



International Office

University of Wuppertal – Dept. 3.3 – 42097 Wuppertal / Germany

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CONTACT	International Office
OUR REF	3.3.6-AS
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INTERNET	www.uni-wuppertal.de/studium/studium_international/

Dear Applicant,

Thank you for your interest in a place on a degree program at the University of Wuppertal (BUW). You will find general information about the university on our homepage:

www.uni-wuppertal.de

For more detailed information on degrees and programs, visit the Central Student Counselling Service (ZSB) website at www.zsb.uni-wuppertal.de. For information and tips on living in Wuppertal visit the Studentenwerk (Association of Student Affairs) website at www.hsw-international.de

Before submitting your application, it is important that you inform yourself in general about student life and conditions in Germany, and specifically about the admission requirements for the various degree programs offered in this country. The following websites, for example, provide information on degrees and programs at German universities and institutes of higher education:

www.daad.de/deutschland/de

www.hochschulkompass.de

www.campus-germany.de

www.inobis.de

For an evaluation of school and university qualifications gained outside Germany, visit www.anabin.de

Applicants who do not have German nationality and whose educational qualifications are from outside Germany (here called "foreign students") should contact the BUW International Office at the following address:

Main Campus – Griffenberg
Building O, Floor 06, Room 13
Tel.: +49 (0)202 439 3836/-3264,
E-mail: aaa@verwaltung.uni-wuppertal.de

Office hours:

Monday–Friday 8.30–12.00
and Tuesday afternoon 14.00–15.00.

1. Application

NB – Change in application procedures

The application procedure for foreign students who do not have German university entrance qualifications and intend to enrol for a degree program at BUW – including applicants who have completed preparatory courses at a German "Studienkolleg" – has now changed.

Applications should no longer be sent to BUW International Office but to the Application Services for International Students (**uni-assist**) at the following address (for exceptions see below):

**University of Wuppertal
c/o uni-assist e.V.
Helmholtz Strasse 2-9
10587 Berlin / Germany**

For your application to be processed by **uni-assist**, you have to pay the following fees:

- For one application, or for the first of several applications, applicants from non-EU countries are charged €55, applicants from EU countries €30).
- Applicants from the People's Republic of China who have already completed the application procedure with the Akademische Prüfstelle (APS) in China are charged €25.
- For each additional application for admission to a different university in Germany applicants are charged €15 in all cases.

For further information in various languages on uni-assist application procedure visit www.uni-assist.de or call +49 (0) 30 666 44345.

Applicants from the PR China should enclose their APS (Akademische Prüfstelle) certificate with their application. If you do not yet have this certificate, contact the German Embassy at the following address:

Botschaft der Bundesrepublik Deutschland
Akademische Prüfstelle Peking (APS)
Landmark Tower 2, Office 0311
Dongsanhuan Beilu 8
Chaoyang District, 100004 Beijing

The APS can be contacted by phone:
Monday through Thursday 13.00-17.00 (local time)
Tel.: +86-10-6590-7138
Fax: +86-10-6590-7140
E-mail: info@aps.org.cn
www.deutschebotschaft-china.org

Application deadlines for the University of Wuppertal:

for programs starting in the summer semester: November 15 – January 15
for programs starting in the winter semester: May 15 – July 15

Degree programs in architecture, industrial design or communications design are subject to special conditions and deadlines. Applicants must first submit evidence of ability in the subject of their choice. For information on procedures and deadlines visit www.zsb.uni-wuppertal.de

Exceptions to the uni-assist application procedure

You are an EU or EEA national and want to enrol in a restricted entry degree program (food chemistry, biology or psychology) at BUW

- For these subjects you must apply via the University Central Admissions Service (ZVS), 44128 Dortmund, Germany. You will find relevant information on the internet at www.zvs.de

You want to enrol for a degree program in architecture, industrial design or communications design at BUW.

- Applicants for these subjects must first submit evidence of ability in the subject of their choice. Applications for the ability test must be addressed directly to BUW Faculty of Architecture, Art and Design. For information on procedures, deadlines, and evidence required, visit the homepage of the department concerned. Once you have passed the ability test, application papers for university enrolment will be mailed to you by BUW International Office.

You want to enrol in an English language Master's program:

- **Computer Simulation in Science** – In this case you must apply direct to BUW International Office. For information visit the following website: <http://csis.uni-wuppertal.de/>. E-mail: dekanatfbc@uni-wuppertal.de
- **Computational Mechanical Engineering** – In this case you must apply direct to BUW International Office. For information visit the following website: <http://mbau.uni-wuppertal.de/>. E-mail: mboehle@uni-wuppertal.de

You want to transfer from a different German university to study the same subject at BUW.

- In this case apply (as hitherto) direct to BUW International Office, Gauss Str. 20, 42119 Wuppertal.

You are on a University of Wuppertal ERASMUS (or other) exchange program, or you have a scholarship from a German sponsoring / funding agency, and want to enrol at BUW for a maximum of two semesters without taking a degree.

- In this case apply direct to BUW International Office Gauss Str. 20, 42119 Wuppertal. For further information and application forms visit the following website: www.verwaltung.uni-wuppertal.de/studinfos/stud.html or contact BUW International Office at schmidlin@verwaltung.uni-wuppertal.de

You intend to take a PhD at BUW.

- First contact the relevant BUW faculty or institute and ensure that you have the academic qualifications required for enrolment as a PhD student, that facilities for your thesis topic are available in Wuppertal, and that a professor of the university is willing to supervise you.
Once these preliminary steps have been completed, you should apply for university admission and registration, enclosing copies of all your certificates as well as a written acceptance from your future supervisor, to BUW International Office, Gauss Str. 20, 42119 Wuppertal / Germany.

If you are not applying via uni-assist, you will find the correct application form at the following website: www.uni-assist.de/downloads/antr_auf_zul_stud.pdf

2. Application for admission to a degree program

The application form for admission to a degree program must be accompanied by a copy of your passport and of all the educational certificates you gained in connection with your secondary education. This means:

- non-German school-leaving certificates, with grade or grades achieved;
- certificate of any university entrance examination taken in your home country, or university admission test at a preparatory institute ("Studienkolleg") in Germany or the TestAS certificate;
- evidence of completion, or part completion, of a degree program (subject and grade transcripts, diploma or degree certificate etc.);
- evidence of proficiency in German.

Officially certified copies of all original documents must be submitted. If the certificates are in a language other than English, French or German, an officially certified translation into German must also be submitted.

If you are or were at any time enrolled at a German university or institute of higher education, enclose your current (or most recent) certificate of registration ("Immatrikulationsbescheinigung") detailing the subject and number of semesters studied.

3. Proficiency in German – requirements for admission to a degree program at BUW

Applicants who are not German native speakers and whose qualifications for admission to BUW have not been gained in a German speaking environment must – before beginning a degree program – provide evidence of proficiency in German by taking the approved German language test for university admission (DSH).

The minimum requirement for enrolment on a degree program is adequate performance at level 2 of the DSH test. From winter semester 2005/2006 onward, DSH tests taken at other universities and institutes of higher education will only be accepted if the relevant DSH test regulations were registered with the Standing Conference of University and College Rectors. For details visit the following website: www.hrk.de/de/download/dateien/DSH_Registrierungen.pdf

Applicants who have gained one of the following qualifications are exempted from the DSH test:

- language certificate of the Standing Conference of State Education Ministers ("Kultusministerkonferenz"), level II;
- German Central Advanced Level Examination ("Zentrale Oberstufenprüfung");
- language certificate of the Goethe Institut, level I or II ("Grosses/Kleines Sprachdiplom");
- DAF German as a Foreign Language Test ("TestDaf") with grade 4 pass in all sections. TestDaf (www.testdaf.de) can be taken in Germany or at authorized centres abroad.

Applicants who intend to take the DSH test at BUW must – along with evidence of their admission to a degree program – provide evidence of proficiency in German (Central Intermediate Level Examination of the Goethe Institut, or level C1 of the European Reference Framework, or 1000 hours).

The DSH test is held twice a year at BUW (March/September). An entrance fee of €100 is charged to partly cover costs.

BUW's Language Learning Institute (SLI) is now (as of 1.11.2007) an authorized examination centre for the following language certificates: TestDaF, TestAS and OnDaF, as well as DSH. TestDaF is an alternative to the DSH test, and is above all of interest to applicants who have not yet been admitted to a UW degree program. Further information on these tests (concerning registration, organization, content, form and procedure of the test) will be found at the following web sites: www.testdaf.de, www.testas.de and www.ondaf.de; or alternatively direct from the SLI: contact Wolfgang Holtschneider-Seuthe (Tel.: +49 202 439 2120; e-mail: holt@uni-wuppertal.de).

4. German language courses

BUW offers a limited number of places on preparatory German language courses to applicants who can provide evidence of admission to a BUW degree program. A fee of €500 per semester is charged to partially cover costs. For exceptionally qualified applicants (see below: 5. Tuition Fees) this fee may be waived on application for up to two semesters.

Regular intensive German courses are offered throughout the year, progressing from levels A1 & A2 (elementary), through B1 & B2 (intermediate), to C1 & C2 (advanced). Placement at a specific level is on the basis of a test held at the beginning of the course. The courses are 40 weeks long with at least 20 hours teaching per week. Vacations follow the school vacation schedule of the State of North Rhine-Westphalia.

Because the number of applicants for these courses regularly exceeds the number of available places, the university has to select participants. Priority in the selection process is given to well qualified and motivated young applicants and to those holding the TestAS certificate (www.testas.de).

Applications, stating your intended degree subject(s), should be submitted via **uni-assist** on the general BUW admission form, observing the official deadlines (November 15–January 15 for the summer semester and May 15 – July 15 for the winter semester).

In certain cases participation in the university's German courses is possible, on request and on payment of a fee of € 500 per semester (to partially cover tuition costs), as follows:

- Students who have been enrolled for two semesters on the regular BUW German course but did not pass the final course test can enrol for a third semester at a specific course level.
- This also applies to students who have been enrolled for a maximum of two semesters on the regular German course and successfully completed the advanced level (C2), but did not pass the subsequent DSH test.
- External DSH candidates who did not pass the test can enrol on a special DSH preparatory course.
- German nationals whose educational qualifications were not gained in a German speaking environment can also enrol for a maximum of two semesters on a DSH preparatory course.
- Visiting foreign academics and doctoral students, as well as their family members, can enrol for two semesters (maximum) on the regular Intensive German Course (family members must have university enrolment as informal auditors – *Gasthörer* – and have paid the additional *Gasthörer* fee of €100 per semester).

Further specialist courses in German are offered for students of the humanities, economics, science and technology who are already pursuing their major subjects. For information on these courses, which run during the official teaching semester only, visit the following website: www.sli.uni-wuppertal.de

For information on summer language schools at German universities, as well as on publicly funded and private German language courses in the Wuppertal region, contact the International Office.

5. Tuition fees

Up-to-date information on the general tuition fee (500 € per semester) levied by BUW can be found at the university website: www.verwaltung.uni-wuppertal.de/Studinfos/stbag-faq.html

Exceptionally qualified applicants with an average grade equivalent to 1.5 or better in the German system, or a result of 95% or better in the “Test for Academic Studies (TestAS)” examination (www.testas.de), may on application be exempted from this fee for their first two semesters.

6. Student residence halls

Inquiries about accommodation in student residence halls should be directed to the Student Social Services ("Hochschul-Sozialwerk"), Wuppertal. For further information visit the following website: www.hsw.uni-wuppertal.de

Address

Hochschul-Sozialwerk Wuppertal
– Student Accommodation Center –
Max-Horkheimer-Str. 10 ("Neue Burse")
42119 Wuppertal / Germany

Tel. +49 (0)202 24 38 – 0

E-mail hsw@uni-wuppertal.de

Office hours Mo–Fri 9.00–12.00

7. How to find us

- university main campus by car
www.uni-wuppertal.de/service/anreise/uni-pkw.html
- university main campus on public transport
www.uni-wuppertal.de/service/anreise/uni-oepnv.html

We look forward to receiving your application and wish you every success with your studies in Germany.

International Office
University of Wuppertal

stage: November 2007