

## **Information for Prospective International Students**

We appreciate your interest in the University of Bamberg. The following is a translation of the most important information contained in the brochure *Informationen für internationale Studieninteressierte* which is available for download at:

- [www.uni-bamberg.de/auslandsamt/studieren\\_in\\_bamberg/ich\\_moechte\\_nach\\_bamberg/ohne\\_austauschprogramm/download\\_bereich/](http://www.uni-bamberg.de/auslandsamt/studieren_in_bamberg/ich_moechte_nach_bamberg/ohne_austauschprogramm/download_bereich/)

(Please note that only the full German version is legally binding as this is an excerpt only).

### **Course Overview**

For an overview of all courses currently offered at the University of Bamberg please visit:

- [www.uni-bamberg.de/studium/studienangebot/studienfaecher-alphabetisch/](http://www.uni-bamberg.de/studium/studienangebot/studienfaecher-alphabetisch/)

Please find below more information on the types of degree courses:

### **Bachelor of Arts** (length of study: approximately 6 to 7 semesters)

For detailed information on all courses please visit:

- [www.uni-bamberg.de/studium/studienangebot/ueberblick-nach-abschluessen/bachelor/](http://www.uni-bamberg.de/studium/studienangebot/ueberblick-nach-abschluessen/bachelor/)

### **Master of Arts/Science** (length of study: approximately 3 to 4 semesters. Prerequisite: a Bachelor degree)

For detailed information on all courses please visit:

- [www.uni-bamberg.de/studium/studienangebot/ueberblick-nach-abschluessen/master/](http://www.uni-bamberg.de/studium/studienangebot/ueberblick-nach-abschluessen/master/)

### **Courses Leading to the Teaching Qualification (Lehramt)** (length of study: approximately 9 semesters)

- for all types of State Schools (Primary, Secondary, Vocational)

For detailed information on all courses please visit:

- [www.uni-bamberg.de/studium/studienangebot/ueberblick-nach-abschluessen/lehramt/](http://www.uni-bamberg.de/studium/studienangebot/ueberblick-nach-abschluessen/lehramt/)

### **Doctorate** (length of study: approximately 6 semesters)

All foreign students who are interested in a doctorate must find a professor willing to supervise them during doctoral studies. Applications must be accompanied by a written confirmation of acceptance as a doctoral student as well as the usual set of documents (see 'Application Checklist').

The Faculties of History and Geography, Education, Psychology, Philosophy, and Languages and Literature award the title of 'Doktor phil.' The Faculty of Catholic Theology awards the title of 'Doktor theol.' The Faculty of Social Sciences and Economics awards that of "Doktor rer.-pol."

In addition, there are also "Graduiertenkollegs" ('a special programme for PhD-students targeted on interdisciplinary research') at the University of Bamberg:

- [www.uni-bamberg.de/en/research/forschungsfoerderung/nationale-forschungsfoerderung/bundesebene/dfgprogramme/](http://www.uni-bamberg.de/en/research/forschungsfoerderung/nationale-forschungsfoerderung/bundesebene/dfgprogramme/)

### **Admission Requirements**

We welcome applications from international students. However, there is some important information that they should be aware of before beginning the application procedure. All courses offered at the University of Bamberg are taught in German, with assignments to be completed in German. It is therefore essential that applicants have a good command of the German language (except for applicants for the European Joint Master's Degree in English and American Studies). We cannot accept applications from students who do not meet this requirement. We encourage students to begin studying German in their home country as soon as possible, so that the language will not hinder them from achieving academic success in Bamberg. It is crucial that prospective students continue to improve their language ability before coming to Germany. The following paragraph gives additional information about language requirements in Bamberg.

### Language Requirements

All applicants are required to demonstrate a good knowledge of the German language. At the time of application, students must provide proof of language ability equivalent to intermediate level II (*Mittelstufe II*)/level C 1 of the European Reference Frame or above. Those who meet these requirements will be permitted to take the *DSH* language examination (*Deutsche Sprachprüfung für den Hochschulzugang*) which is necessary for admission to the university. This examination is offered twice a year in Bamberg before the beginning of each semester. The fee for the *DSH* examination in Bamberg is currently € 35.

Students may be exempted from taking the *DSH* by presenting the International Office with an authorized copy of one of the following documents:

- *DSH-2* or *DSH-3* certificate from a *Studienkolleg* or another German university (the University of Bamberg does not accept a *DSH-1* certificate as qualification for admission)
- *Deutsches Sprachdiplom* from the *Kultusministerkonferenz* (Level II)
- *Kleines Deutsches Sprachdiplom* or *Grosses Deutsches Sprachdiplom* or *Zentrale Oberstufenprüfung* from the Goethe Institute ([www.goethe.de](http://www.goethe.de))
- *Test-DaF* with at least level 4 in all subjects for all study courses ([www.testdaf.de](http://www.testdaf.de))

Further certificates and information can be found at:

- [www.kmk.org/zab/veroeffentlichungen-und-beschluesse.html](http://www.kmk.org/zab/veroeffentlichungen-und-beschluesse.html)  
→ ‚Beschlüsse der Kultusministerkonferenz‘ (at ‚Hochschulzugang‘)  
→ ‚Zugang von ausländischen Studienbewerbern mit ausländischem Bildungsnachweis zum Studium an deutschen Hochschulen: Nachweis der deutschen Sprachkenntnisse; Beschluss der Kultusministerkonferenz vom 2.6.1995 i.d.F. vom 12.12.2007‘ (at ‚Deutsche Sprachkenntnisse‘)

In addition, the following students are exempt from the *DSH*:

- students of a study course with no formal degree for a maximum duration of two semesters
- students of a study course with English as language of instruction only (= European Joint Master's Degree in English and American Studies)
- PhD students but only then if the complete doctorate, i.e. thesis (*Dissertation*) and defence (*Disputation*) resp. exams (*Rigorosum*), is done in a language other than German

Please note, however, that you are not exempt from taking the *DSH* after having studied German Language and Literature at a foreign university; this also applies for a university degree in German Language and Literature.

### Specialised Language Instruction at the University of Bamberg

For those whose language abilities do not meet these requirements, we offer preparatory German language courses at the University of Bamberg. These courses are not for beginners, but are designed for those who must improve their existing knowledge of German and for students who need to freshen up their language abilities in order to begin their studies at the university. Placement in these courses is based on a test administered on arrival in Bamberg (test fee: € 20). The courses, leading to the proficiency level necessary for the German language test (*DSH*), must be completed within a year. Currently, each course costs € 500 (materials included).

Applicants must meet the following requirements:

- The application for admission at the University of Bamberg should be submitted each year no later than 15 July for the following winter semester and no later than 15 January for the following summer semester
- The admission application form must include an application for the German language course. Please check 'yes' in the application form *Antrag auf Zulassung* (point 11)
- Those applying for a preparatory course in Germany must have the necessary qualifications (see below: Educational Background); only those applicants can be admitted who hold a secondary school completion certificate which allows them direct admission to a German university
- At least 400 hours of German language instruction (completed basic level *Grundstufe*/level B 1 of the European Reference Frame) must be proven by a certificate, diploma, or comparable document

## Educational Background

International students must hold a secondary school completion certificate which allows them admission to a German university. The certificate must be recognised by the University of Bamberg as being equivalent to the German *Abitur*. Although the university will accept secondary school completion certificates from many countries, in some cases the college preparation in specific areas may not be adequate for study in Germany. For some students, additional preparation for university study is offered through a two semester course at a *Studienkolleg*. The nearest *Studienkolleg* to Bamberg is in Munich. At the end of two semesters, students must pass an examination (*Feststellungsprüfung*) that determines whether or not they are ready to begin studying at a German institution.

Applicants for a Master's degree must hold a university degree equivalent to a German Bachelor degree; applicants for a doctorate must hold a university degree equivalent to a German Master's degree.

For general information about admission requirements please refer to:

- [www.daad.de/deutschland/wege-durchs-studium/zulassung/06550.en.html](http://www.daad.de/deutschland/wege-durchs-studium/zulassung/06550.en.html)

and

- [www.anabin.de](http://www.anabin.de)

## Application Procedures

In addition to the application form (*Antrag auf Zulassung*), applicants must provide a full set of documents (transcripts, diploma, or other official records) proving their qualifications for university study and their German language ability. Students must make sure that this proof is officially certified and stamped by an appropriate authority. This official stamp can be obtained at a German embassy or from the proper authorities in the student's home country. In addition, translations must be provided for documents that are not in English, French or German. These translations must be made by an officially licensed translator.

A special application procedure applies for the Internet-Based Further Education Master's Programme in Information Systems; for details please refer to: [www.vawi.de](http://www.vawi.de).

## Deadlines

The application for admission should be sent to the university as early as possible. The deadline for the summer semester is *15 January* and for the winter semester *15 July* of each year.

An exception is the application deadline for the European Joint Master's Degree English and American Studies, which ends on *30 April* of each year.

## Application Checklist

- completed and signed application form, available for download on the Internet at:  
[www.uni-bamberg.de/fileadmin/uni/verwaltung/auslandsamt/dateien/zulassungsantrag\\_dt.pdf](http://www.uni-bamberg.de/fileadmin/uni/verwaltung/auslandsamt/dateien/zulassungsantrag_dt.pdf) (German)  
[www.daad.de/imperia/md/content/en/deutschland/formulare/zulassungsantrag\\_eng.pdf](http://www.daad.de/imperia/md/content/en/deutschland/formulare/zulassungsantrag_eng.pdf) (English)
- officially certified photocopy or duplicate of the school completion certificate (*Abitur*) with which the student is eligible to study at a university in his/her home country, including the corresponding course lists with individual marks/grades
- officially certified photocopy or duplicate of all university certificates and university admissions exams (if applicable), including the corresponding course lists with individual marks/grades
- officially certified proof of German language skills; complete set of all certificates (except for applicants for the European Joint Master's Degree in English and American Studies)
- officially certified certificate of having passed the *Feststellungsprüfung*, including a marks/grade overview - only for those who have already studied at a *Studienkolleg*
- for those who have already studied at a German university: officially certified certificates of enrolment of all semesters; if applicable: proof of removal from the register of students (*Exmatrikulation*); if applicable: certificate(s) of pre- or intermediate examination; also: officially certified certificate (e.g. from the examination office of the study course of your previous university) if the examination claim (*Prüfungsanspruch*) still exists for your previous study course in Germany or if the examination claim has already ended for your previous study course in Germany
- officially certified copy of the *Zeugnisenerkennungsbescheid* if the certificates have been sent e.g. to the *Zeugnisenerkennungsstelle für den Freistaat Bayern* in Munich (this is compulsory when the certificates are from two or more different countries resp. for students from the following countries only: Georgia, Iran, USA - but only for US applicants who have not yet finished a Bachelor's); for further information please refer to the *Zeugnisenerkennungsstelle's* website at:  
[www.km.bayern.de/schueler/abschluesse/zeugnisenerkennung.html](http://www.km.bayern.de/schueler/abschluesse/zeugnisenerkennung.html)
- officially certified copy indicating change of name (e.g. if the name was changed after a marriage)

- photocopy of personal identification card (e.g. passport)
- 1 passport photo (last name and first name on the back side)
- copy of scholarship letter for those who receive a scholarship e.g. from the DAAD
- photocopy of the confirmation for the aptitude test in the subjects arts or music (if you have registered for this)
- for students from China: original APS certificate (contact to the Chinese APS at: [www.aps.org.cn](http://www.aps.org.cn))
- for students from Mongolia: original APS certificate (contact to the Mongolian APS at: [www.ulan-bator.diplo.de/Vertretung/ulanbator/de/10/Akademische\\_20Pruefstelle/\\_APS.html](http://www.ulan-bator.diplo.de/Vertretung/ulanbator/de/10/Akademische_20Pruefstelle/_APS.html))
- for students from Vietnam: original APS certificate (contact to the Vietnamese APS at: [www.hanoi.diplo.de/Vertretung/hanoi/de/06/APS\\_Hanoi.html](http://www.hanoi.diplo.de/Vertretung/hanoi/de/06/APS_Hanoi.html))

Only when applying for a Master study course:

(does not apply to applicants for the European Joint Master's Degree in English and American Studies)

- letter of motivation

Only when applying for a doctorate:

- officially certified letter of acceptance from the responsible professor from the University of Bamberg (if the complete doctorate, i.e. thesis (*Dissertation*) and defence (*Disputation*) resp. exams (*Rigorousum*), is done in a language other than German, then this has to be endorsed on the letter of acceptance by the responsible professor)
- officially certified proof of the title and mark/grade of the final paper (if this does not already appear on the university transcript)

Please note that the above documents must be sent by post or handed in personally to the admission office. Applications that are sent by e-mail or fax cannot be accepted.

**Visa Information - Proof of Funding**

In order to enter the Federal Republic of Germany a visa issued by the diplomatic representation of the Federal Republic of Germany in your country of residence is required. This regulation does not apply to study applicants from Andorra, Australia, Brazil, Canada, EU states, Honduras, Israel, Japan, Monaco, New Zealand, San Marino, South Korea, and the USA.

Students are advised not to enter the country on a tourist visa as this cannot be converted to a visa or residence permit for educational purposes.

From the summer semester 2007 onwards, tuition fees were introduced at the University of Bamberg. The amount of the tuition fees is € 450 per semester. In addition, every student has to pay a semester contribution fee, currently € 65 (student union contribution fee: € 42, semester ticket: € 23). Moreover, students must cover their living costs while in the country. The granting of a student visa is dependent upon the student's ability to show proof of adequate income while in Germany (amounting to roughly € 600 per month).

The university cannot offer financial assistance to students. Scholarship information can be obtained from German embassies or the German Academic Exchange Service (DAAD). Please find further information on the internet at:

- [www.daad.de](http://www.daad.de)

**Further Information**

For further information please direct enquiries to the responsible admissions office:

<i>Applicants for a Bachelor's degree, intensive German course or Studienkolleg</i>	<i>Applications for a Master's degree</i>
Akademisches Auslandsamt/International Office Kapuzinerstr. 25 96045 Bamberg Germany phone: ++49 (0) 951-863-1051 fax: ++49 (0) 951-863-1054 e-mail: <a href="mailto:auslandsamt@uni-bamberg.de">auslandsamt@uni-bamberg.de</a> <a href="http://www.uni-bamberg.de/auslandsamt">www.uni-bamberg.de/auslandsamt</a>	Studentenzkanzlei/Enrolment Office Ms. Anja Lamb Kapuzinerstr. 16 96045 Bamberg Germany phone: ++49 (0) 951-863-1266 e-mail: <a href="mailto:anja.lamb@uni-bamberg.de">anja.lamb@uni-bamberg.de</a> <a href="http://www.uni-bamberg.de/verwaltung_organen/verwaltung/studium_lehre/studentenzkanzlei/">www.uni-bamberg.de/verwaltung_organen/verwaltung/studium_lehre/studentenzkanzlei/</a>