

Information Leaflet for International Applicants

The following information is to help and guide you, if you are an applicant with a nationality other than German.

The numbers in the following text in [] refer to the addresses listed in chapter 8.

Table of contents:

1. How to Apply
2. Foreign credentials
3. Knowledge of German
4. Student Status
5. Rules of Entrance and Residence
6. Living Costs and Accommodation
7. Health Insurance
8. Further Information
9. Contact

1. How to Apply

1.1. Bachelor's Degrees and State Examinations

Foreign applicants usually always have to apply directly at our university, no matter which subject you are applying for. There are, however, two exceptions:

First exception:

For studying medicine, dentistry and pharmacy at the University of Erlangen you have to apply at the „Stiftung für Hochschulzulassung“ [1], if you are:

- a citizen of the European Union (EU)
- a citizen of the European Economic Area (EEA: Iceland, Liechtenstein or Norway)
- an applicant holding a German university entrance qualification
- related to a citizen of the EU or EEA, who is working and living in Germany (eg. husband, wife, parents).

Second exception:

Foreign applicants do not have to apply at all if they possess a German university entrance qualification and are applying for a subject without restricted admission. You can enrol during the official period of enrolment.

For more information about the study programmes offered at our university please use the following link:

<http://www.uni-erlangen.org/studying/degree-programmes/>. [2]

If you do not belong to one of the two exception-groups mentioned above, you have to fill in the **application form for international applicants**:

<http://www.uni-erlangen.org/international/students/full-degree-students/forms/>

There you will also find information about how to fill in the form. [3] To the **completed application** form you have to attach authenticated copies of the following documents:

- Sixth Form College/High School leaving certificate plus certified translation, if your certificate is not in German, English or French
- Certificate of university entrance qualification, if it is necessary for university entrance in your country
- Certificate of the German entrance examination ("Feststellungsprüfung"), if your Sixth Form College/ High School leaving certificate does not qualify you for university entrance in Germany (cf. chapter 2)
- Certificate indicating your level of German proficiency or proof of enrolment in German language course not yet completed (cf. chapter 3)
- Transcript of records and Certificate of university degree.

Please send your **application for admission** to the "Zulassungsstelle" (admission office) at the University of Erlangen. [4]

Your application must have reached the university

- **by July 15 at the latest** for admission to the following winter semester and
- **by January 15 at the latest** for the summer semester.

Please note that we cannot accept your application, if it is incomplete or if necessary certificates are missing.

If you apply for a degree programme which only starts in winter – which is the case with most degree programmes at our university – it is not possible to begin your studies (1st semester) in the summer semester.

1.2. Master's Degrees

For an admission to a Master's degree programme you have to hold a degree equivalent to the Bachelor degree of our university. The current choice of Master's degree programmes is available on the internet, as well as a list with international Master's degree programmes and programmes instructed in English language. [7]

Your application is to be made online via "move in". Afterwards, it has to be sent to the Master's admission office at the University of Erlangen. [8]

If you want to do a German language course before beginning the Master programme, you have to fill in the application form for international applicants. [3] Please send your application for the language course to the Master's admission office at the University of Erlangen. [8]

1.3. Doctorate

A precondition for the acceptance of a candidate as a doctoral student is, in addition to the recognition of his or her degree, the willingness of a professor of the corresponding faculty to act as an academic supervisor ("Doktorvater/Doktormutter"). An acceptance letter can only be issued by a professor working in the same field as you intend to. Please contact him/her directly, asking if they would supervise your doctorate and therefore provide you with an acceptance letter. [6]

1.4 Exchange Students and Scholarship Holders

In case you want to spend merely one or two semesters at our university on the basis of an exchange programme (e.g. Erasmus or Sokrates) or a scholarship (e.g. a DAAD scholarship) you have to contact the International Office at the University of Erlangen. [5] If you want to apply at our university after having completed an exchange or scholarship programme, and if you do not intend to reach a full degree, then you have to apply at our admission office ("Zulassungsstelle"). [4]

2. Foreign credentials

Foreign Sixth Form College/High School leaving certificates do not always qualify for a degree programme at a German university. International applicants often have to take an entrance examination, the so-called "Feststellungsprüfung".

To prepare for the entrance examination, we recommend attending a one-year preparatory course at the so-called "Studienkolleg". The "Studienkolleg" nearest to the University of Erlangen is in Munich. (cf. chapter 2.2)

Furthermore, it may be required to have reached a specific



FRIEDRICH-ALEXANDER
UNIVERSITÄT
ERLANGEN-NÜRNBERG

Informations- und Beratungszentrum für
Studiengestaltung und Career Service (IBZ)

Beratungsbüro am Schloßplatz 3 in Erlangen, Zi. 0.021 und
Studientelefon 09131 85-23333 oder -24444: Mo-Fr 8.00 - 18.00 Uhr
E-Mail: ibz@zuv.uni-erlangen.de * Infomaterial: www.uni-erlangen.de/studium/

grade in your school leaving certificate for admission at the university. Beyond that there are Sixth Form College/High School leaving certificates which only enable specific degree programmes or a specific field of study. Usually the admission office evaluates foreign certificates for university admission. The evaluation generally conforms to the recommendation of the standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany („Kultusministerkonferenz“). [9] In case the admission office is not sure about your level of education you will have to present your certificates to the Central Office for Foreign Education („Zeugnisanerkennungsstelle“). [10]

Applicants with foreign credentials are to be separated into two groups:

2.1 Holders of the General University Admission

If you are holder of a general university admission, you can be admitted directly to university studies after passing the DSH language proficiency test.

However, the admission to the university is oftentimes limited to certain study programmes or fields of study. In this case you hold a so-called „fachgebundene Hochschulzugangsberechtigung“.

This concerns the following school leaving certificates:

- from member states of the European Union
- from Iceland, Liechtenstein, Norway, Switzerland and most of the countries in Middle- and Eastern Europe (only completion after 12th grade and general university entrance admission)
- from some non-European countries, as eg. Gabon, Côte d'Ivoire, Israel, Jamaica, Cameroon, Malaysia, New Zealand, Niger, Senegal, Zimbabwe, Syria, Tanzania, Togo and Tunisia.
- applicants from Japan, Chile, Greece (until 1999 or with a certificate from a Greek school in Germany), Portugal and Spain need to certify the university entrance examination in their home country.
- for certificates from USA, South Korea, Turkey and Iran or with a "Diplôme du Baccalauréat Inter-national" there are particular regulations.

2.2 Holders of University Admission through Entrance Examination

Holders of a foreign Sixth Form College/High School leaving certificate, which does not directly qualify for university studies, have to pass an entrance examination ("Prüfung zur Feststellung der Hochschulreife"). It is possible to prepare for this examination by attending the so-called "Studienkolleg", eg. in Munich.[11]

The respective university, which is applied for, does assign the applicant at the „Studienkolleg“. With passing the entrance examination, you will get the admission for a specific degree programme or field of study ("Fachgebundene Hochschulzugangsberechtigung").

Exception: Applicants who have already studied one or two years with success (in their home country or in another country) do not need to pass the entrance examination ("Prüfung zur Feststellung der Hochschulreife").

Preparation Course for University Studies (Propädeutikum)

The "Studienkolleg München" offers the possibility to take the "W-Kurs" or "T-Kurs", even if you do fulfil the requirements for a direct university admission. This gives you the opportunity to prepare for university studies in Germany. Applications for the "W-Kurs" or "T-Kurs" are to be made at the "Studienkolleg" [11].

3. Knowledge of German

Only a few Master programmes are instructed in English, whilst most study programmes are instructed in German. [12] Therefore a good knowledge of German is a must for studying successfully.

3.1 Language Certificates

For enrolment you will have to present an acknowledged certificate of your knowledge of German to a high standard. The following list shows the accepted German language certificates for university admittance:

- **"Deutsche Sprachprüfung für den Hochschulzugang ausländischer Studienbewerber" (DSH).** The exam is evaluated in three levels. An overall result of level 2 is enough for admittance. Applicants who have already passed the "DSH" at another German university do not have to take it again.
- Applicants with one of the following certificates do not have to take the German language exam "DSH", as it is acknowledged as equal:
 - **"Test Deutsch als Fremdsprache" (TestDaF)** is a worldwide offered language test. Level 4 in all 4 parts is sufficient to prove your knowledge of German for any field of study. [13]
 - **Deutschteil der Feststellungsprüfung** at a German "Studienkolleg".
 - **Kleines oder Großes Deutsches Sprachdiplom** at the "Goethe-Institut".
 - **Zentrale Oberstufenprüfung** at the "Goethe-Institut".
 - **Deutsches Sprachdiplom** of the standing Conference of the Ministers of Education and Cultural Affairs of the 'Länder' in the Federal Republic of Germany („Kultusministerkonferenz“) Level II (DSD II), if level C1 is reached in every part.
 - **Deutsche Sprachprüfung II** of the SDI Munich (Sprachen- und Dolmetscher-Institut München).

The German language level for the application at the University of Erlangen can also be proven:

- for the study programmes at the **Faculty of Natural Sciences** by passing the "DSH" with level 2 in the written and level 1 in the oral examination. Or by passing the "TestDaF" with three times level 4 and once level 3.
- By DSH level 2 at the **remaining faculties** or by passing the "TestDaF" with level 4 in all parts, which is binding for the Technical Faculty. For every other study programme you are allowed to have a level 3 in one part of the TestDaF, if compensated by one result of level 5.

In case of studying at more than one faculty you have to fulfil the requirements of both faculties.

With neither "DSH-2" nor TestDaF nor an equivalent, you cannot enrol at our university. There are just a few exceptions.

If you do not have one of the certificates mentioned above, you have to prove at least knowledge of German on an intermediate level. A proof of knowledge on the intermediate level would be certificates about a minimum of 600 hours of German. In this case, an invitation to take the DSH (which takes place between the end of March and the beginning of April for summer and between end of September and beginning of October for winter semesters) will be received. The invitation will be sent along with the letter of acceptance.

3.2 German Language Courses

Shortly before the DSH exam the University offers an **intensive course**, which is to prepare specifically for the content of the DSH. The course costs 65 € (including 5 € teaching material). The fee to be paid for the exam is 60 €. The application form for the course will be sent along with the letter of acceptance.

The Goethe-Institut offers the possibility of an **online course** to prepare for the German language exam (DSH or TestDaF). Another online language course is offered by DUO. [14]

Furthermore, you will have the option to prepare for the exam by attending a **preparatory German course** at the University of Erlangen:

The course fee for 20 hours per week is 600 € per semester. The course is scheduled for one year and ends with the German language exam (DSH).

For admission to the German language course at the University of Erlangen the following requirements are mandatory:

- School leaving certificate (and in some cases a transcript of records of previous university studies) which enables to a direct admission to university studies in Germany
- Certificate about German language knowledge on the level of the “Grundstufe” at the “Goethe-Institut”, alternatively “Zertifikat Deutsch als Fremdsprache” or the lowest level TestDaF.

Please note: A minimum of 200 hours of German lessons must be proven.

Prior to the start of the course (beginning of April in summer and beginning of October in winter respectively), a participation in a course placement test is mandatory. This test costs €25.

In case there are too many applicants for the course, the decision about admission is made by the results of this placement test. If you cannot be admitted to the language courses, there is the possibility of taking a course at a private language school in Erlangen or Nuremberg.[14]

For the application to the German language course you have to fill in the application form and send the completed form to the admission office of the University of Erlangen. [3,4]

Attention!

Please send your application for the language course to the Master's admission office of the University of Erlangen, if you want to apply for a Master's degree programme after finishing the language course. [8]

Applications must have reached the University

- **by July 15 at the latest** for admission to the winter semester and
- **by January 15 at the latest** for the summer semester.

4. Student Status

At the Friedrich-Alexander-University of Erlangen-Nürnberg there are different possibilities of enrolment:

You can enrol for a **full degree programme** (“Vollstudium”), to get a degree (Bachelor/Master/State examination).

The Bachelor degree programme takes 6 semesters on average (with a maximum of 8 semesters) and the Master 4 semesters (with a maximum of 5 semesters).

Degree programmes finishing with a state examination have different periods of study prescribed, depending on the field of study. More information can be found on our respective information leaflets. [15]

If you have already finished a Bachelor degree (or equivalent degree), it is possible to continue studying in the same field of study at our university in one of our Master degree programmes (cf. chapter 1).

If you wish to apply for a **PhD programme** (“Promotionsstudium”), you need to prove that you hold a German university degree (Master/State examination) or equivalent degree. A Bachelor degree does not qualify for a PhD in Germany. On average, it takes about three years or longer to finish a (doctoral) dissertation.

A **short-term enrolment** (“befristete Einschreibung”) is to be considered if you are an exchange student or international student spending just one or two semesters at the University of Erlangen. In this case your status is the same as that of a full-time student.

Another alternative is to enrol as **gueststudent** (“Gaststudierender”). In this case every course taken is to be paid for and you will not have the student status.

5. Rules of Entrance and Residence

Entry and residence of foreign nationals in the Federal Republic of Germany is regulated through legal requirements. Foreign nationals not from the European Union who are entering for studies or research have to request for residence permit/visa in their home country. Please do not enter the Federal Republic of Germany with a tourist visa. A tourist visa cannot be changed to a residence permit for studies. In this case, you would have to return to your home country to get a new visa.

Responsible for **visa application** are the German diplomatic missions (consulates and embassies), where you should gather information about immigration formalities at an early stage. A visa application takes approximately about two months. To apply for a visa, you must be able to prove the ability to finance your studies in Germany. In addition, you have to show a **confirmation letter** from the university where you wish to study:

- This could be the **letter of acceptance**, if your knowledge of German is sufficient to do the DSH or if you already have a language certificate equivalent to the DSH (cf. chapter 3).
- In case you have to pass the German entrance examination (“Feststellungsprüfung”) before being admitted to university studies, the **assignment at the “Studienkolleg München”** is sufficient as confirmation. [11]
- If you can prove a minimum of 200 hours of German, but cannot get direct admission to university studies, you will receive a confirmation letter from our university. The letter will confirm your **admission to the German language course**. In addition, it will confirm that you can be admitted to university studies after passing the German language course and the German language test.

Seven days after their arrival in Erlangen foreign nationals have to register at the **Aliens Authority** (“Ausländerbehörde”) of their residence (city of Erlangen/Nürnberg/Fürth). The **residence permit** (“Aufenthaltserlaubnis”) should be valid from the time of enrolment until at least the end of the lecture period of the following semester. The lecture period of the summer semester is three month, of the winter semester four months. The residence permit has to be renewed early enough, usually with a validity of one or two years. The residence permit is only granted for the aim of studying and will not be extended in case of the interruption of studies. Furthermore, we have to inform you that it is only possible to change your field of study without any problems until the third semester. Additionally, you have to register your residence at the **Registration Office** (“Einwohnermeldeamt”) at the city. It is also necessary to inform the registration office in case of removal.

Work Permit

Foreign students do not get a general work permit (except for EU-citizens). However, you are allowed to work 90 days or 180 half days a year, if you have a student status. In addition, you are allowed to work as a student assistant or research helper at the university. For every other employment an additional work permit has to be received at the responsible authority (Aliens Authority and job centre). A work permit will only be received if the employment does not affect your studies. We advise you to inform yourself at the Alien Authority about the existing regulations before getting employed.

6. Living Costs and Accommodation

The **living costs** including the costs for accommodation while studying at the University of Erlangen average **600€** a month. Each semester students must pay 2 fees: the semester fee of **500€**, along with a student union fee of **42€**. Additional costs can be: books (up to 250€ per semester) and other utilities, depending on the field of study e.g. implements for laboratory works.

A huge challenge for newly arrived students is to find

accommodation. Rooms in student dormitories are unfortunately limited and there is no guarantee to get a room. **Student dormitory rooms** cost about **125 to 250 €** a month, **private rooms** (eg. in a shared apartment) cost about **180 to 300€** a month. **Single apartments** cost approximately **twice as much** as private rooms. The costs for public transport are at a lower price for students.

We have to inform you that the University of Erlangen cannot grant any scholarships!

7. Health Insurance

Health insurance is a legal requirement in Germany. Health insurance is offered by every **compulsory health insurance** company. The health insurance costs about 54€ per month and an additional 10€ for the compulsory long term care insurance. To enrol at the university you have to prove that you have health insurance. Students already having the right to insurance benefits in Germany (eg. because of being a holder of the European Health Insurance Card) do not have to contract another health insurance. In that case you have to contact a compulsory health insurance company where you will receive a proof of not needing another health insurance in Germany ("Befreiung von der gesetzlichen Versicherungspflicht").

The legal requirement for a compulsory health insurance does not exist for:

- Gueststudents ("Gaststudierende")
- Participants of a German language course
- Students, who are older than 30 years or having passed more than 14 semesters.

For this group of people only a **private health insurance** is possible. Private health insurances vary substantially in terms of their cost-performance ratio.

The German student union negotiated a relatively decent offer from the VICTORIA health insurance company (current contribution: from 33.50€ per month for basic scale).[16]

If you do have to contract a private health insurance, you also have to contact a compulsory insurance company to get a proof of not needing another health insurance in Germany ("Befreiung von der gesetzlichen Versicherungspflicht").

8. Further Information

1. **Stiftung für Hochschulzulassung**

in 44128 Dortmund, www.hochschulstart.de

2. **Study Programmes at the University of Erlangen**

<http://www.uni-erlangen.de/studium/studienangebot/>

3. **Application Form for International Applicants**

<http://www.uni-erlangen.de/studium/zulassung/formulare/forms/>

How to Fill In the Form

<http://www.uni-erlangen.de/studium/zulassung/formulare/forms/helpeng.pdf>

4. **"Zulassungsstelle" (admission office)** at the University of Erlangen

Postfach 3520, 91023 Erlangen

Visitors: Halbmondstr. 6, Erlangen, Room 0.031

<http://www.uni-erlangen.de/studium/service-beratung/zulassungsstelle.shtml>

5. **Central Office of International Affairs**

Postfach 3520, 91023 Erlangen.

<http://www.uni-erlangen.org/international/central-office/>

6. **Graduate School of the University of Erlangen**

<http://www.graduateschool.uni-erlangen.org/>

7. **Master's Degree Programmes**

http://www.uni-erlangen.de/studium/studienangebot/Master_2010.pdf

English and International Masters Degrees

<http://www.uni-erlangen.de/studium/studienangebot/internationale-studiengaenge.shtml>

8. **Master's Admission Office**

Besucheranschrift: Halbmondstr. 6, 91054 Erlangen, Room 0.032.

Applications:

<https://movein-uni-erlangen.moveonnet.eu>

or: Universität Erlangen-Nürnberg, Masterbüro Referat L4, Schlossplatz 3, 91054 Erlangen

9. **Recommendation of the standing Conference of the Ministers of Education and Cultural Affairs of the Länder:**

<http://www.anabin.de>

10. **Central Office for Foreign Education** (**"Zeugnisenerkennungsstelle"**)

<http://www.km.bayern.de/education-in-bavaria.html>

11. **"Studienkolleg" in Munich**

<http://www.studienkolleg.mhn.de>

<http://www.uni-erlangen.de/internationales/aus-dem-ausland/Regulaer-Studierende/Studienkolleg.pdf>

12. **Language of Instruction**

(**Master's Degree Programmes**)

http://www.uni-erlangen.de/studium/zulassung/D_Kenntnisse_Master.pdf

13. **Language Certificates**

<http://www.sz.uni-erlangen.de/abteilungen/daf/pruefung/en/dsh>

<http://www.sprachnachweis.de>

14. **Language Courses online**

Goethe-Institut www.uni-deutsch.de

DUO www.deutsch-uni.com

Private Language Schools

<http://www.uni-erlangen.de/internationales/aus-dem-ausland/Regulaer-Studierende/sprachinstitute.shtml>

15. **Information about Study Programmes**

<http://www.uni-erlangen.de/studium/studienangebot/übersicht/>

16. **VICTORIA Krankenversicherung AG** (**Private Health Insurance Company**)

Hans-Böckler-Str. 36, 40198 Düsseldorf, Tel 0211/477-0

http://www.internationale-studierende.de/en/prepare_your_studies/entry_into_germany/health_insurance/

9. Contact

Information & Advice Centre (IBZ)

E-mail: ibz@zuv.uni-erlangen.de

Phone: +49(0)9131/85-24444

Visiting address: Schlossplatz 3/Halbmondstr. 6, 91054 Erlangen, room 0.021

Office hours: Mon-Fri, 8.00am-6.00pm