International Center

ADMISSION TO A COURSE OF STUDY AT CHRISTIAN-ALBRECHTS-UNIVERSITÄT ZU KIEL

1. General information

All the documents of foreign applicants, who have received their University Entrance Qualification outside of Germany, will be checked by Uni-ASSIST. The applicants have to send their application only to the following address:

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. Please note that you still have to send your application documents via mail to Uni-ASSIST. To apply ONLY online is NOT sufficient!

Application deadline is January 15th for the following summer semester (preclusion period) and July 15th for the winter semester. You are kindly asked to forward your application to Uni-ASSIST for the winter semester until June 15th and for the summer semester until December 15th in order to speed up the process.

ATTENTION: the following applicants do not apply to Uni-ASSIST

- Applicants for exchange programs with international partner universities ([http://www.international.uni-kiel.de/en/application-admission/application-admission/exchange-student](http://www.international.uni-kiel.de/en/application-admission/application-admission/exchange-student))
- Students, who are already enrolled at the CAU, planning to change their course of study ([https://www.international.uni-kiel.de/en/application-admission/student-services](https://www.international.uni-kiel.de/en/application-admission/student-services))
- Applicants for postgraduate courses, held in English: LL.M.; LL.M. int.; Materials Science and Engineering; Digital Communications; Climate Physics; Environmental Management; Biological Oceanography; Applied Ecology; AgriGenomics; Marine Geosciences; Sustainability, Society and the Environment; Medical Life Science ([https://www.international.uni-kiel.de/en/application-admission/application-admission/english-master](https://www.international.uni-kiel.de/en/application-admission/application-admission/english-master))

1.1 Study courses via “Hochschulstart”

If you would like to apply for medicine, dentistry or pharmacy, EU/EWR citizens and German applicants have to apply to the central office for applications at German universities called “Hochschulstart” ([www.hochschulstart.de](http://www.hochschulstart.de)) in Dortmund.

**Application for winter semester:**  
For students who have received their qualification for higher education before January 16th application deadline is May 31st – otherwise July 15th (term of exclusion!).

**Application for summer semester:**  
For the summer semester the application has to be sent to "hochschulstart" till January 15th (term of exclusion!).

For further information please have a look at: [http://www.hochschulstart.de](http://www.hochschulstart.de)

**NOTE: For all one-subject degree programmes:** All applicants must register for the oriented-service procedures at [http://www.hochschulstart.de](http://www.hochschulstart.de) and inform Uni-ASSIST about your BID and BAN code.
2. Entrance Qualifications

2.1 For admission to the first semester

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)

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. **Verification of proficiency in German language.** For admission to the CAU, the following certificates are accredited as sufficient:
  - University entrance qualification obtained at a German school
  - Certificate that an assessment test has been passed at a Preparatory College ("Studienkolleg") in Germany
  - "Deutsches Sprachdiplom der Kultusministerkonferenz" (Certificate of Proficiency in German) DSDII
  - Certificate of the DSH-2 examination
  - Test-DAF with at least the grade "4" in all areas
  - telc Deutsch C1 Hochschule

6. **Certificate of a university entrance examination** passed in a foreign country including a complete list of grades from a university (if available)

7. **University transcripts** including a list of subjects and grades (if available)

8. **Transcript of an assessment test** passed at a Preparatory College ("Studienkolleg") in Germany, including an overview of grades (if applicable)

**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 the letter of admission, you may apply for your visa at the Academic Examination Board. This avoids asking for an appointment at the visa office.

2.2 For admission to a higher semester

**Allocation of places at the university**

Applicants can only be admitted if there is a vacancy. Should there be more applicants for vacant spots, there will be a selection procedure according to §16 AVO ("Auswahlverordnung").

**Students changing universities within Germany**

Applicants from other German Universities wishing to study in a **higher semester** at the CAU do apply accordingly to the achieved performance level. Applicants can also apply for the continuous semester within the standard period of study. Enrolment will be for the respective semester of admission.

Please forward with your application **all documents mentioned in 2.1** and:

1. **Certificate of enrollment (original or certified copy)** including:
   - course of study and degree
   - number of subject-related semesters
   - date of (first) enrollment

2. Certificates of e.g. participation in compulsory exams, pre-diploma, certificate of intermediate examination (uncertified copy)

**to Uni-ASSIST.**
Certificates received after the application deadline can be forwarded until September 1\textsuperscript{st} for the winter semester and until March 1\textsuperscript{st} for the summer semester.

**Applicants changing their course of study or wishing to take credit for courses studied abroad**

Applicants who would like to register for a higher semester of a different course of study and have not been enrolled in that specific program in Germany yet, please forward with your application **all documents mentioned in 2.1 and:**

1. Certificate of enrollment (original or certified copy) including:
   - course of study + degree
   - number of subject-related semester

3. **Recognition of studies + qualifications (original or certified copy)** for the applied semester. It is required that study periods and achievements can be recognized. Please get in touch with the relevant examination office. The relevant addresses and office hours can be found at:
   [http://www.uni-kiel.de/140/c/pra/studord.shtml](http://www.uni-kiel.de/140/c/pra/studord.shtml)

to Uni-ASSIST.

**3. 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.**

**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:

<table>
<thead>
<tr>
<th>Beneficiary</th>
<th>uni-assist e.V.</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Bankcode IBAN</td>
<td>DE62100208900019055272</td>
</tr>
<tr>
<td>BIC/SWIFT-Code</td>
<td>HYVEDEMM488</td>
</tr>
<tr>
<td>at the</td>
<td>HypoVereinsbank</td>
</tr>
<tr>
<td>Branch</td>
<td>Filiale Berlin-Charlottenburg</td>
</tr>
<tr>
<td></td>
<td>Leibnizstrasse 100</td>
</tr>
<tr>
<td></td>
<td>D-10625 Berlin</td>
</tr>
</tbody>
</table>

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 to 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

4. Further information

Evaluation of 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. Please note that this offer does not grant any legal claim to admission.

“Studienkolleg” Assessment Test
Applicants whose school-leaving certificate is not equivalent to a German “Abitur” due to a shorter schooling period in their home country, can obtain qualification for studying in Germany by taking an assessment test at a preparatory course centre (“Studienkolleg”). This examination can either be taken immediately, or after a two-semester preparation period. An entrance exam in German must be taken before the admission to the “Studienkolleg” can be granted. The admission to a “Studienkolleg” does not guarantee an admission to a regular course of study.
After the final examination at the “Studienkolleg” has been passed, an application to a course of study must be submitted again. The preparatory course centre for the CAU is located in Hamburg. Please apply directly to the following address:
Schulinformationszentrum
Hamburger Str. 35 II
D-22083 Hamburg
Tel.: +49-40-42863-1931
studienkolleg.hamburg@hamburg.de
http://www.studienkolleg-hamburg.de/

Application deadline is:
- February 1st until March 31st for the upcoming winter semester
- August 1st until September 30th for the upcoming summer semester

German Language course at the German as a Foreign Language Unit ("Lektorat Deutsch als Fremdsprache")
For information about the German courses at the German as a Foreign Language Unit please have a look at: http://www.international.uni-kiel.de/en/application-admission/application-admission/german-course?set_language=en.

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 is a one-time registration fee of €55.-.

Health insurance
According to § 5 Section 1 No. 9 SGB V, students of German universities have to obtain health insurance from a statutory health insurance company until the end of the 14th semester of their course of study and / or until they are 30 years old. International students can apply for exemption from the statutory health insurance status if they are covered by a German private health insurance company or if they present proof that health insurance from their home country is valid in Germany. The student is required to proof that the foreign insurance policy provides the same coverage as a German statutory health insurance company. The monthly contributions for the statutory health insurance currently amount to approximately € 90 per month (for students).
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,- 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/accommodation-in-kiel

Financing
It is absolutely necessary to proof sufficient funds for your studies in Germany before departure. German authorities abroad will issue a visa for study purposes only if the student has sufficient proof that he or she has at least € 730,- available on a monthly basis.

Scholarships
The CAU awards scholarships to international students only within the international exchange programs. Therefore, there is no need to address an application to the CAU with a request for a scholarship before the beginning of your studies. Information on grants, particularly those awarded by the German Academic Exchange Service (DAAD), can be obtained from German diplomatic and consular representatives in your home country. They will provide information about the application deadlines and addresses of institutions granting scholarships or financial aid (http://www.daad.de/deutschland/foerderung/stipendiendatenbank/00462.en.html).

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 the 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:

Mrs. Langner  
e-mail: vlangner@uv.uni-kiel.de  
Tel.: 0431 880 3718

Mrs. Koslowski  
e-mail: akoslowski@uv.uni-kiel.de  
Tel.: 0431 880 5330

Mrs. Scholz  
e-mail: kscholz@uv.uni-kiel.de  
Tel.: 0431 880 5324

Christian-Albrechts-Universität zu Kiel  
- International Center –  
Westring 400, D-24118 Kiel  

http://www.international.uni-kiel.de/en

Consulting hours of the International Center

<table>
<thead>
<tr>
<th>During lecture period</th>
<th>during semester break:</th>
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</thead>
<tbody>
<tr>
<td>Monday 13.00 -15.00 hr</td>
<td>Tuesday 13.00 – 15.00 hr</td>
</tr>
<tr>
<td>Tuesday 13.00 -15.00 hr</td>
<td>Thursday 09.00 – 12.00 hr</td>
</tr>
<tr>
<td>Thursday 09.00 -12.00 hr</td>
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</tbody>
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Last update May 2017
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:

We are looking forward to your application.
Your International Center of the CAU zu Kiel
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 entries 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

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