

Information for Holders of Foreign Educational Degrees on the Application for a Degree Program at *Berufsakademie Sachsen*

Please note that you can only apply for a degree program at *Berufsakademie Sachsen* after concluding a training contract with a suitable practice partner. For a sample contract, please refer to the university website. Without this training contract, applicants cannot be accepted for studies, even if they meet all other admission requirements.

In addition to the application for admission to a degree program and the training contract with a practice partner, foreign applicants must also submit the following documents:

1. Proof of the ability to study in the language of instruction – Proof of knowledge of the German language

In accordance with the Framework Regulations on German Language Exams for Studies at German Universities (resolutions of the *HRK* and the *KMK* in the version of November 2015, sections 1 and 2), applicants must provide proof of their ability to study in the language of instruction (German). There are various examinations by means of which the required knowledge of German can be proven:

- DSH: German language examination for the university admission of foreign applicants
- TestDaF: Test of German as a foreign language
- FSP: German part of the assessment test at preparatory colleges (*Studienkolleg*) or
- DSD II: German Language Diploma of the Conference of Ministers of Education, 2nd level

The aforementioned examination may be omitted if:

- the *Abitur* (university entrance qualification) was attained at a German school
- the applicant passed the Basic or Advanced German Language Diploma of the Goethe Institute (before 2012)
- the applicant passed the Central Advanced Language Test of the Goethe Institute (before 2012) or the Goethe Certificate C2: Advanced German Language Diploma (since 2012)
- the applicant passed the “*Telc C1 Deutsch Hochschule*” test.

The corresponding proof of passing the language examination must be submitted to *Staatliche Studienakademie*.

2. Determination of equivalence of educational qualifications obtained abroad for an admission to university:

Foreign educational certificates (educational qualifications obtained abroad) are checked for their equivalence with the German entrance requirements for universities of cooperative education. For this purpose, applicants must submit a separate application for recognition of their university entrance qualification (see also: <http://www.schule.sachsen.de/3683.htm>) to *Staatliche Studienakademie*.

The following documents must be attached to the completed application in the form of officially certified copies:

- the educational certificates/graduation certificate issued abroad, or the leaving certificate of the last school attended
- translations of these documents by a translator appointed and sworn in by a German court
- copy of identity card or passport
- refugee identity certificate, if applicable

If you have already passed a university entrance examination or completed a degree course at a university in your country of origin, you must also submit the following documents:

- proof of the foreign university entrance examination
- proof of foreign academic qualifications including academic performance and examination results (overview of subjects and grades)
- if applicable, the degree awarded at the foreign university (e.g. Bachelor's degree)

If the certificate of the country of origin is not recognized, you can take a so-called assessment test, which is offered by preparatory colleges (*Studienkolleg*) in Germany. These colleges offer preparatory courses to prepare students for this examination and the subsequent studies. The German language part of this examination also serves as proof of the language ability necessary for university studies.

If you have completed a vocational training in a recognized trade but do not possess a recognized university entrance qualification, you can also take an entrance examination at *Staatliche Studienakademie*. You can find out more about this by applying to the institution.

Further important notes:

All documents (certificates, translations, deeds, attestations, etc.) must be submitted in the form of **officially certified copies** (no originals, no uncertified copies).

Certificates or attestations that are not issued in German must be accompanied by German translations by translators officially appointed and sworn in by a Germany court.

If the name listed in the documents submitted does not correspond to the current name, an official document confirming the change of name (marriage certificate etc.) must be enclosed, together with a translation into German.

Any public body that bears an official seal can issue official certification. This includes state and local authorities (except lawyers, auditors and associations).

Abroad, diplomatic representations of the Federal Republic of Germany are authorized to issue official certifications.

The certification on the copy must be in original form and include the following:

- a statement that the copy corresponds to the original
- the place and date of certification
- the original signature of the certifying attendant and
- the original impression of the official seal (usually contains an emblem, not a mere text stamp)

Loose sheets must be certified individually. Copied certifications cannot be accepted.

3. Compliance with a necessary residence permit

Foreign students from non-EU countries need a residence permit (e.g. visa for study purposes) to study in Germany. For any questions in this regard, please contact the German representations abroad (embassy/consulate) or, if you are already in Germany (e.g. refugees), the relevant immigration authorities at your place of residence.

Since the cooperative degree programs at *Berufsakademie Sachsen* include practical study phases which make up half of the period of studies, this employment is subject to the approval of the labor administration. This approval is usually obtained by the relevant immigration authority in an internal procedure from the responsible team at the Federal Employment Agency (see also "Information Sheet on Residence Permit for Doctoral Candidates and Students in Cooperative Degree Programs", available on the Internet at <http://www.zuwanderung.sachsen.de/download/Zuwanderung/Info-Doktoranden.pdf>).