

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**

- **Doctorates** http://www.international.uni-kiel.de/en/application-admission/application-admission/doctoral-studies?set_language=en)
- **Applicants for exchange programs** with international partner universities (<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>)
- **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>)

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) 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>

NOTE: For all one-subject degree programmes: All applicants must register for the oriented-service procedures at <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
 - Goethe C2
 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 1st for the winter semester and until March 1st 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/prastudord.shtml>

to Uni-ASSIST.

3. Payment and Money Transfer

Uni-ASSIST charges € 75, - for verifying an application. Applicants with multiple applications will be charged € 30€ for each additional Uni-ASSIST university (also for an additional application at CAU). **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:

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

For '**Purpose of Payment**' on the transfer slip, please state:

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). The payment service provider will prospectively display this payment method. Further, credit-card payments will involve specific authentication procedures, providing increased security for applicants and uni-assist. Partial fees ranging from 1-2% of the due payment may occur.

INSTANT BANK TRANSFER. Instant bank transfer represents the online transfer of the Sofort GmbH (part of the Klarna Group), providing cashless, internet-based payments. They are routed through the buyer's personal online banking and require verification by TAN. Additional fees will not occur. Instant bank transfer is currently usable in nine European countries (Belgium, Germany, Italy, the Netherlands, Austria, Poland, Switzerland, Spain and the UK).

GIROPAY. Payments are processed within the secure online-banking frame of banks listed for giropay. Currently, more than 1500 banks and Sparkassen in Germany, including Postbank, all banks of the Sparkasse company, most branches of the Volksbank Raiffeisenbank and numerous private banks (among others comdirect bank, Deutsche Kreditbank (DKB) and MLP-Bank).

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 visit 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 be taken either 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”)

Information about the German courses at the Centre for Key Qualifications is provided 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, is due each semester. The current amount for the winter semester is €259.00,- which includes free bus and train transfers around Schleswig-Holstein and Hamburg. In addition, there is a one-time registration fee of €55,-.

Attendance of the German Course and DSH examination of the Center for Key Qualifications/Department German as Foreign Language:

Class Intermediate I	1 semester	400,00 €
Class Intermediate II	1 semester	400,00 €
DSH examination		150,00 €

(In accordance with Kiel University's table of charges)

To continue studying after the first semester, you need to re-register before 31 August / 28 February. You re-register by paying the semester fee to the "Studentenwerk" (institution for student affairs). **Attention!!!** In order to re-register in time, the semester fee has to arrive at the account of the Studentenwerk **on 31 August / 28 February**. **Neither** the transfer of the money on the last day of the re-registration period, **nor** the paying of the amount at the counter of the Studentenwerk by debit card on the last day of the re-registration period is **in time**.

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 a German private health insurance company covers them or if they present proof that health insurance from their home country is valid in Germany. The student is required to prove 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).

Costs 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 splits 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>

A limited amount of rooms is available in the 14 student dormitories in Kiel. A list of student dormitories is available on the internet (<http://www.studentenwerk.sh/en/home/startseite.html>). Please send your application for student housing online in time at:

<http://www.studentenwerk.sh/en/accommodation/application-for-admission/index.html>

Financing

It is absolutely necessary to prove 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 "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 <http://www.international.uni-kiel.de/en>
 - International Center –
 Westring 400, D-24118 Kiel

Consulting hours of the International Center

During lecture period		during semester break:	
Monday	13.00 -15.00 hr		
Tuesday	13.00 -15.00 hr	Tuesday	13.00 – 15.00 hr
Thursday	09.00 -12.00 hr	Thursday	09.00 – 12.00 hr

Important web sites for foreign applicants

- International Center: information for foreign students
<http://www.international.uni-kiel.de/en>
- Important dates:
<http://www.studservice.uni-kiel.de/termine.shtml>
- Information for students: Registration, change of subject, re-registration, exmatriculation
<http://www.international.uni-kiel.de/en/application-admission/student-services>
- Table of courses: list of all the subjects offered at the CAU
<http://www.studservice.uni-kiel.de/sfangebot.shtml>
- Departmental student advisor:
<http://www.studium.uni-kiel.de/de/kontakt-beratung/studienfachberatung/glossar>
- Application for the German Course:
<http://www.international.uni-kiel.de/en/application-admission/application-admission/german-course>
- University calendar of the CAU:ordered by faculties
<http://univis.uni-kiel.de/form?dsc=go&to=lec>
- German as a Foreign Language (Centre for Key Qualifications/ Department German as a Foreign Language):
<http://www.zfs-daf.uni-kiel.de/en?set language=en>
- Student services: administration of the dormitories etc.
<http://www.studentenwerk.sh/en/home/startseite.html>

- Student´s union (ASTA):
<http://www.asta.uni-kiel.de/>
- Protestant study community (ESG): certification of copies:
<http://www.esq-kiel.de/>
- University compass (HRK): table of all the courses offered in Germany:
<http://www.hochschulkompass.de/en.html>
- Central office for the allocation of university places (located in Dortmund):
<http://www.hochschulstart.de/>
- Approval of certificates:
<https://www.kmk.org/kmk/information-in-english.html>

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