

4. Information on previous studies

Are you already/have you ever been enrolled at an institution of higher education (university or university of applied sciences)?

no yes (please enclose proof accordingly)

If yes, information on previous studies:

Course/subject(s)	Qualification pursued (Bachelor's degree, diploma etc.)	University and location	Duration (e.g. WS 05 – SS 09)	No. of semesters

Number of leave semesters taken (please enclose proof):

Have you already graduated from a course of study or do you expect to successfully complete a course of study by the end of the current semester?

yes no

If yes, please specify (please enclose/forward a certified copy of the transcript):

Course of study, type of qualification
(e.g. Bachelor's degree, diploma from a university/university of applied sciences, ...)

Grade		Date (may be in future for expected degree)							

Note: Detailed reasons are required to apply for a second course of study.

If no, is there an exclusion from further study?

yes no

If yes, reason for exclusion

University de-registration certificate enclosed to follow

Note: Enrolment is not possible without providing a university de-registration certificate!

5. Declaration

I hereby affirm that all of the information contained within this application is correct and complete. In accordance with the state data protection act, I consent to the recording and processing of those of my personal details that are protected by the state data protection act. I agree to my personal details being passed on within the University for administrative purposes.

I am aware that any notification of admission that is based upon incorrect information shall be withdrawn by the University. Furthermore, I am also aware that my enrolment may be withdrawn if incorrect information is only ascertained after enrolment. I hereby undertake to notify Magdeburg-Stendal University of Applied Sciences, if, after submission of this application, I no longer wish to be considered for admission, or my address changes.

I hereby declare on oath that at the time of submitting this application for the course in question, I have not irrevocably failed an interim or final examination (or parts thereof) and, provided that I am not applying for a higher semester, that I am not enrolled on the course for which I am currently applying at another German university.

Place and date

Applicant's signature

The following documents must be enclosed with the application (please mark with a cross if enclosed):

- Higher education entrance qualification (**officially certified copy**)
(certification can be performed by any public sector entity with an official seal/stamp)
– If presently unavailable, please submit retrospectively without being requested –
- CV in tabular form with no gaps

The following documents are also enclosed with the application (mark with a cross where relevant):

- Proof of vocational/professional qualifications
- Proof of employment or internships/placements
- Proof of voluntary service
- Certificate of first degree (**officially certified copy**)
- Proof of previous study credits/certificate of non-objection (when applying for a higher semester related to a course of study)
- Confirmation of university de-registration
- In the case of foreign qualifications: Certificate(s) of German examination(s) (**officially certified copy**)
- Proof of foreign language skills (multiple if applicable)
- Placement/training agreement (for dual courses of study)
- Application portfolio (for Industrial Design)
- Letter of motivation (for Industrial Design)
- Statement of reasons for applying for a second course of study (with evidence of academic degree)
- Stamped, addressed **envelope** for the return of application documents
- Stamped, addressed **postcard** (for confirming receipt of application) – enclose in plain view, no other confirmation possible!
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Information sheet on applying for admission to a study programme

1. Application and exclusion deadlines

For applicants with a German higher education entrance qualification (HEEQ), the **application**, together with all the required documents, must be received by Magdeburg-Stendal University of Applied Sciences by the following deadlines:

for the winter semester (WS) by	for the summer semester (SS) by
31 May – for courses of study with an aptitude test or entrance examination	30 November – for courses of study with an aptitude test or entrance examination
15 July – for courses of study with restricted admission <i>If you received your HEEQ in the previous year or earlier, please apply by 31 May.</i>	
15 July – for placement in a higher semester (course of study related)	15 January – for courses of study with restricted admission
15 September – for courses of study without any admission restriction	15 January – for placement in a higher semester (course of study related)
15 March – for courses of study without any admission restriction	15 March – for courses of study without any admission restriction

For **further education programmes designed to accompany professional activities**, please visit www.hs-magdeburg.de or contact the coordinator of the study programme for information.

These deadlines are **exclusion deadlines**. If the above-mentioned exclusion deadlines fall on a Saturday, Sunday or public holiday, then the deadline will **not** be extended until the end of the next working day.

Note: For current application deadlines, please check the website at www.hs-magdeburg.de or contact the General Academic Counselling unit on studienberatung@hs-magdeburg.de or telephone no. +49 (0)391 886 4106.

Missing documents will not be requested and may cause the application to be excluded from processing!

Acceptances and rejections are typically sent out in early August (WS) or early February (SS).

Information for applicants with foreign educational qualifications

For applicants without a German higher education entrance qualification, the following application procedures apply (for detailed information, visit www.hs-magdeburg.de/en):

- Proof of your educational qualifications (school, university, language skills etc.) must be checked by **uni-assist e.V.** (the University Application Service for International Students).
- In this case, please direct your application to: **Magdeburg-Stendal University of Applied Sciences**
c/o uni-assist e.V.
Geneststrasse 5
10829 Berlin, Germany

There is a charge for checking your qualifications. Detailed information can be found at www.uni-assist.de

The following application deadlines are recommended for submitting application documents to uni-assist e.V.:

	Winter semester	Summer semester
Courses of study requiring an aptitude test:	30 April	31 October
Courses of study with admission restrictions:	31 May	30 November
Courses of study without admission restriction:	31 July	31 January

- This procedure excludes only those applicants whose documents have already been checked and certified for university eligibility.
- There are additional requirements for some courses. Please visit the website for information: www.hs-magdeburg.de/en/studies
- Work samples for the Industrial Design course of study cannot be inspected by uni-assist e.V. and must therefore be sent to the university directly.

Application documents will only be returned at the end of the application process (at the earliest by the end of October (WS) or the end of April (SS)) and only if a self-addressed envelope with adequate postage is provided with the application. Otherwise the documents will be destroyed at the end of the application process. No responsibility can be taken for original certificates and credentials that are submitted.

2. Application form

The application form must be completed in full and legibly in block capitals. The application must be signed by the applicant. If an applicant submits multiple applications for admission, only the last one received will be taken into consideration. If multiple applications are received at the same time, a draw will determine which application is considered.

The above deadlines **also apply** to applications which may be made in addition to the general admission process (e.g. application for admission as part of the hardship quota, application in compensation for disadvantages following waiting time/qualification). If a hardship or compensation for disadvantages application is made, this must be submitted with the general application and detailed reasons given. Official proof (e.g. specialist medical report, report from the youth welfare service/social services, school etc.) must be enclosed.

3. Entry permissions for higher education institutions (section 5 of the application)

A higher education entrance qualification must be demonstrated prior to being admitted for study. The following are acceptable:

- General or subject-specific university entrance qualification (secondary/vocational/evening secondary school)
- Entry qualification for study at a university of applied sciences (technical secondary school, specialist vocational school with integrated part of this particular qualification etc.)
- Entry qualification for study at a university of applied sciences (theoretical part) in conjunction with evidence of having completed a vocational training course or a minimum one-year practical training course and a colloquium
- Professional career advancement training (e.g. master craftsman, state-certified business manager, state-certified technician, state-approved child care worker)
- Proof of passing an entrance examination for university/university of applied sciences at a preparatory college for courses of study in the relevant key subject area
- Passing an entrance examination for particularly qualified employed persons
- Proof of recognition of foreign educational qualifications and evidence of sufficient proficiency in the German language.

Detailed information in German can be found at: www.hs-magdeburg.de/hochschule/einrichtungen/studentische-angelegenheiten/services

When applying for courses of study with restricted admission, you must achieve the required **grade point average** for your higher education entrance qualification. Applications for a second course of study can only be considered if the first degree has been completed by the time the selection process is carried out and appropriate proof is provided.

4. Application procedures

For courses of study without admission restrictions, all applicants with the applicable higher education entrance qualification shall be approved. A selection process is in place for courses of study with restricted admission. Selection is based on the rules on the allocation of study places in Saxony-Anhalt (HVVO LSA). In line with this, 20% of places are allocated according to grade point average, 20% depending on waiting time and 60% based on the university's internal selection process. The waiting time is calculated from the time of qualifying for higher education study. Starting from this point in time, the respective half-year periods are counted. Waiting time does not include semesters in which an individual was enrolled at another higher educational institution in Germany.

5. Applications for higher semesters

An application for placement in a higher semester (course of study related) shall only be processed if the application was submitted in time (15 January for SS, 15 July for WS) and upon submitting the relevant form (www.hs-magdeburg.de/en/studies/application-and-enrolment). Placement in a higher semester typically requires a decision by the Board of Examiners in the relevant department. If, however, the applicant has already been enrolled in the same course of study at another comparable German university (the key factor here is the content of the curriculum and not the description of the course of study), a place in the corresponding higher semester must be given. It is requirement that there is a right to examination, however, i.e. the applicant has not been excluded from studying for the course of study. Due to the transition from diplomas to Bachelor and Master's degrees, it is recommended that in-depth academic counselling be obtained prior to submitting an application.

In order to join a higher semester within the same course of study, both passed and failed examinations as well as attempted examinations and periods of study are taken into account. A certificate of non-objection must be produced. If the course of study is not the same, a place shall be given based on proof of achievement (notes/certificates of achievement, overview of grades issued by the office of examinations). In the case of courses of study with restricted admission, admission shall only be granted if there is adequate capacity. Notifications will therefore be dispatched at the earliest in mid-March (SS) or mid-September (WS).

6. Applications for the programme in Industrial Design

If applying for this study programme, please note that work samples must also be submitted in addition to the admission application. Detailed information is available on the website at <https://www.hs-magdeburg.de/en/studies/bachelors-programmes/industrial-design>

Information for applicants with foreign qualifications: Work samples cannot be inspected by uni-assist e.V. (see section 1) and must therefore be sent directly to us.

7. Financial assistance (Bafög) and halls of residence places

Questions regarding financial assistance and places in halls of residence may be directed to Magdeburg Student Services:

Contact:

Studentenwerk Magdeburg
J.-G.-Nathusius-Ring 5 Wohnheim 7
39106 Magdeburg, Germany

Website: www.studentenwerk-magdeburg.de/en
Financial assistance telephone number: +49 (0)391 671 8352
Halls of residence telephone number: +49 (0)391 671 8358

8. Other information

You will only be sent confirmation of receipt of your documents if the application is accompanied by a stamped, addressed postcard in plain view.

Application documents can be returned at the earliest by the end of October (WS) or the end of April (SS) and only if a self-addressed envelope (min. size C5) with adequate postage is provided. Otherwise the application documents will be destroyed on completion of the application process.

If you are admitted to a study programme with restricted admission, please note that the period for returning your acceptance is short!

"Vehicle license code" means the vehicle license plate code for the district or urban municipality (e.g. MD for Magdeburg). This information is required for statistical purposes. Please complete even if you do not have your own vehicle.

Dr. Lehmann, the student adviser, is available for further questions regarding either location on telephone number +49 (0)391 886 4106 or by emailing studienberatung@hs-magdeburg.de.