

Application Information for Candidates with Foreign Certificates: Applications for a Bachelor Program

Please read **all** the information of this document carefully.

Hochschule Geisenheim University is a member of the [uni-assist](https://www.uni-assist.de/en/) association (Service Center for International University Applications).

All university applicants applying for the 1st semester of a degree program at Geisenheim University, and who gained their university entrance qualifications outside Germany must – regardless of their nationality – apply through uni-assist.

Please read all this information carefully and then apply directly online through uni-assist:

<https://www.uni-assist.de/en/>

Application deadline for winter semester 2018/19: August 15, 2018.

The application for the winter semester 2018/19 is already possible.

Exceptions to the application through uni-assist:

- a) Applicants who have already had their documents certified by an **officially recognized national institution for the recognition of academic documents of a German federal state, which is valid throughout Germany.**
- b) Applicants who have already successfully completed the **qualification assessment test** (*Feststellungsprüfung*) in a public German foundation course (*„Studienkolleg“*).

Please apply directly to Geisenheim University:

<https://www.hs-geisenheim.de/en/studies/prospective-students/application/dates-and-deadlines/>

Geisenheim University Degree Programs

The bachelor study degree programs of Geisenheim University only start in the winter semester. The Application must be made through uni-assist for the following degree programs:

Undergraduate programs with unrestricted admission:

- Viticulture and Enology (Bachelor of Science, 6 semesters)
- Beverage Technology (Bachelor of Science, 6 semesters)
- International Wine Business (Bachelor of Science, 6 semesters)
- International Wine Business in English (Bachelor of Science, 6 semesters)
- Horticulture (Bachelor of Science, 7 semesters)
- Food Safety (Bachelor of Science, 6 semesters)
- Fresh Produce Logistics and Management (Bachelor of Science, 7 semesters)
- Landscape Architecture (Bachelor of Engineering, 7 semesters)

Further information about degree content and admission requirements (eg. pre-study work experience requirement) can be found under the relevant degree program:

<https://www.hs-geisenheim.de/en/studies/prospective-students/degree-programs/overview/>

Entrance Requirements

There are three prerequisites for studying at Geisenheim University:

1. Your school-leaving certificate allows you to study in Germany **and**
2. You have the necessary language requirements **and**
3. You have the necessary pre-study work experience

1. University admission certificate: Direct Admission or Foundation Course:

Applicants who do not have the German higher education entrance qualification (*Hochschulzugangsberechtigung*), have to prove that their foreign secondary school-leaving certificate meets the requirements for studying in Germany.

This will be checked during the admissions procedure.

If the documents meet the requirements, you are eligible for direct admission and can apply directly to the degree program.

If your school leaving certificate is insufficient, you have two possibilities:

- a.) You will have to take a qualification assessment examination in Germany, called a **Feststellungsprüfung**, which is prepared for in a one-year foundation course (**Studienkolleg**). Applicants for „International Wine Business – in English“; please note that foundation courses are only available in German language. German language skills (B1) are mandatory. For more information about the application process for the Studienkolleg please see below).
- b.) In some cases, the German university admission requirements can be fulfilled through study-time in your home country.

The rating and ranking of foreign qualifications, according to the German Education Ministers' Conference, can be found at:

<http://anabin.kmk.org> (German only)

or at the website of the German academic exchange service DAAD (German and English version):

<https://www.daad.de/deutschland/nach-deutschland/voraussetzungen/en/6017-admission-requirements/>

Applications for direct admission and applications for a foundation course (Studienkolleg) should both be made through uni-assist. Please see the different application deadlines below.

If you wish to apply for a higher semester based on a period of studies at a foreign university, you will have to initially apply for a 1st semester place through uni-assist. The Examinations Board will check whether your qualifications can be recognized as well as whether you are eligible for admission to a higher semester.

2. Language requirements

Applicants with foreign certificates, for a degree program of Geisenheim University which is taught in German or English, must have proof of sufficient command of the German / English language. There are different language requirements depending on the rating of your certificates (direct admission or foundation course):

German Language Competence for German Bachelor Degree Programs at Geisenheim University:

There are two stages at which the German language competence is evaluated:

1. At the time of application: applicants must submit proof of German competency at B2 (CEFR) level with their application.

The following will be recognized:

- Goethe-Zertifikat B2
- Certificate DSH-1 oder TestDaf 3
- Proof of a minimum of 1000 hours of German classes

You do not need a B2-certificate in German if you have a proof of

- a completed vocational training in Germany or
- 10 years of school at a German school (“Realschulabschluss” alone is not sufficient)

2. One year after enrolment: proof of German level **C1 (CEFR)** must be submitted within two semesters after confirmation of matriculation by Geisenheim University.

The following will be recognized:

- Goethe-Zertifikat C1 or C2
- DSH-2 – level DSH-2 result in all parts of the test!
- „Deutsche Sprachdiplom (level II)“ of the KMK („Kultusministerkonferenz“)
- telc Deutsch C 1 Hochschule
- TestDaF (minimum level 4 in all parts of the test)

English Competence for the Bachelor Degree Course “International Wine Business in English” at Geisenheim University:

English competence at minimum B2 level (CEFR) must be submitted with the application through uni-assist.

The following certificates are recognized:

- TOEFL (minimum 80 points; internet-based test)
- IELTS (minimum 5.5)
- Cambridge First Certificate - FCE – (minimum grade B)

A certificate of English language competence is not necessary for applicants who

- graduated from high school in a country where English is the official first language
- have a university degree in which English was the sole language of instruction
- can provide proof of an English-speaking apprenticeship which took at least 5 years to complete (school, university or a combination of both)

Knowledge of German is not required, but is strongly recommended!

3. Pre-Study Work Experience Requirements

For all bachelor degree courses at Geisenheim University there are, in addition to the necessary university entrance qualification and the language requirements, clearly-defined pre-study work experience requirements.

Degree Course (start in winter semester)	Required Pre-Study Work Experience before the start of the degree program
Horticulture	13 weeks in total (of which 8 weeks must be completed before the start of the degree program)
Landscape Architecture	12 weeks in total (of which 6 weeks must be completed before the start of the degree program, provided that you were eligible to study in the year of your application)
Viticulture & Enology	26 weeks before the start of the bachelor degree
Beverage Technology	26 weeks before the start of the bachelor degree
Food Safety	12 weeks before the start of the bachelor degree
Fresh Produce Logistics and Management	8 weeks before the start of the bachelor degree
International Wine Business (German)	26 weeks before the start of the bachelor degree
International Wine Business (English)	26 weeks in total (exception for WS 2017/18: at least 13 weeks must be completed before the start of the degree program)

The student applicants are responsible for organizing the obligatory pre-study work experience by themselves. It is not part of the study program!

You should make sure to start your pre-study work experience in good time and to check that the contents of the work experience meet with the requirements for the degree program. In certain cases, periods of internships or work experience already completed, which are related to the study program, can be counted towards the obligatory pre-study work experience. Please apply to uni-assist in good time to find out whether you will fulfil the admission requirements and use the time before the study program starts to catch up on the missing pre-study work experience times.

Further information about the prerequisites of the pre-study work experience can be found on the pages of the different study degree programs on our Homepage (please also see "downloads"). You will also find a contact person for the pre-study work experience for each study degree program who can give content-related advice and who can provide you with information regarding the recognition of existing work experience.

The proof of the obligatory pre-study work experience has to be submitted on the day of registration at Geisenheim University at the latest. For the application at uni-assist it is sufficient to submit a certificate from the company confirming that you are currently doing a pre-study internship.

If the requirements are not met, applicants will not be able to be enrolled on their course.

In the case of a foreign work experience, the certification must be translated into German or English and submitted with the application.

Pre-Study Program: preparatory offer for study programs of Geisenheim University:

Geisenheim University's Pre-Study-Program aims to support international applicants for our German unrestricted admission degree programs, in gaining the obligatory German language requirements and in finding a necessary pre-study placement. International applicants for the German study programs who are interested in taking part in the pre-study program can apply via email to pre-study@hs-gm.de. Geisenheim University will decide, if you qualify for the program and will give you further information about the application process. Prospective students for the English bachelor program "International Wine Business" need to prove a B1-level in German.

Application Process for Direct Admission

If your foreign school-leaving certificates and further necessary documents qualify you for direct admission to German university, will be approved during the application procedure through uni-assist. Please apply online through uni-assist (<https://www.uni-assist.de/en/>) for your chosen degree program.

Documents

You will find a checklist of the documents you have to submit with your online application through uni-assist below (page 11).

Application Deadline

The application form, including all required documents, must be submitted to uni-assist by the following deadline for all degree programs: August 15 (only winter semester start possible).

The date of receipt by uni-assist is binding, not the postmarked date!

Applications by email or fax will not be considered!

Please see further information about the application process at uni-assist below.

Application Process for Applications through *Studienkolleg* (Foundation Course)

If your foreign school-leaving certificate does not make you eligible for direct admission to a German university, you can apply for a Foundation course (*Studienkolleg*) which is only offered in German. The *Studienkolleg* starts one year before the start of the study program. The number of participants is limited.

Please note that the obligatory pre-study internship has to be finished before the start of the *Studienkolleg* and be approved by Geisenheim University.

Applications for foundation courses are made through uni-assist - http://www.uni-assist.de/index_en.html - and you should apply through them for the first semester of your chosen degree course. You should indicate in the application that you are applying for admission to ***Studienkolleg***. Your certificates will then be checked that you are qualified for entry to the *Studienkolleg*.

Documents

You will find a checklist of the documents required for the application to uni-assist below (page 11).

Application Deadline

The application, including all relevant documents, **must be submitted to uni-assist by 31.5.**

The date of receipt by uni-assist is binding, not the postmarked date!

Applications by email or fax will not be considered!

German Language Competence

Applicants must send proof of German language level B1 (CEFR) with their application, which can be one of the following:

- Goethe-Zertifikat B1
- Certificate confirming level B1 (CEFR) from other recognized Language Institutes
- Proof of a minimum of 400 hours of German classes

Further Information

Geisenheim University works together with the [Studienkolleg in Darmstadt](#), where the foundation course *Schwerpunktkurs T* (preparation for mathematics, science and technical-based degree courses) is offered, which is recognized for all Geisenheim degree courses. You will be invited to take part in the entry exam (*Aufnahmeprüfung*) at the foundation course center. The entry exam for the *Schwerpunktkurs T* is made up of a language and math test.

Samples of this entry exam can be found at http://www.stk.tu-darmstadt.de/studienkollegstart/startseite_stk.en.jsp.

If you pass the entry exam for the foundation course, you will receive a provisional offer of a place on your chosen degree course from Geisenheim University.

You will then take part in the foundation course *Schwerpunktkurs T* at *Studienkolleg Darmstadt*, which usually lasts for 2 semesters.

At the end of the foundation course, you will take the final test (*Feststellungsprüfung*) and, upon successful completion of this, you will be enrolled in the 1st semester of your chosen degree course at Geisenheim University.

Further Information for Applicants from China, Mongolia und Vietnam

China

According to regulations adopted by the Hessian Ministry of Science and Art (26.9.2001) applications from Chinese students can only be processed after they have been checked and certified by the Academic Evaluation Center (*Akademische Prüfstelle* - APS) in Peking.

Applications submitted without this certification cannot be processed! The APS certificate must be submitted in original form! Further information can be found at <https://www.aps.org.cn/>.

This also applies to applicants who are already in Germany!

Mongolia/Vietnam

All applicants from Mongolia and Vietnam have to follow the process set out by the Academic Evaluation Center (*Akademische Prüfstelle* - APS):

Mongolia: Academic Evaluation Center at the German Embassy in Ulan-Bator.

Vietnam: Academic Evaluation Center at the German Embassy in Hanoi.

Information about the Uni-Assist Procedures

For the application please use the uni-assist online-portal and first read all the important information about the application on the uni-assist homepage!

<https://www.uni-assist.de/en/>

Please send all the necessary documentation as listed in the checklist below to uni-assist.

uni-assist e.V.
Geneststraße 5
10829 Berlin

The uni-assist application procedure will verify that your foreign school certificates fulfil the requirements for admission to study at Geisenheim University.

If you do not meet the requirements, uni-assist will contact you and let you know what further documents are needed.

Please include your email address (if you have one) in your application, so that uni-assist can contact you easily and quickly with any questions!

Should you fulfil all of the requirements, uni-assist will forward your application to Geisenheim University, which will then decide whether or not you can be admitted to the degree program.

Should the result from uni-assist not be positive, you can still contact Geisenheim University directly, indicating the negative result from uni-assist and your reasons for disagreeing with this result. A final decision as to admission will then be made by Geisenheim University.

Applications to further universities

If you are applying to other universities, please check whether they are also using uni-assist.

You can find a list of member universities here: <https://www.uni-assist.de/en/tools/uni-assist-universities/>.

In this case, please make an online application for each university. The required documents only need to be submitted once.

Payment

Uni-assist charges **75 Euros** for examining the first application.

For every further application (also to another university), applicants are charged an additional **30 Euros**.

Your application to uni-assist will only be processed when payments have been made.

Please include a copy of your bank transfer voucher with the application!

Please read the information about payments to uni-assist:

<https://www.uni-assist.de/en/how-to-apply/pay-all-fees/payment-options/>

Please note: With the confirmation letter of uni-assist that your application has been submitted and paid, you can apply directly for a student applicant visa at the German embassy. This would save a lot of time as you do not have to wait for the answer of uni-assist before starting the visa process.

Do you have further questions?

If you have questions regarding the online application process, the payment or regarding the current processing status of your application, please contact uni-assist. Further information about the uni-assist procedure can be found at <https://www.uni-assist.de/en/>.

If you have content-related questions regarding admission prerequisites, please contact Geisenheim University (contacts below).

Information about Admission, Registration, Enrolment Fees, Storage of Data and Data Protection**Admission**

If Geisenheim University decides in your favor, you will receive a letter of admission from Geisenheim University.

Registration (Enrolment)

After the letter of admission has been received from Geisenheim University, registration takes place. Registration is only possible on the date printed in the letter of admission! **You will need to provide all your documents in original form when you register!**

Enrolment Fees

At registration, you will receive a pre-printed bank transfer form for the enrolment fees (including a fee for the *Studentenwerk* which provides student dorms, the cafeteria, etc., and the student ticket, which allows you the free use of regional public transport). The enrolment fees should be paid within 3 days.

Further information about the current enrolment fees can be found on our website: <http://www.hs-geisenheim.de/en/students/admissions-office/re-registrationssemester-fee.html>. The amount can vary slightly every semester.

There are no tuition fees to pay.

Storage period for applications

We hereby inform you that your application materials, should you decide not to register at our university, will be kept on file by uni-assist for no longer than one year. Your data will be stored digitally for four years, during which time it will only be accessible to uni-assist and our university. Applications which are sent directly to Geisenheim University will be destroyed one year after the application process has been completed.

Notice regarding storage of personal data

According to §18, section 1 of the Hessian Data Protection Law of 7 January 1999 (GVBl I. p98), Geisenheim University is required to inform all applicants regarding the storage of personal data in a computer database.

In the course of the computerized admissions procedure, applicants' personal data is processed and stored.

The processing of your application is not possible without your consent to this data-processing and storage.

The following data will be stored (§ 4, Hessian Allocation Regulations of 3 July 2008 (GVBl II 70-253, p772, of 14 July 2008):

- First and last name(s), date and place of birth
- Gender
- Address, nationality
- Admission-relevant data

The data will be deleted according to § 4, section 2 of the Hessian Allocation Regulations as follows: for the summer semester by 30 September at the latest, for the winter semester by 31 March of the following year.

The purpose of the processing of this data is the allocation of university places and the generation of letters of admission and rejection in the admissions process (§ 11 of the Hessian Data Protection Law).

Further Information and Addresses

- Hochschule Geisenheim University
International Office
Lena Stolte
Von-Lade-Straße 1
65366 Geisenheim
Tel.: +49 6722 502-786
email: applicants@hs-gm.de

- Hochschule Geisenheim University
Admissions Office
Petra Ernst
Von-Lade-Straße 1
65366 Geisenheim
Tel.: +49 6722 502-708
email: applicants@hs-gm.de

Checklist for your Application Paperwork

Please apply online through uni-assist (<https://www.uni-assist.de/en/>) and send the following documentation to uni-assist by post.

Required documents:

- Officially certified copies* of foreign transcripts:
 - Final secondary school certificate with a listing of subjects and grades
 - University certificate with a listing of subjects and grades (if applicable)
 - Proof of successful completion of university entrance exam (*Hochschulaufnahmeprüfung*) taken in home country (if applicable)

- Officially certified copy* of a certified German translation of the foreign educational certificates. Only translations by state-certified translators will be accepted. No translation is required for documents in English

- Officially certified copy* of a proof of necessary pre-study work-experience (If the work-experience took place abroad, this proof must be translated into German. No translation is required for an original document in English!)
- for German degree programs; officially certified copy* of a proof of German language competence
- for „International Wine Business“ in English; officially certified copy* of a proof of English language competence

- Official documentation of previous periods of university study in Germany, including enrolment documentation (if applicable)

- Copy of your passport

- Bank transfer slip documenting the payment of the application fee to uni-assist

Please note: We recommend **never sending any original document to uni-assist** (except you have more than one), but always a certified copy. They won't send them back to you, and you will need the originals again for the enrolment at our university.

***Information regarding certification / translation:**

Foreign certificates and transcripts must be submitted as officially certified copies.

Officially certified copies can only be accepted from the following authorities:

- German diplomatic missions abroad
- Authorities and Notaries abroad who are recognized for official notarization
- The school or university which issued the original certificate
- German notaries and courts
- Competent authorities with an official stamp: federal and regional and municipal authorities, official churches

Certified copies by translators will not be accepted.

Certificates and transcripts must be submitted in both the original language of issue and also in English or German translated form.

- Translations done by German or foreign translation bureaus have to be carried out by a sworn or authorized translator.

More information: <https://www.uni-assist.de/en/how-to-apply/assemble-your-documents/certified-copies-and-translations/>.