



Information for applicants with foreign leaving certificates Application for a master's degree program

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

All applicants who earned their first university degree abroad and are applying for a master's degree program at RheinMain University of Applied Sciences are to apply via uni-assist, regardless of nationality.

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:

There are alternative application procedures for some master's degree programs at RheinMain University of Applied Sciences.

An overview of all the master's programs with a note on the different addresses for sending applications can be found on page two of this information sheet!

Master's degree programs at RheinMain University of Applied Sciences

Degree program	Address for applications
Advanced Media Technology	uni-assist
Applied Mathematics	uni-assist
Applied Physics	uni-assist
Architecture Building Revitalization and Transformation	uni-assist
Cooperative master's degree program Industrial Engineering	uni-assist
Cooperative master's degree program Product Development and Manufacturing	uni-assist
Electrical Engineering – Connected Systems	uni-assist
Environmental and Biological Process Engineering	uni-assist
Business & Law in Accounting and Taxation	uni-assist
Controlling & Finance	uni-assist
Automotive and Manufacturing Engineering	uni-assist
Computer Science	uni-assist
Computer Science – Smart systems for Man and Technology	uni-assist
Interior Architecture – Conceptual Design**	uni-assist
International Management	uni-assist, see Application Information for Master Program IMA
Civil Engineering & Construction Management	uni-assist
Media & Design Management**	uni-assist
Medical Engineering	uni-assist
Sales and Marketing Management	uni-assist
Social Work – Development and Organization of Social Spaces -organization – MAPS (distance learning)*	Fulda University of Applied Sciences www.social-maps.de
Social Work and Education (MAPS) (distance learning)*	RheinMain University of Applied Sciences, www.hs-rm.de/einschreibung
Environmental Management and Urban Planning in Metropolitan Areas	uni-assist
Environmental Management and Urban Planning in Metropolitan Areas (cooperative degree program)	uni-assist
Insurance and Finance	uni-assist

* Application only possible for the summer semester 2

** Application only possible for the winter semester

I. General admission requirements and information

Applicants that earned their initial degree (e.g. bachelor's degree, Diplom) abroad, can apply for a master's degree program in Germany, if their foreign degree is equivalent to a German degree and if (in the case of German language master's programs) they can prove sufficient German language skills.

- Proof of foreign degree

The degree earned abroad must be from a recognized foreign university. Depending on the special requirements of the individual master's programs, this qualification must be equivalent to a six or eight-month bachelor's degree earned in Germany.

The following website provides information on whether your university or your degree program is eligible.

<http://anabin.kmk.org> (only in German, official data base of "Zentralstelle für ausländisches Bildungswesen" (Central Office for Foreign Education – ZAB))

www.uni-assist.de/en/tools/check-university-admission/ (in English)

The following certificates need to be submitted to assess your degree

- Secondary school education transcript with a list of subjects and grades
- University transcript (e.g. bachelor's degree, Diplom) with a list of subjects and grades

Please refer to the details for this on page 12 (checklist, notes on notarization/translation)

- Proof of sufficient German language skills

Applicants that have earned a foreign degree and whose mother tongue is not German must prove that they have sufficient German language skills to undertake a degree course in Germany.

This only applies to master's degree programs that are predominantly taught in German!

You must prove at least the following German language skills when submitting 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, 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 ("Kultusministerkonferenz") and Cultural Affairs of the Länder,
- the "Großes" or "Kleines Deutsches Sprachdiplom" test of the Goethe-Institut,
- the Central Advanced Language Test "Zentrale Oberstufenprüfung" of the Goethe-Institut,
- Goethe Certificate C2,
- telc Deutsch C1 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 that they have completed:

- a degree in Germanic studies (including for teaching as a first or second foreign language) abroad, or
- an apprenticeship (or school education) in Germany, or
- at least ten years of school education at a German school.

DSH examination and DSH course at RheinMain University of Applied Sciences:

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 on our website:

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

Further information can be found at:

www.hs-rm.de/dsh

II. Application deadlines

June 15: Interior Architecture / Conceptual Design

January 15 or July 15 for the following master's degree programs:

- Architecture | Building Revitalization and Transformation
- Business & Law in Accounting and Taxation
- Civil Engineering & Construction Management
- Controlling and Finance
- Media & Design Management (**only 15.07**)
- Sales and Marketing Management
- Environmental Management and Urban Planning in Metropolitan Areas
- Environmental Management and Urban Planning in Metropolitan Areas (cooperative degree program)
- Insurance and Finance

March 1 or September 1 for the following master's degree programs:

- Advanced Media Technology
- Applied Mathematics
- Applied Physics
- Automotive and Manufacturing Engineering
- Computer Science
- Computer Science – Smart Systems for Man and Technology
- Cooperative master's degree program in Industrial Engineering
- Cooperative master's degree program in Product Development & Manufacturing
- Electrical Engineering – Connected Systems
- Environmental and Biological Process Engineering
- Medical Engineering

Please note:

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 4!

III. Special admission requirements for the individual Master's Programs

In addition to the general and formal admission requirements, further specialist or language skills admission requirements apply for individual master's programs.

Detailed information about content and requirements of the individual master's degree programs can be found on our homepage at:

www.hs-rm.de/studienangebot

Please read this information carefully and submit the required documents/proof with your application to uni-assist!

These specialist admission requirements will also be checked by the respective faculty at RheinMain University of Applied Sciences after the formal review at uni-assist.

Special notes for applicants for the master's in Interior Architecture / Conceptual Design (M.A.)

An art and design portfolio is also to be submitted for this degree program in addition to the other application documents to include:

- a portfolio with A3 landscape format work,
- bachelor's thesis: max. 3 pages (work in progress also acceptable),
- two main projects from your degree program (two pages per project),
- a further three sheets of special work in any form in the area of design or interior architecture, if necessary not related to the degree course.

Please submit the portfolio directly to RheinMain University of Applied Sciences – Büro für Internationales (International Office) – International Students – Kurt-Schumacher-Ring 18, 65197 Wiesbaden. **Do not submit it to uni-assist. It is essential that you remember to add a copy of the admission application submitted to uni-assist in the portfolio folder.**

IV. 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 or Shanghai for pre-assessment purposes.

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

Applications that do not include 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

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

V. 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 12 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.

The uni-assist process determines whether the degree you earned abroad is equivalent from a formal perspective to one gained at a German university over three or four years.

Above and beyond this uni-assist calculates the overall average grade of your foreign degree.

uni-assist also checks whether you can prove sufficient German language skills for applying for a master's degree.

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.

The additional specialist prerequisites for your chosen master's degree program will be checked from a content perspective by the responsible faculty. The decision will be made based on the written documents you submit.

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 association.

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 bank account at the same time you submit 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
 Last name
 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 fees.

You can also pay with a credit card (VISA or Mastercard).

Please use the form on page 9 for this.

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 11 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

VI. 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

VII. 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!

VIII. 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 application documents

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!

VII. 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 Germany

Tel.: +49 611 9495-1573
E-mail: international@hs-rm.de
www.hs-rm.de/international

Information about enrollment:

- RheinMain University of Applied Sciences
Student & International Affairs
- Admissions Office -
Kurt-Schumacher-Ring 18,
65197 Wiesbaden Germany

Tel.: +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 Advising
Kurt-Schumacher-Ring 18
65197 Wiesbaden Germany

Tel.: +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 Germany

The i-point of S!C is available at:
Tel.: +49 611 9495-1555
E-mail: ipunkt@hs-rm.de

Mon. to Thurs.: 09:00-15:00
Fri.: 09:00-15:00

Checklist for your documents

- Printed online application form from the uni-assist portal (completed and signed)
- Officially notarized copies* of foreign transcripts:
 - University transcript (e.g. bachelor or Diplom) with list of subjects and grades
- 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.

- One copy of secondary school leaving certificates

- Proof of German language exams notarized copy*

- Proof of additional documents for the respective master's programs (e.g. motivation letters, proof of sufficient English language skills)

- University transcripts of previous periods of study at German universities

- 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:

- German diplomatic missions abroad
- Authorities and notaries authorized to notarize in their respective countries
- German notaries and courts
- Authorities who bear an official stamp: national authorities, federal state authorities, municipal authorities, official church bodies

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 sworn and authorized 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.

Information on data collection

Pursuant to Article 12 of the General Data Protection Regulation (GDPR) of 24 May 2016, RheinMain University of Applied Sciences is obliged to inform applicants about the collection and processing of personal data in an automated file.

The President of RheinMain University of Applied Sciences, Prof. Detlev Reymann, Unter den Eichen 5, 65195 Wiesbaden, is responsible for data collection. The university data security officer is Prof. Jürgen Sauer, Kurt-Schumacher-Ring 18, 64197 Wiesbaden.

Within the framework of the automated admission procedure for the degree programs with restricted admission, the following personal data of the applicants will be processed and stored on the basis of § 4 *Studienplatzvergabeverordnung Hessen* (study place allocation decree of the state of Hesse) as amended:

- Surname(s) and first name(s), former name(s), date, place and country of birth
- Gender
- Address, telephone number, e-mail address, nationality
- Organizational features of the foundation, in particular identification and authentication number
- Type and extent of higher education entrance qualification, date and place of acquisition
- Overall and average grades as well as individual grades of the higher education entrance qualification
- Result of the procedure
- Selected degree program
- Information on enrollment in the chosen degree program at another university
- Semesters studied at a German university
- Degree(s) obtained at a German university or abroad
- Information on and documentation of service, practical training, internships or study-related extracurricular activities, if applicable
- If applicable, documents confirming the date the certificate of vocational qualification was acquired, periods of professional activity after acquisition of the higher education entrance qualification, reasons and extent of improvement of average grade or waiting period, special social, family and economic reasons, result of the first degree and reasons for a second degree.

Data concerning applications for degree programs whose places are allocated via the dialogue-oriented service procedure are passed on to the *Stiftung für Hochschulzulassung* (University Admissions Foundation) (Annex 1 to § 1 (4) *Studienplatzvergabeverordnung Hessen StudPIVergabeVO*).

The data will be deleted in accordance with § 4 (2) of the *Studienplatzvergabeverordnung Hessen* no later than twelve months after the end of the respective semester for which the allocation procedure has been carried out.

The purpose of data processing is the allocation of study places and the preparation of admission letters and rejection notifications in the course of the respective procedure.

Within the framework of the automated admission procedure for the master's degree programs with unlimited admission, the same data as for the Master Media & Design degree program are processed and stored, based on the regulations for the allocation of study places with restricted admission.

Within the framework of the automated admission procedure for the bachelor's degree programs with unlimited admission, the following personal data of applicants will be processed and stored on the basis of § 2 of the *Hessische Immatrikulationsverordnung* (Hessian Enrollment Act) as amended:

- Surname(s) and first name(s), former name(s), date, place and country of birth
- Gender
- Address, telephone number, e-mail address, nationality(s)
- Selected degree program, selected degree, selected regular semester of study
- Faculty in which the right to vote is to be exercised
- Name, address and type of previously attended or simultaneously attended other state or state-recognised higher education institutions and vocational academies in Germany and abroad, the semesters studied there with the year and semester including the semesters with leave of absence, and the respective degree programs and training courses selected at higher education institutions abroad, including the name of the country
- Results of the preliminary, intermediate, final or module examinations taken so far as well as the course certificates acquired during the course of study

- Date of acquisition, type and result of the qualification entitling the applicant to study and, in the case of acquisition in Germany, the country and district; in the case of acquisition abroad, the country in which it was acquired; if applicable, the number of semesters completed in a *Studienkolleg* (preparatory course) in Germany.
- Special knowledge and skills related to the course of study which the applicant must have when beginning the course of studies in accordance with §54 (4) of the Hessian Higher Education Act
- In the case of a degree sought in Germany, the university and the study location of the degree sought; in the case of a degree sought abroad, the country of the degree sought.

If enrollment takes place, the requested personal data will be processed and stored in automated files for the following purposes:

- student administration
- examination administration
- Preparation of voter lists (§ 35 Hessian Higher Education Act as amended on 14.12.2009; GVBl I p. 666 ff. of 23.12.2009)
- Anonymous statistical evaluations (§ 6 (2) Hessian Higher Education Act, provisions of the *Hochschulstatistikgesetz* (Higher Education Statistics Act) and *Hessisches Landesstatistikgesetz* (Hessian State Statistics Act))

The university transmits personal data of the insured students to the responsible health insurance company in accordance with § 4 of the *Studentenkrankenversicherungs-Meldeverordnung* (student health insurance registration decree (HImV § 20)).

The university transmits personal data to the library to handle lending procedures (HImV § 18).

The data will be deleted in accordance with § 15 (2) of the Hessian Enrollment Act:

- For data relating to studies at the university in accordance with § 15 (2) HImV, 60 years after the student's disenrollment.
- For all other personal data no later than twelve months after the student's disenrollment.
- For persons who do not enroll, for a summer semester by 30.09. at the latest and for a winter semester by 31.03. of the following year at the latest.

You have the right

- to ask the controller to confirm whether personal data concerning you are being processed; if this is the case, you have a right of access to this personal data and to the following information: (Art. 15 GDPR)
 - the purposes of the processing;
 - the categories of personal data concerned;
 - the recipients or categories of recipient to whom the personal data have been or will be disclosed, in particular recipients in third countries or international organisations;
 - where possible, the envisaged period for which the personal data will be stored or, if not possible, the criteria used to determine that period;
 - the existence of the right to request from the controller rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;
 - the right to lodge a complaint with a supervisory authority;
 - where the personal data are not collected from the data subject, any available information as to their source;
 - the existence of automated decision-making, including profiling, referred to in Article 22(1) and (4) and, at least in those cases, meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.
- The data subject shall have the right to obtain from the controller without undue delay the rectification of inaccurate personal data concerning him or her. Taking into account the purposes of the processing, the data subject shall have the right to have incomplete personal data completed, including by means of providing a supplementary statement. (Art. 16 GDPR)
- The data subject shall have the right to obtain from the controller the erasure of personal data concerning him or her without undue delay and the controller shall have the obligation to erase personal data without undue delay where one of the following grounds applies (Art. 17 GDPR):

- the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed;
 - the data subject objects to the processing pursuant to Article 21(1) and there are no overriding legitimate grounds for the processing, or the data subject objects to the processing pursuant to Article 21(2);
 - the personal data have been unlawfully processed
 - the personal data have to be erased for compliance with a legal obligation in Union or Member State law to which the controller is subject;
 - the personal data have been collected in relation to the offer of information society services referred to in Article 8(1).
- The data subject shall have the right to obtain from the controller restriction of processing where one of the following applies (Art 18 GDPR):
 - the accuracy of the personal data is contested by the data subject, for a period enabling the controller to verify the accuracy of the personal data;
 - the processing is unlawful and the data subject opposes the erasure of the personal data and requests the restriction of their use instead;
 - the controller no longer needs the personal data for the purposes of the processing, but they are required by the data subject for the establishment, exercise or defence of legal claims, or
 - the data subject has objected to processing pursuant to Article 21(1) pending the verification whether the legitimate grounds of the controller override those of the data subject.
 - The controller shall communicate any rectification or erasure of personal data or restriction of processing carried out in accordance with Article 16, Article 17(1) and Article 18 to each recipient to whom the personal data have been disclosed, unless this proves impossible or involves disproportionate effort. The controller shall inform the data subject about those recipients if the data subject requests it.(Art 19 GDPR)
 - The data subject shall have the right to receive the personal data concerning him or her, which he or she has provided to a controller, in a structured, commonly used and machine-readable format and have the right to transmit those data to another controller without hindrance from the controller to which the personal data have been provided, if the processing is carried out by automated means. (Art 20 GDPR)

Without prejudice to any other administrative or judicial remedy, every data subject shall have the right to lodge a complaint with a supervisory authority, in particular in the Member State of his or her habitual residence, place of work or place of the alleged infringement if the data subject considers that the processing of personal data relating to him or her infringes this Regulation. (Art 77, GDPR)

The data subject shall have the right not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects concerning him or her or similarly significantly affects him or her. (Art 22, GDPR)