



Hochschule RheinMain
University of Applied Sciences
Wiesbaden Rüsselsheim

Application information for bachelor degree programs for applicants with foreign high school leaving certificates

**RheinMain University of Applied Sciences is a member of the uni-assist
Association
(the University Application Service for International Students e.V.)**

All university applicants who earned their higher education entrance qualification in a foreign country and intend to apply for a **first semester** at RheinMain University of Applied Sciences must – regardless of nationality – apply through uni-assist.

Please read this application information sheet carefully and apply directly via the uni-assist online-portal:

www.uni-assist.de

Exceptions to the uni-assist procedure:

- applicants who can produce an **assessment certificate with average grade of a central leaving certificate recognition organization** of a federal state, that is valid **nationally**
- applicants who passed an **assessment test at a Studienkolleg (preparatory course) in Hesse** at one of the following locations: Darmstadt, Frankfurt, Mittelhessen, Kassel
- applicants who have already received a letter of admission from RheinMain University of Applied Sciences in the same degree program

Please apply directly via RheinMain University of Applied Sciences' online-portal:
www.hs-rm.de/einschreibung → Bewerbung mit deutschen Zeugnissen

Last updated: April 2018

• Degree Programs at RheinMain University of Applied Sciences

RheinMain University of Applied Sciences bachelor's degree programs are offered at both study locations – **Wiesbaden and Rüsselsheim**.

An overview of all the courses on offer at the university can be found at:

www.hs-rm.de/studienangebot

Detailed information on the course contents and entrance requirements for each degree program can be found here.

Please read the following carefully to find out whether there are special admission requirements such as an internship, language requirements etc. for your chosen course of studies.

The RheinMain University of Applied Sciences participates in the **dialog-oriented service procedure (DoSV)** with the following degree programs:

- Business Administration
- Business & Law in Accounting and Taxation
- Digital Business Management
- Health Economics
- Insurance and Finance
- International Management

More information about the DoSV procedure on page 9.

As a rule all RheinMain University of Applied Sciences' Bachelor's degree programs must be applied for via uni-assist.

However **exceptions** apply to some degree programs, that entail particular selection procedures:

- Cooperative Degree Program Insurance & Finance
- Cooperative Degree Program Mechanical Engineering (part-time for professionals)
- Cooperative Degree Program Electrical Engineering (part-time for professionals)
- Cooperative Degree Program Electrical Engineering
- Cooperative Degree Program Industrial Engineering & International Management
- Cooperative Degree Program Systems Engineering
- Social Work, BASA (distance learning degree program)

This also applies to applicants who wish to apply for a **higher semester** due to periods of study spent at other German universities.

In this case please apply directly via RheinMain University of Applied Sciences' online-portal.

www.hs-rm.de/einschreibung → Bewerbung mit deutschen Zeugnissen

- **General admission requirements and information for applicants with foreign high school leaving certificates**

Applicants who do not have a German higher education entrance qualification can study in Germany if their foreign high school leaving certificate is equivalent to a higher education entrance qualification gained in Germany.

Assessing and reviewing your certificates is carried out as part of the application process, during which your certificates are checked to see if they are directly comparable with German higher education entrance qualifications (e.g. "Abitur", German secondary school leaving certificate). If this is the case, you have direct entry to higher education and can apply directly for a degree program.

If your higher school leaving certificate is not directly comparable to a German higher education entrance qualification, you will be required to attend a Studienkolleg before beginning to study and must pass the assessment test.

The following websites provide information on how your local certificate will be assessed:

<http://anabin.kmk.org>

<https://www.daad.de/deutschland/nach-deutschland/voraussetzungen/de/6017-hochschulzugang-und-zulassung/>

Furthermore, applicants with foreign high school leaving certificates must prove that their **German language skills** are sufficient for studying in Germany. Depending on how your high school leaving certificate is assessed (direct higher education entry or Studienkolleg) the requirements in terms of German language skills vary.

Applicants with a direct higher education entrance qualification and those applying for a place at a Studienkolleg apply in two different processes.

- **Application process for direct higher education entry**

Your foreign high school leaving certificate qualifies you for direct higher education entry and you would like to apply for direct admission to a first semester at RheinMain University of Applied Sciences.

You should thus apply directly via the uni-assist online-portal – www.uni-assist.de – for your chosen degree program.

Documents

Please refer to the Applicant Checklist on page 17 of this applicant information sheet to find out which documents you are required to submit with your application!

Application deadline

Please submit your application for admission in time and as requested to uni-assist with the documents required for the uni-assist application process, in the exceptions listed (see cover page!) to RheinMain University of Applied Sciences:

For degree programs with restricted admission (NC):

July 15 for a winter semester, January 15 for a summer semester

For degree programs with unlimited admission:

September 1 for a winter semester, March 1 for a summer semester.

If you intend to take a DSH examination at RheinMain University of Applied Sciences, your application must be submitted by January 15, respectively July 15, also for unlimited (non-NC) admission programs! Please refer to the DSH examination tips on page 5!

The deadline for applications is the day that the application was received at uni-assist, not the date of the postmark!

Applications that are submitted by e-mail or fax will not be considered!

German language skills

You must prove at least the following German language skills with your **application** by the respective application deadline:

- Intermediate Level Language Test of the Goethe-Institut ("Zentrale Mittelstufenprüfung"), or
- a certificate showing you have completed an advanced course at another language school (Zeugnis über den Abschluss der Oberstufe eines Sprachinstituts), or
- a certificate showing you have completed a DSH/TestDaF preparatory course, or
- a certificate of a completed German course/German examination with at least level B2 according to the Common European Framework of Reference for Languages, or
- certificate DSH-1 or TestDaf 3, or
- proof of at least 1,000 hours of German lessons.

If, following a review of your application and completing the allocation process, you are admitted to RheinMain University of Applied Sciences, you are required to prove that you have successfully completed one of the following language examinations when you **enroll**:

- the certificate of the German Language Proficiency Test for Entrance to German Universities (DSH). Proof of the overall DSH-2 result is required! Important! Please note: DSH examinations may only be taken at universities.
- the German language diploma (level two) of the German Standing Conference of the Ministers of Education and Cultural Affairs of the Länder (Deutsches Sprachdiplom der Kultusministerkonferenz – 2. Stufe),
- the "Großes" or "Kleines Deutsches Sprachdiplom" test of the Goethe Institute,
- the Central Advanced Language Test "Zentrale Oberstufenprüfung" of the Goethe Institute,
- Goethe Certificate C2,
- telc Deutsch C 1 Hochschule (German for success at an advanced academic level),
- TestDaf (minimum level 4 in all parts of the exam).

The following are exempt from a German examination – anyone who can prove they have:

- completed a degree in German (also teaching first or second foreign language) abroad, or
- a completed vocational apprenticeship (or education) in Germany, or
- 10 school years at a German school (general certificate of secondary education, "Realschulabschluss" does not qualify)!

DSH examination and DSH course at RheinMain University:

RheinMain University of Applied Sciences offers the German Language Proficiency Test for Entrance to German Universities (DSH examination) and a DSH preparatory course twice a year.

Applicants are to register for the **DSH preparatory course** directly at RheinMain University of Applied Sciences, not via uni-assist!

An internal DSH examination is held at the end of the course!

The registration form and further information can be found here: www.hs-rm.de/dsh

DSH examination:

You can only register for a DSH examination at RheinMain University of Applied Sciences if you also apply to study at the university! You can apply for your chosen degree program via the uni-assist application portal www.uni-assist.de.

If you meet the minimum requirements for sitting the DSH examination, we will automatically invite you to sit the DSH examination!

Please note the deadlines:

The DSH examination is held every September and every March. To ensure that the invitation to sit the examination can be sent in time, your application must have been received at uni-assist by **July 15** respectively **January 15** at the latest!

Further information can be found at: www.hs-rm.de/dsh

• Application process for a place at a Studienkolleg

Your foreign high school leaving certificate qualifies you for admission to a Studienkolleg and you are required to attend a Studienkolleg before beginning your studies.

Applications for admission to a Studienkolleg can be made via the uni-assist application portal – www.uni-assist.de – **for your chosen degree program (e.g. Bachelor in Mechanical Engineering)**. On the application form at question 41, please note that you are applying for a place at a Studienkolleg. In assessing your high school leaving certificate it will be checked to see whether your certificates actually qualify you to attend a Studienkolleg.

Documents

Please refer to the Applicant Checklist on page 17 of this applicant information sheet to find out which documents you are required to submit with your application!

Application deadline

Please submit your application for admission in time and as requested to uni-assist with the documents required for the uni-assist application process, in the exceptions listed (see cover page!) to RheinMain University of Applied Sciences,

May 15 for a winter semester,

December 1 for a summer semester.

The deadline for the application is the day the application was received at uni-assist respectively RheinMain University of Applied Sciences, not the date of the postmark!

Applications that are received by e-mail or fax will not be considered!

German language skills

You must prove the following German language skills when you submit your application by the respective application deadline:

- a certificate of a completed German course/German examination with at least level B2 according to the Common European Framework of Reference for Languages,
- proof of at least 800 hours of German lessons.

Further procedure

Depending on your intended course of studies, you will be assigned to the appropriate focal area course at the "Studienkolleg" (e.g. a T course for the mechanical engineering degree program) and invited to sit the **admission examination** for the Studienkolleg.

RheinMain University of Applied Sciences is assigned to the Studienkolleg in Darmstadt (www.stk.tu-darmstadt.de).

The admission examination at the Studienkolleg Darmstadt for admission to the **G course** (preparation for German studies, social and cultural degree programs) is a language examination only.

The examination for admission to a **T course** (preparation for technical degree programs) consists of a language test and a mathematics examination.

Sample papers of the admission examinations can be viewed at: www.stk.tu-darmstadt.de!

After successfully passing the admission examination, you will receive a **conditional acceptance** for a place at RheinMain University of Applied Sciences in your chosen course.

You will then attend the focal area course at the Studienkolleg Darmstadt (generally speaking two semesters) that is appropriate for your chosen area of studies.

After passing the assessment test following completion of the Studienkolleg you will be admitted directly into the first semester of your chosen degree program at RheinMain University of Applied Sciences.

The focal area course G (preparation for German studies, social and cultural degree programs) and the focal area course T (preparation for mathematic, scientific and technical degree programs) are offered by the Studienkolleg Darmstadt.

Focal area course W (preparation for economics degree programs) is currently not being offered at the Studienkolleg Darmstadt due to capacity reasons.

The following focal area courses are recognized for the individual degree programs for admission to RheinMain University of Applied Sciences:

Degree Programs offered at RheinMain University of Applied Sciences	Focal area course
Applied Computer Science Applied Computer Science – cooperative degree program Applied Mathematics Applied Physics Architectural Heritage Conservation Architecture Business Informatics Business Informatics – cooperative degree program Civil Engineering Computer Engineering Computer Engineering – cooperative degree program Electrical and Aeronautical Engineering Electrical Engineering Environmental Engineering Interdisciplinary Engineering Mechanical Engineering Media Computer Science Media Computer Science – cooperative degree program Media Engineering Mobility Management Real Estate Management	T
Industrial Engineering & International Management Media Conception and Production Media Management	T, W
Communications Design Interior Architecture	G
Business & Law in Accounting and Taxation Business Administration Digital Business Management Health Care Economics Insurance and Finance International Management	W
Education in Childhood and Youth Health Care Issues in Social Work Law and Management in Social Work Social Work	G, W

- **Information for Communications Design applicants**

To be accepted for a first semester on a Communications Design degree program, applicants are required to pass a "Creative Aptitude test" (or "Prüfung zur Feststellung der künstlerischen Begabung").

This examination is held at RheinMain University of Applied Sciences every June (for admission to the winter semester) and December (for admission to the summer semester).

Applicants should register for the examination directly at RheinMain University of Applied Sciences, not via uni-assist!

The **registration deadline** for a winter semester is **June 1** of the same year and on **December 1** of the preceding year for a summer semester.

The **registration form** can be found at: www.hs-rm.de/begabtenpruefung-kommunikationsdesign

Please note that for the Communications Design degree program you must apply in parallel via the uni-assist procedure, as your leaving certificates must be checked for recognition purposes and to ascertain whether your German language skills are sufficient for studying.

- **Specific information for applicants from China, Mongolia and Vietnam**

China

Due to a decree by the Hessian Ministry of Higher Education, Research and the Arts (HMWK) dated September 26, 2001, application documents from Chinese applicants can only be processed if they have been submitted in advance to the Academic Evaluation Center ("Akademische Pruefstelle, APS) in Peking for pre-assessment purposes.

This is to be proven by a certificate from the Academic Evaluation Center, APS in Peking.

Applications without this certificate cannot be processed!

The **original** APS certificate must be submitted with the application!

Further information can be found at: www.aps.org.cn

This also applies to applicants who are already in Germany!

Mongolia/Vietnam

All applicants from Mongolia and Vietnam are also required to undergo the APS procedure

Mongolia: The Academic Evaluation Center at the German embassy in Ulan-Bator

Vietnam: The Academic Evaluation Center at the German embassy in Hanoi

• **Dialog-oriented Service Procedure (DoSV)**

Because of the participation of the RheinMain University of Applied Sciences in the **dialog-oriented service procedure (DoSV)** with some degree programs starting in the winter semester of 2018/2019, it is necessary to register at www.hochschulstart.de before applying. This applies to the following programs:

- Business Administration
- Business & Law in Accounting and Taxation
- Digital Business Management
- Health Economics
- Insurance and Finance
- International Management

What does DoSV mean?

The dialog-oriented service procedure (DoSV) coordinates the allocation of undergraduate degree course placements with locally restricted admissions on a national level.

This procedure supports the universities in their admission procedures and contributes to the avoidance of empty study places. The advantage of the procedure is that the applicant can see all the applications submitted to the DoSV – the platform www.hochschulstart.de – and can check the status there at any time.

Further information about DoSV and the application process for DoSV degree programs can be found at www.hochschulstart.de

How does the application via DoSV work?

You will find a check list on the uni-assist web site with the most important steps to applying with the DoSV procedure:

www.uni-assist.de/en/how-to-apply/plan-your-application/hochschulstart-dosv/

Step 1:

Register via www.hochschulstart.de. After successful registration, you will receive an applicant ID (BID) and an applicant authentication number (BAN), which is available under the button "My Data". Make a note of your BID and BAN, as these are required for online application with uni-assist.

Step 2:

Apply via uni-assist. Information about applying to uni-assist can be found on the homepage www.uni-assist.de/bewerben.html

You can also find the information about application via uni-assist on page 11 of this document.

Step 3

After a positive evaluation, uni-assist will automatically forward your application in electronic form to RheinMain Hochschule, where your admission will be decided. When your application has been accepted, your data will be transferred to our Campus Management System [HSRM COMPASS](#) and you will receive your personal access data by e-mail. This is important for the further admission process.

At www.hochschulstart.de you can follow the processing status of your application (s), set priorities, accept the admission offers, which are submitted to you and also your rejection or

exclusion notification. You will be informed about changes of your status via e-mail. Nonetheless, check your access on a regular basis in order to be able to accept your desired degree program and ensure your place at university. Please be aware of the valid deadlines of the decision phase, in which you must prioritize your desired course of studies.

Step 4: How do I get my desired course of studies?

In order to get an admission for your personal top university after applying for several applications, you have two options:

The easiest way to get the best possible course of studies is prioritization. After uni-assist has sent your approved applications to the university and the evaluation, you place your applications in order of your personal preferences. Please note that all applications after rank 12 become inactive. If you have done the prioritization with care, you do not have to do anything anymore, because at the end of the decision-making phase, your best possible admission offer will be converted into an admission. You will receive an admission letter and can enroll at the Hochschule RheinMain.

If you prefer to create clear conditions early on, check the status of your applications on a regular basis and actively accept the admission to www.hochschulstart.de. You will receive an admission letter and can enroll at the Hochschule RheinMain.

As soon as you have accepted an offer or your best possible offer has been converted into an admission, all other admission offers expire. This step cannot be undone.

After receiving an admission, please note the deadlines for enrollment on the admission letter.

• Information about the uni-assist application process

Please apply directly via uni-assist's online application portal:

www.uni-assist.de

Please read all the application information carefully in advance and then complete the online application. Print the application form and send it directly to uni-assist with all the required documents (see application checklist on page 17 of this information sheet)

uni-assist e. V.
D- 11507 Berlin

We advise to apply well in advance so that you still have the possibility to send missing documents within the deadline if necessary.

Your application will be reviewed by experts at uni-assist in the uni-assist procedure against RheinMain University of Applied Sciences admission requirements.

If you do not yet meet the formal admission requirements, uni-assist will inform you accordingly and ask you to submit the required records at a later date.

Please be sure to state your e-mail address, if you have one, so that uni-assist can contact you quickly and easily to clarify any questions!

If the experts decide in your favor, uni-assist will forward your application to RheinMain University of Applied Sciences.

RheinMain University of Applied Sciences will then decide to offer you a place or not.

If uni-assist does not return a positive result regarding your admission eligibility, you may contact RheinMain University of Applied Sciences directly. Please include uni-assist's letter of rejection and explain the errors in uni-assist's expert opinion. RheinMain University of Applied Sciences will then make a decision about your admission.

Applications to several universities

If you plan to apply to more than one university at a time, please check to see whether the other university/universities of your choice are also members of the uni-assist alliance.

A current list can be found at: www.uni-assist.de/hochschulen

If this is so, please file an individual online application for each university.

Only one copy of the required application documents (notarized certificates, translations etc.) must be submitted.

Fees:

Valid from March 1, 2018 in one application semester these handling fees apply:

Costs for the first desired course of study: 75.00 EUR

For each additional desired course of study: 30.00 EUR

- You pay **per desired course of study**. A desired course of study can be an application for a bachelor or master's course.

- Are you reapplying for a **new semester**? If so, the fee is 75.00 EUR again for the first desired study course and 30.00 EUR for every other desired course of study.
- These costs are the same for all forms of application. The fees cover registration, handling and checking of your documents and the assessment of your educational certificates, irrespective of the results of this procedure.

Example for one application semester

University 1	
Desired course of study A	75.00 EUR
Desired course of study B	30.00 EUR
University 2	
Desired course of study C	30.00 EUR
Total	135.00 EUR

Your application will only be processed by uni-assist when the fee has been paid.

Please attach the transfer slip to your application!

Please transfer your fee directly to uni-assist e.V.'s account at the same time as sending your documents:

Recipient: uni-assist e.V.
 Bank: HypoVereinsbank
 IBAN: DE62100208900019055272
 BIC/SWIFT code: HYVEDEMM488

For "Purpose of payment" on the transfer slip, please state your:

First name
 Surname
 Date of birth and
 Country of origin

If you transfer the money from abroad, please note that you will also have to pay the bank's transfer fee.

Alternatively you may pay by credit card, either VISA or MasterCard (the form can be found on page 13!).

Any questions?

If you have any questions about the online application process, whether the fee has been received or the status of your application, please contact uni-assist directly. Further explanatory comments on the uni-assist process can be found at: www.uni-assist.de/kontakt.html

For all content-related questions pertaining to the application and admission requirements, please contact RheinMain University of Applied Sciences directly (for contact details see page 13 of this application information sheet).

Payment by VISA or MasterCard credit card

Please provide us with your credit card check number, if you intend to pay by credit card.
This can be found on the reverse side of your credit card following the credit card number.

VISACARD
EURO / MASTERCARD

Amount in euros: _____

Cardholder: _____

Card number: _____

Credit card check number: _____

Valid until (month/year): _____

Signature of cardholder

- **What happens once uni-assist forwarded your application to Hochschule RheinMain?**

After a positive evaluation, uni-assist will automatically forward your application in electronic form to RheinMain Hochschule, where your admission will be decided. When your application has been accepted, your data will be transferred to our Campus Management System [HSRM COMPASS](#) and you will receive your personal access data by e-mail. This is important for the further admission process. You can check your application status under [HSRM COMPASS](#) and see further information concerning admission.

- **Enrollment**

Students can enroll at RheinMain University of Applied Sciences after the admission letters have been sent. Enrollment is only possible on the date mentioned on the admission letter!

- **Semester fee**

The semester fee includes the contribution for the student representative body, the "Studentenwerk" that provides student dorms, cafeterias etc. and the student public transportation ticket.

Information about the amount and the items that make up the semester fee can be found on the university's website: www.hs-rm.de/semesterbeitrag; these can change marginally every semester.

There are no tuition fees.

• Information about storage period for applications

Should you decide not to register at our university, we hereby inform you that your application documents will be kept on file by uni-assist for one year only. Your data will be stored digitally for a period of four years, during which time it will only be accessible to uni-assist and our university. Applications that are sent directly to RheinMain University of Applied Sciences will be destroyed one year after the application process has been completed. Should you be admitted, you will need to show all your original documents when you enroll!

Notice regarding storage of personal data

According to paragraph 18, section 1 of the Hessian Data Protection Act of January 7, 1999 (GVBl I. p. 98), RheinMain University of Applied Sciences 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 (paragraph 4 Hessian Allocation Regulations of May 7, 2013):

- First and surname(s), date and place of birth
- Gender
- Address, nationality
- Admission-relevant data

This data will be deleted in accordance with paragraph 4, section 2 of the Hessian Allocation Regulations as follows: for the summer semester by September 30 at the latest and for a winter semester by March 31 of the following year.

The purpose of processing this data is for allocating places and issuing letters of admissions and rejections in the respective admissions process (paragraph 11 of the Hessian Data Protection Act).

Further information and important addresses

Information on questions regarding the application process, assessing leaving certificates, DSH examination:

- RheinMain University of Applied Sciences
International Office
Kurt-Schumacher-Ring 18
65197 Wiesbaden

Phone: +49 611 9495-1571 or -1573

E-mail: international@hs-rm.de

www.hs-rm.de/international

Information about enrollment:

- RheinMain University of Applied Sciences
Admissions Office
Kurt-Schumacher-Ring 18,
65197 Wiesbaden

Phone: +49 611 9495-1560

E-mail: studienbuero-wiesbaden@hs-rm.de

Information on studying, degree programs, advice about choosing a course and planning your studies:

- RheinMain University of Applied Sciences
Student Counseling Office
Kurt-Schumacher-Ring 18
65197 Wiesbaden

Phone: +49 611 9495-1590

E-mail: studienberatung@hs-rm.de

These facilities can be contacted via the Student Information Center (S!C) at RheinMain University of Applied Sciences:

- RheinMain University of Applied Sciences
Student Information Center (S!C)
Building A
Kurt-Schumacher-Ring 18
65197 Wiesbaden

The i-Punkt of S!C is available at:

Phone: +49 611 9495-1555

E-mail: ipunkt@hs-rm.de

Mon. to Wed.: 09:00-15:00

Thurs.: 09:00-17:00

Fri.: 09:00-13:00

• Application checklist

- Printed online application form from the uni-assist portal (completed and signed)
- Officially notarized copies* of foreign transcripts:
 - Final high school leaving certificate with a list of grades
 - University transcript with a list of subjects and grades
 - Proof of the successful university entrance examination in your home country (if required)
- Notarized copy* of a certificated translation of the foreign education transcript in German or English. Only translations by state certified translators* will be accepted. No translation is required for documents in English.
- Certificate of successful assessment test (if required) notarized copy*
- Written confirmation that a required internship was completed – notarized copy*
If the internship was completed abroad, the internship reference must be submitted with a **German translation**. If the original document is in English, no translation is required!
- Proof of German language exams notarized copy*
- University transcripts of previous periods of study at German universities and, if appropriate, disenrollment certificates.
- Copy of your passport
- Bank transfer slip documenting the payment of the application fee to uni-assist

***Notes on notarization/translation**

Foreign transcripts must be submitted in **notarized copies**.

The following organizations and authorities are permitted to issue notarizations:

- The German diplomatic missions abroad
- The authorities and notaries authorized to notarize in their respective countries
- German notaries and courts
- Authorities who bear an official stamp: Federal authorities, state authorities,
- Municipal authorities, official churches

Translations that are simply notarized cannot be accepted!

Transcripts must always be submitted in the original language of their country of origin and additionally as a English or German **translation**.

- For translations performed in Germany the work must always be carried out by a state certified translator.
- For translations performed abroad, the work must be carried out by an authorized body that produces the equivalence of certified translations in the respective country.