasthoerercard@fu-berlin.de](mailto:gasthoerercard@fu-berlin.de) // [www.fu-berlin.de/gasthoerercard](http://www.fu-berlin.de/gasthoerercard)

### Which classes can be attended?

The GasthörerCard Programm publishes a selection of lectures open to guest auditors at the beginning of each semester in its GasthörerCard / Classic program. In addition, the GasthörerCard Programm publishes courses designed especially for guest auditors that focus on art history, literature, music and theatre. This program is independent of the lectures at the university

### What does it cost?

There are no costs for refugees

### Regular Studies:

### How to apply?

You should submit your applications through uni-assist e.V.,(75€). ([www.uni-assist.de](http://www.uni-assist.de) see details above about application with uni-assist!) The Freie Universität Berlin will only accept applications provided with the uni-assist online form!

- ➔ Your high school diploma that entitles you to study in your home country.
- ➔ Certificates and grade transcripts from your former university if you have already studied.
- ➔ Proof that you know the German language:

For application at Freie Universitaet Berlin proof of completion of one of the following examination is required:

- TestDaF (German as a Foreign Language) with at least the grade of 3 in all four parts

- successfully completed course B2 or B2.2 CEFR (= Mittelstufe 2), attendance of a course C1 CEFR
- DSH-1

For enrollment German language skills have to be proved on a higher level:

- TestDaF with at least the grade of 4 in all four parts
- No German test is required from participants in exchange programs, for graduate programs taught in English (including Master programs of the Charité), and for some doctoral programs. If you cannot prove skills at the level of TestDaF TDN-4 (in all four parts) or a recognized equivalent upon application you will be invited to take the DSH-test

Since between application and registration there is only little time to improve your German skills, you are strongly recommended to apply with German skills at the level of TestDaF 4 in all four parts, or an equivalent. Only in this case you will not have to take the DSH or any other German test

### What if documents could not be brought to Germany?

If, for political reasons, you are unable to submit certificates entitling you to access higher education, e.g. because you were unable to bring these to Germany, the university can, after assessing your individual case, offer you the opportunity to sit a placement test at the university to verify your level of education and your entitlement to

access higher education. However, you must submit in every case a certificate attesting to your knowledge of the German language, which is a study requirement.

### What does it cost?

.Semesterbeitrag 2015/16: **296,57€** including Semesterticket for whole Berlin (Tarifbereich ABC)

## CONTACT

Students Service Centre  
Iltisstr. 4  
14195 Berlin

Telefon:  
(030) 838 - 70000

E-Mail:  
[info-service@fu-berlin.de](mailto:info-service@fu-berlin.de)

Opening Hours: Mo.-Thur. 9 a.m.-5 p.m.;  
Fr. 9 a.m. – 3 p.m.

## HUMBOLDT UNIVERSITÄT BERLIN

Unter den Linden 6  
10099 Berlin  
Telefon +49 30 2093 - 0  
Telefax +49 30 2093 - 2770

[www.hu-berlin.de](http://www.hu-berlin.de)

## FACULTIES

Faculty of Arts & Humanities I

Faculty of Arts & Humanities II

Faculty of Economics and Business Administration

Faculty of Humanities and Social Sciences

Faculty of Law

Faculty of Life Sciences

Faculty of Mathematics and Natural Sciences

Faculty of Theology

## Auditing Guest:

### How to become a guest auditor?

This winter semester, Humboldt-Universität zu Berlin (HU) invites refugees to listen in on lectures or seminars as guest students. To advise refugees on all questions regarding the university, the courses, registration and

guest student status, an additional consultation and information time has been arranged. The consultation is open for all refugees interested in the HU, no advance appointments required.

Drop-in hours: Between October 13th and December 15th, 2015 every Tuesday between 1 and 3 p.m. at the Student Service Center (SSC), Humboldt-Universität zu Berlin, Unter den Linden 6, 10117 Berlin.

Contact: Compass. Die zentrale Information der HU  
Phone: 030 2093-70333; compass@hu-berlin.de

Next Dates:

- 17.11.2015: Refugees Welcome
- 24.11.2015: Refugees Welcome
- 01.12.2015: Refugees Welcome
- 08.12.2015: Refugees Welcome
- 15.12.2015: Refugees Welcome

#### Which classes can be attended?

Guest auditors can attend almost any class. But the classes are limited to five.

#### What does it cost?

There are no costs for refugees.

#### Regular Studies:

##### How to apply?

Please talk to the initial Counselling for Prospective Students from Abroad (contact below!)

You should submit your applications through uni-assist e.V., (75€). ( [www.uni-assist.de](http://www.uni-assist.de) see details about application with uni-assist page 2!)

The Humboldt-Universität Berlin will only accept applications provided with the uni-assist online form! The printed and signed application form, including all the necessary documents in paper form, must be received by UNI-ASSIST by the official deadline set for the course chosen. These documents include:

- ➔ Your high school diploma that entitles you to study in your home country.
- ➔ Certificates and grade transcripts from your former university if you have already studied.
- ➔ German Language Skills

Applicants must give evidence that their command of German is at least at C1 Level. A minimum score of three points in all four parts of the TestDaF Examination is also considered to be sufficient at Intermediate level in the application procedure. For more information: <http://www.testdaf.de>

A certificate giving evidence of the successful completion of language training must be attached to the application. Should the applicant fail the DSH exam, it can only be resat in the subsequent application period at Humboldt-Universität (or at least three months later). For this, a

renewed application for admission to a degree course is an essential requirement.

When applying for a place at the Studienkolleg, you are required to submit, in addition to the certificate of completed secondary education, evidence of German language skills at Intermediate Level II (or, as equivalents: DHS-1, TestDaF Level 3, proof of success in Course B2 and participation in a Course C1). If you satisfy all these formal requirements, you will be invited to sit the Aptitude Test for Academic Studies (Studierfähigkeitstest) in Berlin. Humboldt-Universität does not offer any preparatory German language courses.

Please note that there may be different language requirements when applying for a Master's course. Information on Master's courses, language requirements and general Entrance and Admission Regulations can be obtained at:

<http://www.hu-berlin.de/studium/beratung/angebot/men>

### What if documents could not be brought to Germany?

If, for political reasons, you are unable to submit certificates entitling you to access higher education, e.g. because you were unable to bring these to Germany, the university can, after assessing your individual case, offer you the opportunity to sit a placement test at the university to verify your level of education and your entitlement to access higher education. However, you must submit in every case a certificate attesting to your knowledge of the German language, which is a study requirement.

### What does it cost?

Semesterbeitrag 2015/16: **297,87€** including Semesterticket for whole Berlin (Tarifbereich ABC)

## CONTACT

### **Erstberatung für internationale Studienbewerberinnen und -bewerber**

Kersten Grabowski  
Unter den Linden 6, Raum 2257  
1. Zwischengeschoss, über dem SSC

E-Mail: [erstberatung-auslaender@hu-berlin.de](mailto:erstberatung-auslaender@hu-berlin.de)  
Phone: +49 30 20 93-46 724

**Opening Hours:** Monday: 1-3 p.m.; Tuesday: 10 a.m.-1p.m. and 2-4p.m. Wednesday: 1-4 p.m.



## **TU - TECHNISCHE UNIVERSITÄT BERLIN**

**Straße des 17. Juni 135**

**10623 Berlin**

**Telefon: +49 (0)30 314-0**

**Fax: +49 (0)30 314-23222**

[www.tu-berlin.de](http://www.tu-berlin.de)

### FACULTIES

**Faculty I Humanities:** Educational Sciences, Audiocommunication and -technology, German as a foreign Language, History and Culture of Science and Technique, Science of Art, Media Science, ect.

**Faculty II Mathematics and Natural Sciences:** Chemistry, Mathematics, Physics

**Faculty III Process Sciences:** Material Sciences, Biotechnology, Brewery and Beverage Technology, Food Technology, Food Chemistry, Regenerative Energy, Technical Environment Protection

**Faculty IV Electrical Engineering and Computer Science:** Electrical Engineering, Computer Science, Computer Engineering, Business Informatics, Digital Media and Technology, Automotive Systems, Computational Neuroscience, ICT Innovations

**Faculty V Mechanical Engineering and Transport Systems:** Mechanical Engineering, Industrial Engineering, Biotechnology, Transportation Planning and Operation,

Vehicle Engineering, Naval Architecture and Ocean Engineering, Aeronautics and Astronautics, Engineering Science, Computational Engineering Sciences, Human Factors, Global Production Engineering

**Faculty VI Planning, Building, Environment:** Architecture, Building Engineering, Geotechnology, Landscaping, Urban Planning, Ecology and Environment Planning

**Faculty VII Economics and Management:** Business Engineering, Economics, Sustainable Management, Industrial and Network Economics, Innovation Management and Entrepreneurship, Political Economy

### **Auditing Guest:**

#### **Special Program In(2)TU**

You are entitled to study in your home-country? You have already studied at home or even hold a degree? In these cases the guest student program is your way into TU Berlin. In(2)TU Berlin gives you an insight into the degree programs. As a participant of In(2)TU Berlin you can attend courses and do exams.

Participation in In(2)TU Berlin is free and you will receive a certificate at the end. Most of the lectures are held in German, but there are also a limited number of lectures taught in English. Hence, you should have at least basic knowledge of either German or English to be able to follow the lectures.

If you are interested in taking part in In(2)TU Berlin, please get in touch with the student counseling (Allgemeine Studienberatung, contact below). Together with you, they will discuss whether the program is right for you and show

you which short- and long-term opportunities TU Berlin can offer you.

Finally, they will tell you which further steps you need to take for compiling your individual study plan.

You do not have to make an appointment. Just come by during the office hours.

### **General Student Counseling**

H 70, Main building  
Straße des 17. Juni 145  
10623 Berlin

### **Opening Hours**

Mon, Thu, Fri 9:30-12:30  
Tue 14-18, Thu 14-16 h

### **Telefonservice Express**

Mon-Thu 9-17; Fr 9-14  
+49 (0)30 314-29999

### **What does it cost?**

There are no costs for refugees

### **Regular Studies:**

#### **How to apply?**

You should submit your applications through uni-assist e.V., (75€). ( www.uni-assist.de see details about application with uni-assist page 2!)

TU-Berlin will only accept applications provided with the uni-assist online form! The printed and signed application form, including all the necessary documents in paper form,

must be received by UNI-ASSIST by the official deadline set for the course chosen.

- ➔ Your high school diploma that qualifies you to study in your home country.
- ➔ If you have already studied, certificates and grade transcripts from your former university.
- ➔ Proof of proficiency in German

To apply for the **STUDIENKOLLEG** your German language skills have to be at **least B2 level!**

<https://www.studienkolleg.tu-berlin.de/menue/studienkolleg/parameter/en/>

### **What if documents could not be brought to Germany?**

If due to the political climate and its effects in your country, you are unable to submit any qualifications for access to higher education, e.g. because you were unable to bring these to Germany, the university may permit you to sit a placement test upon assessing your individual case. However, in every case you must submit a certificate which attests to your knowledge of the German language, which is a study requirement

### **What does it cost?**

Semesterbeitrag 2015/16: **295,57€** including Semesterticket for whole Berlin (Tarifbereich ABC)

## CONTACT

### Studienkolleg

Kathrin Rosenbach, Room EB 519  
Straße des 17. Juni 145  
10623 Berlin  
Phone: +49 (0)30 314 72720  
contact@studienkolleg.tu-berlin.de  
<https://www.facebook.com/Studienkolleg.TUBerlin>

### Opening Hours:

Mon,Wed,Fri 10 - 12 am  
Tue 2 - 3.45 pm  
Thu no opening hours

### Recognition Office

Peter Marock, Room H 42  
Straße des 17. Juni 145  
10623 Berlin  
phone: +49-30-314-24692  
peter.marock@tu-berlin.de

### Opening Hours:

Tuesday  
9.30-12.30 | 14-16 h  
Thursday  
9.30-12.30 h

## HTW HOCHSCHULE FÜR TECHNIK UND WIRTSCHAFT

Hochschule für Technik und Wirtschaft Berlin  
Treskowallee 8  
D-10318 Berlin

Telefon: +49 30 5019 - 0 (Zentrale)  
Fax: +49 30 50901 - 34 (Zentrale)

<http://www-en.htw-berlin.de>

## DEPARTMENTS

**Department 1:** Engineering Sciences - Energy and Information

**Department 2:** Engineering Sciences – Technics and Life

**Department 3:** Economics and Law

**Department 4:** Computer Science, Communication and Economics

**Department 5:** Design and Culture

### Auditing Guest:

#### How to become a guest auditor?

Auditing students are those individuals not matriculated at a German university and who wish to participate in individual courses at the HTW Berlin. Such students require no form of university entrance qualification.

However, they are not permitted to sit a final examination. This status is subject to a fee.

You have to fill an application form, which is available here:

<http://www-en.htw-berlin.de/applications/special-cases/auditing-students-and-students-from-other-institutions/admission-as-an-auditing-student/>

### What does it cost?

Depending on how many weekly hours of classes you want to take and depending of the subject you want to audit, there is a fee from at least 51€ (2h) up to 153€ (8h).

### Regular Studies:

#### How to apply?

See also: <http://www-en.htw-berlin.de/applications/international-application>

You should submit your applications ONLY through uni-assist e.V., (75€). ([www.uni-assist.de](http://www.uni-assist.de) see details above about application with uni-assist!)

- ➔ Your high school diploma that qualifies you to study in your home country.
- ➔ If you have already studied, certificates and grade transcripts from your former university if you have already studied
- ➔ Proof of proficiency in German

The proof of language proficiency must be submitted before the application deadline. The following rule of thumb applies:

C1 for the application

DSH-2 for matriculation

Successful applicants granted admission to the HTW Berlin must provide proof of their German language ability in the form of a certificate by the start of the semester (1 April for the summer semester / 1 October for the winter semester) in the form of DSH-2 or a comparable qualification. If you fail to do so, you will not be admitted to study.

The HTW Berlin accepts the following certificates as proof of German language proficiency:

Deutsche Sprachprüfung für den Hochschulzugang (DSH-2)

Test Deutsch als Fremdsprache (TestDaF) with the following individual results (no addition of sections) TestDaF 4/4/4/4 for all Economics degrees, TestDaF 4/4/4/3 for all technical degree courses. All other results will NOT be accepted.

The German language section of the Feststellungsprüfung

Deutsches Sprachdiplom der Kultusministerkonferenz – level two

Prüfung zum Nachweis deutscher Sprachkenntnisse (PNDS)

The Goethe Institute Großes Deutsches Sprachdiplom (GDS) or the Kleines Deutsches Sprachdiplom (KDS) or the Zentrale Oberstufenprüfung (ZOP)

Applicants to the University preparatory course (STUDIEKOLLEG) are required to submit proof of German language proficiency in the form of a B2-level certificate.

See: <http://www-en.htw-berlin.de/applications/international-application/the-university-preparatory-course/>

What if documents could not be brought to Germany?

No information available

What does it cost?

Semesterbeitrag 2015/16: 289,87€ including Semesterticket for whole Berlin (Tarfbereich ABC)

## CONTACT

### International Office

Michael Bödow

Ph: 49 30 5019-3366

Michael.Boedow@HTW-Berlin.de

## UNIVERSITIES FOR APPLIED SCIENCES (FACHHOCHSCHULEN)

### FACHHOCHSCHULE BRANDENBURG

Magdeburger Str. 50

14770 Brandenburg an der Havel

[www.fh-brandenburg.de](http://www.fh-brandenburg.de)

## FACULTIES

### Faculty of Computer Sciences and Media

Digital Media, Network and Mobile Computing, Security and Forensics

### Faculty of Economics

Business Administration

### Faculty of Engineering

Engineering Sciences, Machine Constructing, Industrial Engineering and Management

You also will find an information paper in Arabic here:

[www.fh-brandenburg.de/1000.html](http://www.fh-brandenburg.de/1000.html) please note: this text is a little outdated, but might be helpful as an introduction.

## Auditing Guest:

### How to become a guest auditor?

There is minimal paperwork required; the best way to become a guest auditor is to talk directly to the contact person Frau Wolff (see contact below)

### Which classes can be attended?

FH Brandenburg wants to find an individual solution for you. Depending on your education, your interests and your knowledge of German language the best classes for you will be found

### What does it cost?

There are no costs for refugees

### How to apply?

Send certified copies of:

- ➔ Your high school diploma that qualifies to study in your home country.
- ➔ If you have already studied, certificates and grade transcripts from your former university .
- ➔ Proof of German proficiency.

DSH2, TestDaF with 15 credit points, or individual test at the FH Brandenburg.

**PLEASE NOTE:** In March 2016 there will start another preparing German-class that will lead to level C1 (**B2 is required**) ➔

[www.fh-brandenburg.de/deutschplus.html](http://www.fh-brandenburg.de/deutschplus.html)

### What if documents could not be brought to Germany?

In case you've lost your documents, Fachhochschule Brandenburg offers e.g. a personal interview with a professor to discern your general qualification for university entrance.

### What does it cost?

Semesterbeitrag: 219,40€ (2015/16) This fee includes also the "Semesterticket"; a ticket for students which is valid about 6 months in whole Brandenburg and Berlin

## CONTACT

### Heike Wolff

Akademisches Auslandsamt/International Office  
Magdeburger Str. 50, D-14770 Brandenburg

Tel.: 0049 (0)3381-355 104  
Fax: 0049 (0)3381-355 199

E-mail: [wolffh@fh-brandenburg.de](mailto:wolffh@fh-brandenburg.de)  
[www.fh-brandenburg.de](http://www.fh-brandenburg.de)

## FACHHOCHSCHULE POTSDAM

Postfach 60 06 08  
14406 Potsdam

[www.fh-potsdam.de](http://www.fh-potsdam.de)

### FACULTIES

**Architecture and Urban Development:** Architecture, Urban Development, Restauration

**Construction Engineering:** Construction Engineering, Building Research

**Design:** Interface Design, Communication Design, Industrial Design, European Media Sciences

**Information Technology:** Archive Management, Library Management, Information and Documentation, Information Sciences.

**Social Work** Educational Sciences

**Auditing Guest:** No information available.

### Regular Studies:

#### How to apply?

You should submit your applications through uni-assist e.V.,(75€). ( [www.uni-assist.de](http://www.uni-assist.de) see details about application with uni-assist page 2!)

The Humboldt-Universität Berlin will only accept applications provided with the uni-assist online form! The

printed and signed application form, including all the necessary documents in paper form, must be received by UNI-ASSIST by the official deadline set for the course chosen.

- ➔ Your high school diploma that qualifies you to study in your home country.
- ➔ If you have already studied, certificates and grade transcripts from your former university.
- ➔ Proof of proficiency in German

three points in all four parts of the TestDaF, or DSH

#### What if documents could not be brought to Germany?

The FH Potsdam did not answer this question.

#### What does it cost?

268,40 € Semesterbeitrag (2015/2015) including Semesterticket for Berlin/ Brandenburg.

### CONTACT

*Ellen Gersdorf* , Abteilung Studienangelegenheiten

Phone +49 331 580-2093

E-Mail: [studan@fh-potsdam.de](mailto:studan@fh-potsdam.de)

Haus / Raum: HG/016

Sprechzeiten: dienstags und donnerstags, 09:00 – 12:00 Uhr und 13:00 – 15:30 Uhr sowie nach Vereinbarung



## Music, Art and Film Colleges

For classes in music, arts or theatre the very strict precedences in regard to language proficiency are often inconsequential and irrelevant.

Here the emphasis is on your creative performance and medium, so in any case it will be necessary to speak personally with a contact person.

Some of the art and music colleges offer an online application form as a first step to apply.

## FILM UNIVERSITY BABELSBERG KONRAD WOLFF

Marlene-Dietrich-Allee 11  
D-14482 Potsdam

Phone: +49(0)331.6202-0  
Fax: +49(0)331.6202-549  
Mail: [info@filmuniversitaet.de](mailto:info@filmuniversitaet.de)

[www.filmuniversitaet.de](http://www.filmuniversitaet.de)

### Special Offer for Refugees

The Film University Konrad Wolff in Babelsberg (Potsdam) offers a special type of guest audition “Trail Courses for refugees” in the upcoming winter semester (2015/16).

Film University Babelsberg *KONRAD WOLF* follows an interdisciplinary approach to the artistic, technological, and academic teaching and research on the universal subject of film. The Film University can easily be reached by train (Belzig → Potsdam-Babelsberg). From train station

Babelsberg one can walk in a few minutes to University. The trial courses are free of charge. Interested refugees should contact Akademisches Auslandsamt (see contact info below). They will be connected to a personal mentor who will visit the courses together with his/ her mentee. At the end of the courses it is possible to get a certificate. The following classes will be part of the “trial course program”:

### Basics of Film-and Mediahistory

Herr Prof. Dr. Michael Wedel/Frau Anna Luise Kiss  
course is partly in English.

### Dramaturgy of fictional creations

Frau Christine Lang  
Basic Media Technology  
Herr Prof. Ingo Kock

### Theory and Practice of Film Music

Herr Prof. Armin Pommeranz

### History and Analysis of Cartoon Movies

Frau Prof. Christina Schindler

## CONTACT

Lena Thies  
T: +49(0)331.6202-511  
[auslandsamt@filmuniversitaet.de](mailto:auslandsamt@filmuniversitaet.de)

## HOCHSCHULE FÜR MUSIK HANNS EISLER

Hochschule für Musik Hanns Eisler Berlin  
Charlottenstraße 55 (Hauptgebäude)  
10117 Berlin Deutschland

Fon: +49 (0)30 688 305 – 700  
Fax: +49 (0)30 688 305 – 701

<http://www.hfm-berlin.de>

### DEPARTMENTS

**Department A:** Voice, Music Theatre, Direction

**Department B:** String, Harp, Guitar

**Department C:** Wind, Percussion, Conducting,  
Corpetition

**Department D:** Piano, Composition, Theoretical Studies

### CHECKLIST FOR APPLICANTS

Information about our study courses and the auditions:  
<http://www.hfm-berlin.de/en/studies/courses-offered/>

Deadlines and periods of entrance exams:  
<http://www.hfm-berlin.de/en/studies/course-organization/deadlines-and-dates/>

Application form: <http://www.hfm-berlin.de/en/studies/application>

→ please complete the form and submit it  
print the document, sign it and send it by post to (please  
also use this address for international bank transfers):

Hochschule für Musik Hanns Eisler Berlin  
ServiceEinheit Studienangelegenheiten  
Charlottenstraße 55  
10117 Berlin

Your postal application needs to reach Hanns Eisler  
School of Music Berlin within the stated deadline.

Please attach the following documents to your postal  
application:

- a signed CV
- copies of all relevant school certificates (translated into German or English)
- (if necessary) two copies of certificates achieved in previous studies (translated into German or English)
- if you intend to change your study location: provisional Transcript of Records, matriculation certificate or certificate of exmatriculation of the previously attended university (you can be exempted from particular subjects of the entrance exam on request according to the → admission codes)
- Master: certificate of your Bachelor's degree or Diploma with Transcript of Records or provisional Transcript of Records
- Konzertexamen/Masterclass: Master's degree with Transcript of Records or provisional Transcript of Records → translations need to be notarized
- proof of payment of the application fee (€ 30,-)

- audition programme (according to entrance exam requirements)
- for Bachelor programmes: language certificate at the level of B 2.2 of the Common European Framework of Reference (if you haven't reached level B 2.2 yet, a compulsory language course at HfM has to be attended)
- all Master programmes and Konzertexamen/Masterclasses: short letter of motivation (reasons for your application and aims you intend to achieve)
- Bachelor voice only: a phoniatric assessment
- Bachelor and Master programmes Composition/Historical and Contemporary Compositional Technique/Electroacoustic Music: several own compositions in the form of written fixed scores (if available also audio or video recordings)
- Master Chamber Music: all members of the ensemble have to submit a complete application, the ensemble has to establish proof of having played together in the current lineup for at least one year
- Konzertexamen Orchestra Conducting/Masterclass Choir Conducting: list of repertoire and video recordings
- Masterclass Composition/Historical and Contemporary Compositional Technique/Direction: Portfolio with own composed works

There is a compulsory entrance examination fee of € 30,-. It is to be paid as follows:

Recipient: Hochschule für Musik

Financial institution: Postbank Berlin

IBAN: DE77100100100581403101

BIC: PBNKDEFF

Payment reference: applicant's name, date of birth, study subject

For transfers from abroad you may also require the following details:

Bank Code: 100 100 10

Account No.: 581 403 101

SWIFT/BIC: PBNKDEFF

Postbank Berlin

Hallesches Ufer 60

10963 Berlin

Bank charges OUR ruling (sender pays costs )

## CONTACT

International Office

**Maren Brinkhues de Valencia | Judith Linow**

Studienangelegenheiten | Allgemeine Studienberatung,  
Studienkoordination

Academic Affairs | General Student Advice Office, Study  
Coordination Office

Hochschule für Musik Hanns Eisler Berlin

Hanns Eisler School of Music Berlin

Charlottenstraße 55, 10117 Berlin, Germany

Fon: +49 (0) 30 688 305 - 830/- 739

Fax: +49 (0) 30 699 305 - 730

## Opening Hours:

Tuesday 09:00 – 11:00 a.m. and 12:00 – 15:30 p.m.

## WEISSENSEE KUNSTHOCHSCHULE BERLIN

Bühningstraße 20

13086 Berlin

Telefon: +49 30 47705-0

Telefax: +49 30 47705-290

[www.kh-berlin.de](http://www.kh-berlin.de)

### DEPARTMENTS

Industrial Design

Fashion Design

Textile Design

Visual Communication

Painting

Sculpture

Stage setting and Costume Design

Art Therapy

Space Strategy

Theory and History

Foundation Course

### Auditing Guest:

#### How to become a guest auditor?

Please file an application to the contact person Leonie Adams. Be sure to include the signature of the supervising professor.

#### Which classes can be attended?

Technically all classes can be attended as a guest auditor.

#### What does it cost?

There are no costs for refugees

### Regular Studies:

#### How to apply?

You have to pass the artistic performance test in addition the **presentation of a portfolio**. You will also need your **high school diploma** which qualifies you to study in your home country. Please contact Leonie Adams for further information.

#### What if documents could not be brought to Germany?

In case you've lost your documents, Weissensee Kunsthochschule offers a personal interview with a professor or an extra assessment to evaluate your qualification to study.

#### What does it cost?

There is an administration fee charged, but in individual cases Weissensee Kunsthochschule is willing to find a solution to help refugees who have difficulties to pay their "Semesterbeitrag".

### CONTACT

Leoni Adams, Leiterin Akademisches Auslandsamt

Raum A1.13 weissensee kunsthochschule berlin

Buehringstrasse 20; 13086 Berlin

mail: [international\(at\)kh-berlin.de](mailto:international(at)kh-berlin.de)

phone:+49-30-47705-232

## UNIVERSITÄT DER KÜNSTE BERLIN

Einsteinufer 43-53  
D-10587 Berlin

[www.udk-berlin.de](http://www.udk-berlin.de)

### FACULTIES

**Fine Arts:** Painting, Sculpture, Installation, New Media,  
Performance

**Design:** Architecture, Industrial Design, Fashion Design,  
Visual Communication

**Music:** Conducting, Composition, Instruments, Music  
Education, Singing

**Performing Arts:** Singing/Music Theatre, Acting,  
Musical/Show, Stage Design, Costume Design, Theatre  
Education, Choreography

To apply for UdK Berlin it is always necessary to pass an  
entrance examination and to submit a portfolio.

UdK Berlin is still working to establish regularities and the  
precedence with refugee enrollment, so it is advisable to  
contact Marion Arnold or the International Student Service  
directly.

## CONTACT

### Marion Arnold

Referat für Studienangelegenheiten  
Allgemeine Studienberatung

Einsteinufer 43  
10587 Berlin

Fon +49 30 3185 2225

E-Mail [marion.arnold@intra.udk-berlin.de](mailto:marion.arnold@intra.udk-berlin.de)

### International Student Service

Einsteinufer 43-53, EG, Raum 16a  
10587 Berlin

Tel. +49 (0)30 3185-2196

E-Mail [aaa\[at\]udk-berlin\\_de](mailto:aaa[at]udk-berlin_de)

### Opening Hours:

Monday, Thursday 9.30a.m. - 12.30 p.m. Tuesday: 12 -  
15.00 p.m.

# *Your Notes*

**Imprint:**

Infocafé  
“Der Winkel”



Belziger Forum e.V.  
Postfach 1221  
14806 Bad Belzig  
033841-43676  
infocafe(at)derwinkel.de  
www.derwinkel.de

*Abdulwahab Abouhaïleh; Dr. M. Eitel  
Many Thanks to Marie, Valentín, Faris, Rachel, Giulia & Marie!*