

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

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

Please read the following information carefully and then apply directly online through uni-assist:

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

Application for the winter semester 2019/20 is already possible.
Application deadline is August 15th, 2019.

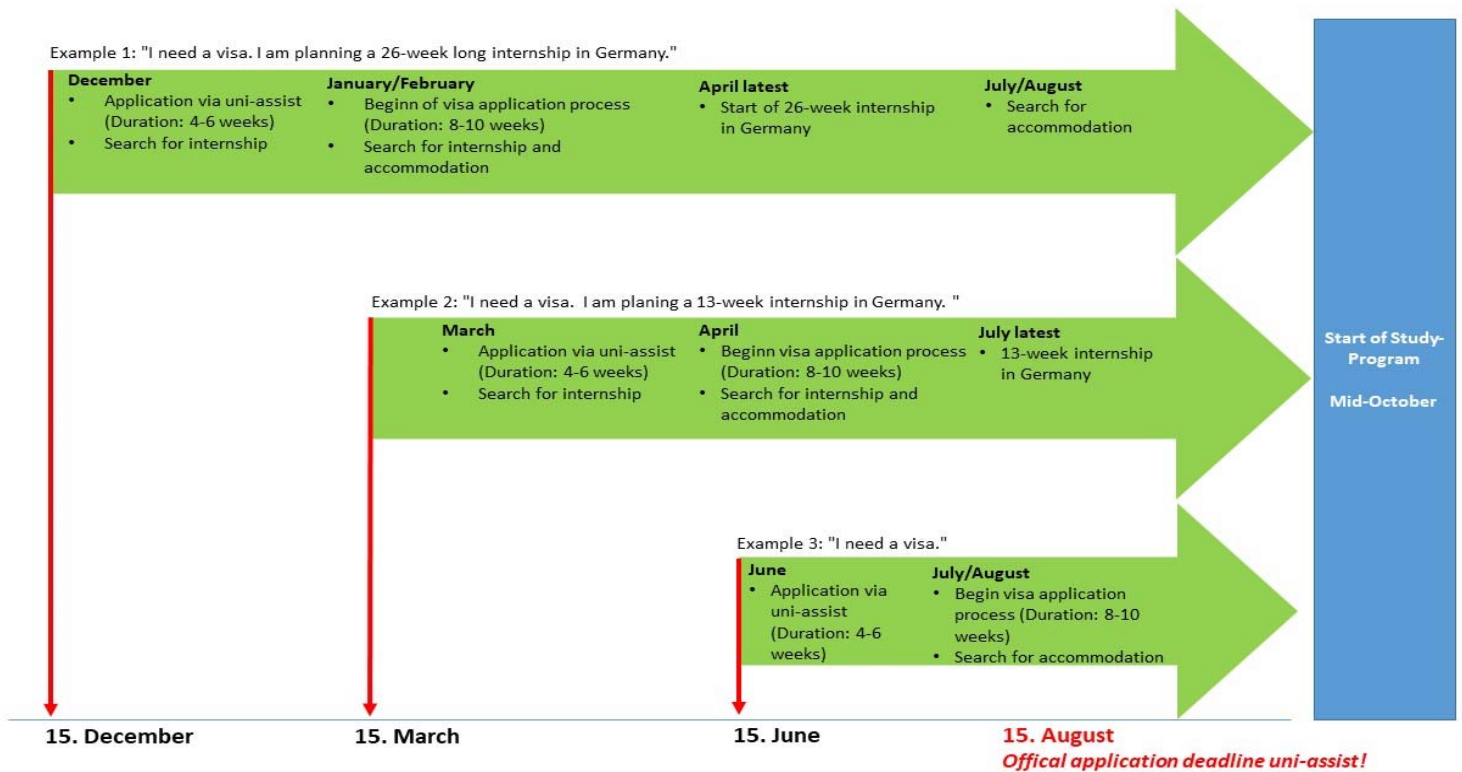
Applicants from non-European countries please note: We highly recommend applying by July 2019 latest so you'll have enough time for the visa process.

Exceptions from the application process through uni-assist are:

- 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 successfully completed the **qualification assessment test** (*Feststellungsprüfung*) in a public German foundation course ("*Studienkolleg*").

If one of the above named statements applies to you, please apply directly to Hochschule Geisenheim University: <https://www.hs-geisenheim.de/en/studies/prospective-students/application/dates-and-deadlines/>

Picture 1: Highly recommended application deadlines for visa applicants



Hochschule Geisenheim University Degree Programs

Hochschule Geisenheim University's bachelor degree programs start in the winter semester. Applications for the following degree programs must be made through uni-assist:

Undergraduate programs without restricted 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)
- Food Chain Management (Bachelor of Science, 6 semesters)
- Landscape Architecture (Bachelor of Engineering, 7 semesters)

Further information about degree content and admission requirements (e.g. pre-study internship requirements) can be found under the relevant degree program:

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

University Entrance Requirements

There are three pre-requisites for studying at Hochschule 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 internship.

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 application process through uni-assist.

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

If your school leaving certificate does not meet the criteria for admission to a German university you have two possibilities:

- a. You will have to take an assessment test in Germany, called ***Feststellungsprüfung***, which takes place after a one-year foundation course (***Studienkolleg***).

Please note that the foundation course is only available in German. German language skills of a minimum of B1 are mandatory. Please see below for more information about the application process for the Studienkolleg.

- b. In some cases, the German university admission requirements can also be obtained through periods of study in your home country.

For more information on rating and ranking of foreign qualifications according to the German Education Ministers' Conference please go to: <http://anabin.kmk.org> (in German only).

You can also visit 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 further 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 Examination Administration of Hochschule Geisenheim University will then review your transcripts on whether your qualifications can be recognized and if you are eligible for admission to a higher semester.

2. Language requirements

Applicants with a foreign certificate applying for a German or English-language degree program must provide proof of a sufficient command of the German / English language. There are different language requirements depending on the rating of your admission certificates (direct admission or foundation course):

German Language Proficiency for German Bachelor Degree Programs at Geisenheim University

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

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

The following language certificates will be recognized:

- Goethe-Certificate B2
- Certificate DSH-1 or TestDaF 3
- Proof of a minimum of 1000 hours of German classes

Applicants will be exempt from taking a language proficiency exam if the following applies:

- a completed vocational training in Germany or
 - 10 years of school at a German school (“Realschulabschluss” only 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. You can sit an internal C1 exam at our university. The exam is free of charge.

The following certificates will be recognized:

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

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

Proof of proficiency in English at level B2 (CEFR) must be submitted along with the application through uni-assist.

The following language certificates are recognized:

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

Applicants will be exempt from taking a language proficiency exam if the following applies:

- high school graduation in a country where English is the official first language
- a university degree in which English was the sole language of instruction

- proof of an English-speaking apprenticeship of at least 5 years (school, university or a combination of both) can be provided

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

3. Pre-Study Internship Requirements

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

Degree Course (start in winter semester)	Required Pre-study internship before the start of the degree program
Horticulture	12 weeks in total (of which 6 weeks must be completed before the start of the degree program and the remaining weeks by start of 5 th semester)
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. Remaining weeks must be completed by start of 3 rd semester)
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 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. Remaining weeks must be completed by start of 3 rd semester)
Fresh Produce Logistics and Management	8 weeks in total (of which at least 4 weeks must be completed before the start of the degree program. Remaining weeks must be completed by start of 3 rd semester)
International Wine Business (German)	26 weeks before the start of the bachelor degree
International Wine Business (English)	26 weeks in total (at least 13 weeks must be completed before the start of the degree program. Remaining weeks by start of 3 rd semester)

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

You should make sure to start your pre-study internship 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 internship. 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 internship times.

Further information about the prerequisites of the pre-study internship 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 internship 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 original proof of the obligatory pre-study internship has to be submitted on the day of registration at Hochschule 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 entrance 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.

4. Pre-Study Program: preparatory offer for degree programs of Hochschule Geisenheim University:

Hochschule 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. Hochschule 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, this 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

- July 15, 2019
- Please observe the information given in picture 1 on page 2

You will find more information about the application process at uni-assist further 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 completed before the start of the Studienkolleg and be approved by Hochschule 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 as to whether 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

April 30, 2019

German Language Proficiency

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

Hochschule 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 programs. 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 Hochschule 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 Hochschule 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 necessary documentation as listed in the checklist further below to uni-assist by post:

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 Hochschule 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 in your application, so that uni-assist can quickly contact you with any questions!

Should you fulfil all of the requirements, uni-assist will forward your application to Hochschule 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 Hochschule 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 the 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 prepare 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 once payment has been made in full. 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 from uni-assist stating that your application has been submitted and paid, you can apply directly for a student applicant visa at the German embassy. This will save you a lot of time as you do not have to wait for the (final) answer from uni-assist before starting the visa process.

Do you have further questions?

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

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

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

Admission

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

Registration (Enrolment)

After the letter of admission has been received from the 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 payment of the enrolment fee. The enrolment fee includes a fee for the student body, student union membership as well as the semester ticket, which allows you the free use of regional public transportation. The enrolment fee should be paid within 3 working days. Further information about the current enrolment fees at Hochschule Geisenheim University can be found on our website: <http://www.hs-geisenheim.de/en/students/admissions-office/re-registrationsemester-fee.html>. The amount can vary slightly each 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, p 772, of 14 July 2008):

First and last name(s), date and place of birth, gender, address, nationality, and 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).

For further information, please contact us via e-mail: 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 de-enrolment documentation (if applicable)
- Copy of your passport
- Bank transfer slip documenting the payment of the application fee to uni-assist
- Curriculum vitae

Please note: We recommend to **never sending any original document to uni-assist (except if you have more than one), but always a certified copy. They won't send the documents back to you, and you will need the originals (and the translated version) 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 services 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/>.