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## Application for the Assessment of Foreign Academic Credentials

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### Procedure:

1. International applicants need to file a request for the assessment of their foreign academic credentials. IAS then assesses the equivalence of the submitted foreign academic credentials with German university entrance qualifications.
2. IAS assesses the application based on the Central Office for Foreign Education`s assessment criteria (ZAB, <http://anabin.kmk.org/anabin.html>). Processing of the application takes approximately four weeks. We will always process your application as fast as possible and will respond in writing.
3. Admission to DHBW can occur after:
  - a. letter of approval of foreign academic credentials,
  - b. a signed study and workplace training contract with a DHBW corporate partner
  - c. Proof of German language proficiency, if applicable (see below)

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### Required documents:

Please hand in certified copies by post. Please do not send us original documents. Incomplete and non-certified copies will not be processed.

1. Complete application form
2. Curriculum Vitae
3. Academic credentials (1x certified copy + 1x photo copy)
  - a. Secondary school-leaving certificates
  - b. If applicable: higher education entrance qualification
  - c. If applicable: confirmation of enrolment / university transcripts
  - d. If applicable: degree certificates / university diploma
  - e. If applicable: APS certificate (see below)
4. If applicable: Proof of German language proficiency

**Translations:** Documents must be translated by an official and accredited translator. In addition to these translations, please also hand in certified copies of your documents in their original language if not already attached to the translation. Documents in English, French or Italian do not have to be translated.

**Change of name:** You must provide additional documentation proving your current full legal name if it is different from the name shown on your documents (e.g. marriage certificate).

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### Language proficiency:

You must proof your German language proficiency. Only the following certificates are acknowledged:

- **DSH2** - German Language Proficiency Test for University Admission
- **TestDaF** - Overall score of at least 16 points, with no subtest below TestDaF level 3
- **Goethe-Zertifikat C2: Großes Deutsches Sprachdiplom** (previously: Zentrale Oberstufenprüfung (ZOP), Kleines Deutsches Sprachdiplom, Großes Deutsches Sprachdiplom)
- **Deutsches Sprachdiplom der Kultusministerkonferenz, 2. Stufe**
- **telc Deutsch C1 Hochschule**
- **Feststellungsprüfung (Studienkolleg final exam) of a Studienkolleg**
- **ÖSD Zertifikat C2**

Please note: Proof of German language proficiency is not necessarily required at the time you submit the application of assessment of Foreign Academic Credentials. You may also show proof of language proficiency by the time of enrolment.

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### Applicants from China and Vietnam

Applicants from China and Vietnam can only be admitted to DHBW after submitting the Certificate of the 'Akademische Prüfstelle' (APS) at the German embassies located in Beijing or Hanoi. In order to receive an APS Certificate, applicants must send their documents to the PS office at the respective German embassy. APS will then verify the documents and examine whether the applicant fulfils the necessary requirements for studying at a German university before issuing an APS Certificate. Please attach this certificate to your Application for the Assessment of Foreign Academic Credentials when applying to DHBW.

#### APS China:

Landmark Tower 2, Büro 0311  
8 North Dongsanhuan Road  
Chaoyang District, 100004 Beijing  
Tel.: +86 - 10 - 6590 7138  
Fax: +86 - 10 - 6590 7140  
Mail: [info@aps.org.cn](mailto:info@aps.org.cn)  
[Web-Address](#)

#### APS Vietnam:

Deutsche Botschaft Hanoi, APS  
29 Tran Phu, Q. Ba Dinh  
Hanoi  
Tel.: +84 4 3267 3361  
Fax: +84 4 3843 9969  
E-Mail [aps\\_hanoi@yahoo.com](mailto:aps_hanoi@yahoo.com)  
[Web-Address](#)

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### Contact:

If you have further question, please contact us

- by Email to [ias@dhbw.de](mailto:ias@dhbw.de)
- or call us at **0711-320660-79** (Tue and Thu, 9:00 to 12:00)

## Application for the Assessment of Foreign Academic Credentials

for international applicants with foreign academic credentials

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### Personal Information (please fill out on a computer if possible):

First name

Name

Street

ZIP, City, Country

Telephone

Email

Birth date and place

Nationality

Gender

male

female

other

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### Study Objectives:

I would like to enrol in the following DHBW degree:

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### Documents:

I have attached the following documents to this application:

Fully completed application

Curriculum Vitae

Academic credentials (certified copy)

Academic credentials (photo copy)

Proof of language proficiency (certified copy)

Proof of language proficiency (photo copy)

I hereby confirm the provided information in this application to be true and accurate. All required documents are enclosed to this application.

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Place / Date

Signature