
Application for the Assessment of Foreign Academic Credentials

for international applicants with foreign academic credentials (as of July 2017)

Procedure:

1. International applicants file a request for the assessment of their foreign academic credentials as equivalent to German university entrance qualification.
2. DHBW assesses the application according to the assessment criteria of the 'Zentralstelle für ausländisches Bildungswesen (ZaB)' in Bonn. Processing of the application takes approximately four weeks. We will always process your application as fast as possible and will respond in writing.
3. Admission to DHBW can occur after:
 - a. Verified approval of foreign academic credentials,
 - b. Proof of required German language proficiency (see below) and
 - c. signing of a study and workplace training contract with a DHBW corporate partner

Required documents:

Please hand in certified copies by post. Please do not send us original documents. Incomplete and non-certified copies will not be processed.

1. Fully completed application form
2. Curriculum Vitae
3. Academic credentials (1x certified copy + 1x additional copy)
 - a. Secondary school-leaving certificates
 - b. If applicable: higher education entrance qualification
 - c. If applicable: confirmation of enrolment / university transcripts
 - d. If applicable: degree certificates / university diploma
 - e. If applicable: APS certificate (see below)
4. If applicable: Proof of German language proficiency

Translations: Please have your documents translated by a translator who is officially accredited in Germany. This is not necessary for documents in English, French, Spanish or Italian language.

Change of name: You must provide additional documentation proving your current full legal name if it is different from the name shown on your documents (e.g. marriage certificate).

Language proficiency:

You must proof your German language proficiency. Only the following certificates are acknowledged:

- **DSH2** - German Language Proficiency Test for University Admission
- **TestDaF** - Overall score of at least 16 points, with no subtest below TestDaF level 3
- **Goethe-Zertifikat C2: Großes Deutsches Sprachdiplom** (previously: Zentrale Oberstufenprüfung (ZOP), Kleines Deutsches Sprachdiplom, Großes Deutsches Sprachdiplom)
- **Deutsches Sprachdiplom der Kultusministerkonferenz, 2. Stufe**
- **telc Deutsch C1 Hochschule**
- **ÖSD Zertifikat C2**

Please note: Proof of German language proficiency is not necessarily required at the time you submit the application of assessment of Foreign Academic Credentials. You may also show proof of language proficiency by the time of enrolment.

Applicants from China, Vietnam and Mongolia:

Applicants from China, Vietnam and Mongolia can only be admitted to study at DHBW after they submitted the Certificate of the 'Akademische Prüfstelle' (APS) at the German embassies of Beijing, Hanoi or Ulan Bator. APS examines whether applicants fulfil the necessary requirements and checks the authenticity of documents.

Applicants must send their application documents for assessment to APS at the German embassy. After this procedure, applicants will be receiving a certificate of APS. Please hand in this certificate along with your application to DHBW.

APS China:

Landmark Tower 2, Büro 0311
8 North Dongsanhuan Road
Chaoyang District, 100004 Beijing
Tel.: +86 - 10 - 6590 7138
Fax: +86 - 10 - 6590 7140
Mail: info@aps.org.cn
[Web-Address](#)

APS Vietnam:

Deutsche Botschaft Hanoi, APS
29 Tran Phu, Q. Ba Dinh
Hanoi
Tel.: +84 4 3267 3361
Fax: +84 4 3843 9969
E-Mail aps_hanoi@yahoo.com
[Web-Address](#)

APS Mongolia:

[Web-Address](#)

Contact us:

If you have further question, please write to us

- by Email to ias@dhbw.de
 - or call us at **0711-320660-79**
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Personal Information (please fill out on a computer if possible):

First name

Name

Street

ZIP, City, Country

Telephone

Email

Birth date and place

Nationality

Gender

Male

Female

Study Objectives:

I would like to enrol in the following DHBW degree:

Documents:

I have attached the following documents to this application:

- Fully completed application
- Curriculum Vitae
- Academic credentials (certified copy)
- Academic credentials (additional copy)
- Proof of language proficiency (certified copy)
- Proof of language proficiency (additional copy)

I hereby confirm the provided information in this application to be true and accurate. All required documents are enclosed to this application.

Place / Date

Signature