International Center

German Language courses at the German as a Foreign Language Unit
(“Lektorat Deutsch als Fremdsprache”)

Foreign study applicants who have received their University Entrance Qualification, but who have no certificate of sufficient knowledge in German Language, have the possibility to apply to German as a Foreign Language Unit (“Lektorat Deutsch als Fremdsprache”). After a successful application at uni-ASSIST they will receive an invitation to the entry-level test. Applicants who passed the test are going to be registered as regular students.

There are three types of German classes offered: Intermediate German classes I and II called “Mittelstufe I und II” (M I, M II) and the upper German class called “Oberstufe”. The Foreign Language Unit does NOT offer basic German classes! Those basic classes are offered at: Volkshochschule Kiel ([www.vhs-kiel.de](http://www.vhs-kiel.de)), Muhlhusstraße 29/31, 24103 Kiel.

For the admission to the German course you need a valid University Entrance Qualification and at least one of the following certificates:

- a completed degree of German Language and Literature or
- a German certificate of the Goethe Institute or from the Volkshochschule with grade “good” or “very good” or
- a so called “Test DAF” (test in German Language) completed at least with grade 3 at all levels or
- a completed so called “DSH-1 Prüfung” (test in German Language) or
- for those countries with absence of the Goethe Institute: certified and graded certificate of at least 1000 hours of German classes
- a completed so called ZMP-test (“Zentrale Mittelstufenprüfung”) at least accomplished with grade 4 (sufficient)

After finishing the German course you can complete the DSH-test at the University of Kiel.

The application to the German course does not differ from the application to a regular study.

The applicants have to send their application to the following address only:

Christian-Albrechts-Universität zu Kiel
c/o Uni-ASSIST e.V.
D – 11507 Berlin

You are obligated to complete the online application form from uni-assist. Also please note that you still have to send your application documents via mail to Uni-ASSIST. To apply ONLY online is NOT sufficient!

ONLY for the German Course:
Application deadline is February 15th for the following summer semester and August 15th for the winter semester. All applications received later will not be considered for the respective semester, but for the upcoming one.
Application documents

Please hand in your documents as following:

1. **Curriculum vitae**, including a complete overview of the applicant’s education
2. **Copy of your passport**, showing your name and passport photograph
3. **Payment slip** of the fee paid for the application

For the following documents please hand in:

- **certified copies** of all the originals written in original language
- **certified copies** of the translations (in German or in English)
  - Translations must be done by **sworn** interpreters ([http://www.justiz-dolmetscher.de](http://www.justiz-dolmetscher.de))

4. **School leaving certificate for higher education** which qualifies applicants to study at a university in their home country, including an overview of grades and subjects
5. **Certificate of a completed University Entrance Examination**, including an overview of grades, or certificate of registration at a university (if available)
6. **Certificate of**
   - a completed study of German Language and Literature or
   - a German certificate of the Goethe Institute, or from the Volkshochschule completed with grade “good” or “very good” or
   - a so called “Test DAF” (test in German Language) completed at least accomplished with grade 3 at all levels or
   - a completed so called “DSH-1 Prüfung” (test in German Language) or
   - for those countries with absence of the Goethe Institute: certified and graded certificate of at least 1000 hours of German classes
   - a completed so called ZMP-test (“Zentrale Mittelstufenprüfung”) at least accomplished with grade 4 (sufficient)
7. **University transcripts** including a list of subjects and grades (if available)

**Please do not send in original documents, because they will be destroyed afterwards!**

Only for applicants from **PR China, Vietnam and Mongolia:**
Applications from China, Vietnam and Mongolia will only be accepted if an original certificate from the **Academic Examination Board** (APS) is enclosed (no copies!). At the time you receive our letter of admission, you may apply for your visa at the Academic Examination Board. This avoids asking for an appointment at the visa office.

**Evaluation of foreign educational certificates**
Information concerning the evaluation of educational certificates received abroad can be found at the following website: [https://www.kmk.org/kmk/information-in-english.html](https://www.kmk.org/kmk/information-in-english.html). Please note that this offer does not grant any legal claim to admission.

**Important information for filling out the application form**
Although you need to fill in a subject into the corresponding field for **question no. 1**, the chosen subject in the application form is **NOT binding** after completing the German Course.

**Payment and money transfer**
Uni-ASSIST charges € 75, - for verifying an application. Applicants with multiple applications will be charged € 15, - for each additional Uni-ASSIST university. **Your application to UNI-Assist will only be processed after receiving your payments.**

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**TRANSFER.** In order to accelerate the pre-processing of your application, please include a copy of the transfer voucher, indicating the date and the amount of money transferred to Uni-ASSIST.
Please transfer your payments to the following Uni-ASSIST account:

Beneficiary: uni-assist e.V.
International Bankcode IBAN: DE62100208900019055272
BIC/SWIFT-Code: HYVEDEMM488
at the Branch: HypoVereinsbank Filiale Berlin-Charlottenburg
Leibnizstrasse 100
D-10625 Berlin

For ‘Purpose of Payment’ on the transfer slip, please state your citizenship, date of birth (dd.mm.yyyy), family name, first name, semester (e.g. WS05 or SS06)

A purpose of payment could for instance look like this: Mongolia, 12.01.1983, Baatur Iwan, SS08
If you already have an application number assigned by Uni-ASSIST, please add this number to the "purpose of payment". Please consider additional payments, e.g. international transaction fees, that might occur if you transfer money from a foreign bank account.

CREDIT CARD. It is also possible to pay by credit card (VISA or Mastercard). Please use the form “debit/credit card” (see last page). The holder of the credit card has to fill out and sign the form.

Please use the form “payment with credit card” and submit the form together with your documents. Please make sure to fill out your form legibly in block letters.

As soon as Uni-ASSIST receives your payment you will get an email confirmation and your application will be processed.

Please note that regarding your money transfer Uni-ASSIST is not liable for any problems that might occur due to incorrect information or other mistakes. In case Uni-ASSIST should not receive your payment for any reason, your application cannot be processed. For further information on MoneyGram please go to: www.moneygram.com. For information referring to this application, the further procedure or exemplifying application sheets please have a look at: http://www.uni-assist.de/application-online.html

General Information for Studying at Kiel University

Fees
A social fee, which includes free public transportation, has to be paid each semester. The current amount for the winter semester is €120.50.-. Also there's a one-time registration fee of €55.-.

Cost of living
The cost of living differs at universities in various cities. International students must assume that their monthly expenses will amount to at least € 730.00 per month. This amount can be split up as follows:

Health insurance (approx.) € 90.00
Rent including utilities (approx.) € 250.00
Groceries, clothing and other needs (approx.) € 300.00
Study materials, books (approx.) € 90.00
Total (approx.) € 730.00

Accommodation
We recommend that you start looking for accommodation in Kiel as early as possible. Various notes and useful links can be found at: http://www.international.uni-kiel.de/en/advising-activities-services/service-information/accomodation-in-kiel?set_language=en

Last update May 2017

Arrival
The closest airport to Kiel is located in Hamburg. From Hamburg you can take the airport bus which is called "Kielius". It leaves from Shopping Plaza B at Hamburg Airport every hour or every two hours and takes you to the central bus station in Kiel. From the central bus station, you reach the Christian-Albrechts-Universität/ Westring, with the bus lines 50, 60S/61/62, 81 or 91/92. If you intend to take a taxi from the central bus station to Kiel University, you can buy a combined ticket in the "Kielius" which includes the cost of the taxi.

Your contact persons at the International Center:
Frau Langner e-mail: vlangner@uv.uni-kiel.de Tel.: 0431 880-3718
Frau Scholz e-mail: kscholz@uv.uni-kiel.de Tel.: 0431 880 5324
Christian-Albrechts-Universität zu Kiel
- International Center –
Westring 400, D-24118 Kiel

Consulting hours of the International Center

<table>
<thead>
<tr>
<th>During lecture period</th>
<th>during semester break:</th>
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<tbody>
<tr>
<td>Monday 1.00 – 3.00 pm</td>
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http://www.international.uni-kiel.de/en?set_language=en

We are looking forward to receiving your application!

Your International Center
CAU zu Kiel
Important web sites for foreign applicants

- International Center: information for foreign students
  [http://www.international.uni-kiel.de/en](http://www.international.uni-kiel.de/en)

- Important dates:
  [http://www.studservice.uni-kiel.de/termine.shtml](http://www.studservice.uni-kiel.de/termine.shtml)

- Information for students: Registration, change of subject, re-registration, exmatriculation

- Table of courses: list of all the subjects offered at the CAU
  [http://www.studservice.uni-kiel.de/sfangebot.shtml](http://www.studservice.uni-kiel.de/sfangebot.shtml)

- Departmental student advisor:
  [http://www.studium.uni-kiel.de/de/kontakt-beratung/studienfachberatung/glossar](http://www.studium.uni-kiel.de/de/kontakt-beratung/studienfachberatung/glossar)

- Application for the German Course:

- University calendar of the CAU: ordered by faculties
  [http://univis.uni-kiel.de/form?dsc=go&to=lec](http://univis.uni-kiel.de/form?dsc=go&to=lec)

- German as a Foreign Language Unit (Lektorat Deutsch als Fremdsprache):
  [http://www.uni-kiel.de/lektorat-daf/index-e.shtml](http://www.uni-kiel.de/lektorat-daf/index-e.shtml)

- Student services: administration of the dormitories etc.

- Student’s union (ASTA):
  [http://www.asta.uni-kiel.de/](http://www.asta.uni-kiel.de/)

- Protestant study community (ESG): certification of copies:

- University compass (HRK): table of all the courses offered in Germany:

- Central office for the allocation of university places (located in Dortmund):
  [http://www.hochschulstart.de/](http://www.hochschulstart.de/)

- Approval of certificates:
Payment by Credit Card

VISACARD ☐
EURO- / MASTERCARD ☐

Amount in €: ________________________
Card Holder: ________________________
Card No.: ________________________
Valid until (month/year): ________________________
Card Verification Value 2 (CVV2)*: ________________________

Signature of Card Holder

- Your „Card Verification Value 2 (CVV2)*“ consists of the least three digits of the number on the back of your credit card near your signature:

Please note: The credit card companies have recently excluded credit cards issued in the following countries from non-personal money transfer.

Asia: Indonesia and the Philippines
Africa: Côte d’Ivoire, Nigeria, Ghana and Egypt
Eastern Europe: Romania, Bulgaria, Lithuania, Kazakhstan, Ukraine and the Balkan States (former Yugoslavia)
Western Europe: Great Britain, the Netherlands