



## Regular German Language Courses and Preliminary Induction Semester

at the Internationales Studienzentrum at Heidelberg University

### Information about the application process

for international applicants with a foreign higher-education entrance qualification

- winter term -

#### I. Application for the regular German language courses at the Internationales Studienzentrum (without an application for a specific subject at Heidelberg University)

There is a two-step application process for admission to a German language course at the Internationales Studienzentrum (ISZ): Besides the application for the German language course at ISZ of Heidelberg University, you must also apply for a so-called *Vorprüfungsdokumentation* (assessment of prior education) with uni-assist e.V. in Berlin. Without this *Vorprüfungsdokumentation*, your application for admission cannot be included in the selection process.

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

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

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

Application deadline: **01.07. of each year** (date of receipt at uni-assist e.V.)

Address: Universität Heidelberg / Internationales Studienzentrum  
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 a place in our regular German language courses.

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, and/or letter of admission from a foreign university
- When applicable: all higher-education certificates (from colleges, academies, universities, etc.) that you have already obtained, including lists of grades per semester or year of study (transcript of records). Any semesters taken at a German higher-education institution must be documented by enrolment certificates (original or certified copy).
- Applicants from Mongolia, Vietnam and the PR of China: **Original** APS certificate

Please note that uni-assist e.V. **charges a fee** for the issuing of a *Vorprüfungsdokumentation*. 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 *Vorprüfungsdokumentation* for your application at the Internationales Studienzentrum 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, which you receive in the mail, together with your application at the Internationales Studienzentrum at Heidelberg University in due time (cf. step 2: Application for a regular German language course at ISZ of Heidelberg University).

## **Step 2: Application for a place in a regular German language course at the Internationales Studienzentrum at Heidelberg University**

The application for admission to a place in a regular German language course must occur in writing. You can find the application form here: [www.isz.uni-heidelberg.de/ISZ\\_Zulassungsantrag.doc](http://www.isz.uni-heidelberg.de/ISZ_Zulassungsantrag.doc). All required application documents must reach the Internationales Studienzentrum in due time and form.

Application period: **15.05.-15.07. of each year** (Cut-off date for receipt at the ISZ)

*Vorprüfungsdokumentation*

to be handed in by: **31.07. of each year**

Address: Universität Heidelberg  
Internationales Studienzentrum  
Ziegelhäuser Landstr. 17  
D-69120 Heidelberg

The written application must be filled out, **signed** and sent with all the following documents to the Internationales Studienzentrum **on time**. The documents (including the respective translations into German or English), which you have already handed in at uni-assist e.V. in Berlin as well as all other documents may be handed in as regular copies (no certification necessary). Please note that all documents that are not in German or English must include a translation into either German or English. Please note as well that you must hand in the **original** *Vorprüfungsdokumentation*. Incomplete application dossiers cannot be included in the selection process for a place in a regular German language course.

Required application documents:

- Completed application form for the regular German language courses at the Internationales Studienzentrum
- **Original** *Vorprüfungsdokumentation* from uni-assist e.V.
- 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, and/or letter of admission from a foreign university
- When applicable: all higher-education certificates (from colleges, academies, universities, etc.) that you have already obtained, including lists of grades per semester or year of study (transcript of records). Any semesters taken at a German higher-education institution must be documented by enrolment certificates (original or certified copy).
- Detailed CV
- 1 passport photograph
- Applicants from Mongolia, Vietnam and the PR of China: APS Certificate

Please note:

- The information given above is only valid for international applicants.
- German applicants with a foreign higher-education entrance qualification do not need to apply for the *Vorprüfungsdocumentation* with uni-assist e.V., but must rather have their certificates accredited at the Regierungspräsidium Stuttgart. You can find more information on page 4 on the application form for the Internationales Studienzentrum: [www.isz.uni-heidelberg.de/ISZ\\_Zulassungsantrag.doc](http://www.isz.uni-heidelberg.de/ISZ_Zulassungsantrag.doc)

## II. Application for the preliminary induction semester at the Internationales Studienzentrum for German Philology and arts or fine arts

Please note:

- Applicants who have already received an admission of Heidelberg University for a degree program at the Institut für Deutsch als Fremdsprachenphilologie do not need a *Vorprüfungsdocumentation* issued by uni-assist e.V., but **contact the Studienkolleg directly**.
- Applications for the preliminary induction semester for medical and biological sciences are only possible for the summer semester (application deadline: January 15<sup>th</sup> for the following summer term).

The application for the preliminary induction semester is a **two-step application process**: Besides the application for the preliminary induction semester at ISZ of Heidelberg University, you must also apply for a so-called ***Vorprüfungsdocumentation*** (assessment of prior education) with uni-assist e.V. in Berlin. Without this *Vorprüfungsdocumentation*, your application for admission to the preliminary induction semester 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. must be made **online**. All required documents must reach uni-assist e.V. in due time and form. We therefore suggest you hand in the documents four weeks before the deadline, in order to give yourself time for possible further enquiries.

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

Application deadline: **01.07. of each year** (date of receipt at uni-assist e.V.)

Address: Universität Heidelberg / Internationales Studienzentrum  
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 in the preliminary induction course.

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, and/or letter of admission to a foreign university
- When applicable: successfully completed *Feststellungsprüfung*, including a list of grades, if you have taken this exam at a *Studienkolleg* in Germany
- When applicable: all higher-education certificates (from colleges, academies, universities, etc.) that you have already obtained, including lists of grades per semester or year of study (transcript of records). Any semesters taken at a German higher-education institution must be documented by enrolment certificates (original or certified copy).
- Applicants from Mongolia, Vietnam and the PR of China: **Original** APS certificate

Please note that uni-assist e.V. **charges a fee** for issuing 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 at the Internationales Studienzentrum 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, which you receive in the mail, together with your application at the Internationales Studienzentrum at Heidelberg University in due time (cf. step 2: Application for a place in the preliminary induction semester at ISZ of Heidelberg University).

## **Step 2: Application for the preliminary induction semester at the Internationales Studienzentrum for German Philology and arts or fine arts**

The application for admission to the preliminary induction semester must occur in writing. You can find the application form here:

[www.isz.uni-heidelberg.de/Bewerbungsformular\\_propaedeutisches\\_Vorsemester.pdf](http://www.isz.uni-heidelberg.de/Bewerbungsformular_propaedeutisches_Vorsemester.pdf)

All required application documents must reach the Internationales Studienzentrum by the following date:

Application period: **15.05.-15.07. of each year** (Cut-off date for receipt at the ISZ)

*Vorprüfungsdocumentation*  
to be handed in by: **31.07. of each year**

German language certificate  
to be handed in by: **01.09. of each year**

Address: Universität Heidelberg  
Internationales Studienzentrum  
„Propädeutisches Vorsemeester“  
Im Neuenheimer Feld 684  
D-69120 Heidelberg

The written application must be filled out, **signed** and sent **on time** with all the following documents to the Internationales Studienzentrum at Heidelberg University. The documents (including the respective translations into German or English), which you have already handed in at uni-assist e.V. in Berlin may be handed in as regular copies (no certification necessary). Please note that all documents that are not in German or English must include a translation into either German or English. Please note as well that you must hand in the **original Vorprüfungsdocumentation**. Incomplete application dossiers cannot be included in the selection process for a place in the preliminary induction semester.

Required application documents:

- Completed application form for the preliminary induction semester at the Internationales Studienzentrum
- **Original Vorprüfungsdocumentation** from uni-assist e.V.
- 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, and/or letter of admission from a foreign university
- A **certified copy** with evidence of German knowledge
- When applicable: certificate for a successfully completed *Feststellungsprüfung*, including a list of grades, if you have taken this exam at a *Studienkolleg* in Germany.
- When applicable: all higher-education certificates (from colleges, academies, universities, etc.) that you have already obtained, including lists of grades per semester or year of study (transcript of records). Any semesters taken at a German higher-education institution must be documented by enrolment certificates (original or certified copy).
- Detailed CV
- 1 passport photograph
- Applicants from Mongolia, Vietnam and the PR of China: APS certificate

Please note:

- The information given above is only valid for international applicants.
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[www.isz.uni-heidelberg.de/Bewerbungsformular\\_propaedeutisches\\_Vorsemeester.pdf](http://www.isz.uni-heidelberg.de/Bewerbungsformular_propaedeutisches_Vorsemeester.pdf)