

Application for the 1st semester of a

bachelor's degree program

Information for applicants with foreign certificates

winter semester 2024/25

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PRELIMINARY REMARK

In this document, you will find all the information needed to apply for the first semester of a bachelor's degree program with foreign university entrance documents (also German nationals with foreign certificates).

The RheinMain University of Applied Sciences is a member of the uni-assist association (service point for international student applications). All applicants who earned their higher education entrance qualification in a foreign country must apply through uni-assist, regardless of their nationality.

Please read this application information sheet carefully and apply through the uni-assist online portal My assist (<https://my.uni-assist.de/>).

Exceptions to the uni-assist procedure:

- Applicants who can present a certificate of assessment for direct admission to higher education with a stated average grade (according to the German grading system) from a central certificate recognition office in one of the federal states that is valid throughout Germany;
- Applicants submitting a European Baccalaureate with the accompanying certificate of assessment from the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder ('Kultusministerkonferenz') including the calculation of the European grade into a German grade;
- Applicants who passed an assessment test at a Studienkolleg (preparatory course) in Hesse at one of the following locations: Darmstadt, Frankfurt, Kassel, Marburg;
- Applicants who have already received a letter of admission from RheinMain University of Applied Sciences for the same degree program in the previous semester.
- Applicants who have obtained a Bachelor's degree in Germany (please note the information about German language skills)
- Application to one of the following bachelor programs:
 - Berufsbegleitendes Ingenieurstudium Elektrotechnik
 - Berufsbegleitendes Ingenieurstudium Maschinenbau

Please read the [checklist](#) at the end of this document and apply via [HSRM COMPASS](#), the online portal of the RheinMain University of Applied Sciences.

You can find more information on the website www.hs-rm.de/bewerbung (Bewerbung mit deutschen Zeugnissen). Please note you still have to hand in proof of [German proficiency](#).

STUDIENANGEBOT

Architektur und Bauingenieurwesen

Kurt-Schumacher-Ring 18, 65197 Wiesbaden

Bachelorangebot

→ Architektur	(7) / WS, SoSe / NC
→ Bauingenieurwesen	(7) / WS, SoSe
→ Baukulturerbe	(6) / WS, SoSe
→ Immobilienmanagement	(6) / WS / NC
→ Mobilitätsmanagement	(7) / WS

Masterangebot

→ Architektur Bauen mit Bestand	(4) / WS, SoSe
→ Baukulturerbe Bauen mit Bestand	(4) / WS, SoSe
→ Konstruktiver Ingenieurbau/Baumanagement	(3) / WS, SoSe
→ Nachhaltige Mobilität	(3) / WS
→ Real Estate	(4) / WS / NC
→ Umweltmanagement und Stadtplanung in Ballungsräumen (UMSB)	(4) / WS, SoSe
→ UMSB (berufsbegleitend)	(7) / WS, SoSe

Design Informatik Medien

Unter den Eichen 5, 65195 Wiesbaden

Bachelorangebot

→ Angewandte Informatik	(7) / WS
→ Angewandte Informatik (dual)	(7) / WS / dual
→ Technische Informatik	(7) / WS
→ Technische Informatik (dual)	(7) / WS / dual
→ Innenarchitektur	(7) / WS, SoSe / NC
→ International Media Management	(7) / WS, SoSe / NC
→ Kommunikationsdesign	(7) / WS, SoSe / Bp
→ Media: Conception & Production	(7) / WS, SoSe / Bp
→ Media Management	(7) / WS, SoSe / NC
→ Medieninformatik	(7) / WS / NC
→ Medieninformatik (dual)	(7) / WS / dual
→ Wirtschaftsinformatik	(7) / WS / NC
→ Wirtschaftsinformatik (dual)	(7) / WS / dual

Masterangebot

→ Screen Arts	(3) / WS, SoSe
→ Kommunikationsdesign – Crossmedia Spaces	(3) / WS
→ Medieninformatik – Intelligente und interaktive Systems	(3) / WS, SoSe
→ Informatik – Software und System Engineering	(3) / WS, SoSe
→ Innenarchitektur – Conceptual Design	(4) / WS
→ Media & Design Management	(3) / WS, SoSe / NC
→ Wirtschaftsinformatik – Information Systems & Digital Transformation	(3) / WS, SoSe

Ingenieurwissenschaften

Am Brückweg 26, 65428 Rüsselsheim

Bachelorangebot

→ Angewandte Mathematik ⁴	(6) / WS
→ Angewandte Physik ¹	(7) / WS, SoSe
→ Physikalische Technik	
→ BIS ² -Elektrotechnik	(7) / WS
→ BIS ² -Maschinenbau	(7) / WS
→ Elektrotechnik ⁷	(7) / WS, SoSe
→ Elektro- und Luftfahrttechnik	(8) / WS, SoSe
→ Interdisziplinäre Ingenieurwissenschaften ¹	(7) / WS, SoSe
→ Internationale Technische Zusammenarbeit	
→ Mechatronik	
→ Medizintechnik	
→ Smart Energy Management	
→ Internationales Wirtschaftsingenieurwesen ⁷	(7) / WS
→ Kooperatives Ingenieurstudium Elektrotechnik	(8) / WS / dual
→ Kooperatives Ingenieurstudium Mechatronik	(8) / WS / dual
→ Kooperatives Ingenieurstudium Medientechnik	(7) / WS, SoSe / dual
→ Maschinenbau ¹	(7) / WS, SoSe
→ Allgemeiner Maschinenbau	
→ Fahrzeugtechnik	
→ Virtuelle Produkt- und Prozessentwicklung	

→ Medientechnik	(7) / WS, SoSe
→ Umwelttechnik	(7) / WS, SoSe
→ Wirtschaftsingenieurwesen ⁷	(7) / WS

Masterangebot

→ Advanced Media Technology	(3) / WS, SoSe
→ Angewandte Physik	(3) / WS, SoSe
→ Bio- und Umwelttechnik	(3) / WS, SoSe
→ BIS ² -Elektrotechnik und Management	(4) / WS, SoSe
→ BIS ² -Product Development & Manufacturing	(4) / WS, SoSe
→ BIS ² -Wirtschaftsingenieurwesen	(4) / WS, SoSe
→ Electrical Engineering – Connected Systems	(3) / WS, SoSe
→ Fahrzeugentwicklung, Energietechnik und Produktionsplanung	(3) / WS, SoSe
→ Medizintechnik	(3) / WS, SoSe

Legende

(Zahl)	=	Regelstudienzeit in Semestern
WS, SoSe	=	Beginn zum Wintersemester bzw. Sommersemester möglich
NC	=	zulassungsbeschränkter Studiengang
Bp	=	Begabtenprüfung
A	=	Auswahlverfahren

Stand: 02.07.2024

Sozialwesen

Kurt-Schumacher-Ring 18, 65197 Wiesbaden

Bachelorangebot

→ Soziale Arbeit	(7) / WS, SoSe / NC
→ Soziale Arbeit BASA-online ³	(8) / WS, SoSe / A
→ Soziale Arbeit – Bildung in Kindheit und Jugend	(7) / WS / NC
→ Soziale Arbeit: Gesundheit, Soziales Recht und Soziales Management ¹	(7) / WS, SoSe
→ Gesundheitsbezogene Soziale Arbeit	
→ Soziales Management	
→ Soziales Recht	
→ Soziale Arbeit Teilzeit	(14) / WS, SoSe / NC

Masterangebot

→ Soziale Arbeit	(3) / SoSe / NC
→ Soziale Arbeit mit dem Schwerpunkt Bildung ⁶	(5) / SoSe
→ Soziale Arbeit mit dem Schwerpunkt Sozialraumentwicklung und -organisation ^{5,6}	(5) / SoSe / NC

Wiesbaden Business School

Bleichstraße 44, 65183 Wiesbaden

Bachelorangebot

→ Business Administration	(6) / WS, SoSe / NC
→ Business & Law in Accounting and Taxation	(8) / WS, SoSe
→ Digital Business Management	(6) / WS, SoSe / NC
→ Financial Services (dual)	(6) / WS / dual
→ Gesundheitsökonomie	(6) / WS, SoSe
→ Insurance and Banking	(6) / WS, SoSe
→ International Management	(8) / WS, SoSe / NC

Masterangebot

→ Controlling and Finance	(4) / WS, SoSe
→ Digital Business Management	(4) / WS, SoSe / NC
→ Insurance and Banking	(4) / WS, SoSe
→ International Management	(2) / WS, SoSe
→ Management im Gesundheitswesen	(4) / WS, SoSe
→ Sales and Marketing Management	(4) / WS, SoSe

¹ Studiengang mit den folgenden Studienrichtungen

² Berufsbegleitendes Ingenieurstudium

³ Fernstudiengang

⁴ aktuell keine Neueinschreibung möglich

⁵ Bewerbung über Hochschule Fulda

⁶ berufsbegleitend

⁷ Studium der angepassten Geschwindigkeit (Time4ING) möglich

1. UNDERGRADUATE PROGRAMS

RheinMain University of Applied Sciences offers bachelor's degree programs at both study locations Wiesbaden (faculty of Architecture and Civil Engineering, faculty of Design – Computer Science – Media, faculty of Applied Social Sciences and Wiesbaden Business School) and Rüsselsheim (faculty of Engineering). You can find an overview of all the undergraduate and graduate programs at the beginning of this document.

For detailed information on content of the courses and the admission requirements please check www.hs-rm.de/studienangebot. Read the information carefully before you apply to find out whether there are specific admission requirements such as an internship, language requirements etc. for your chosen study program(s).

The RheinMain University of Applied Sciences participates in the dialog-oriented service procedure (DoSV) with all its undergraduate programs with restricted entrance (Numerus Clausus or NC, see program overview).

You can find more information about the [DoSV procedure](#) in in this information sheet.

2. GENERAL ADMISSION REQUIREMENTS AND INFORMATION

Applicants who do not have a German higher education entrance qualification (or “international applicants”) can study in Germany if their foreign diploma is equivalent to a higher education entrance qualification gained in Germany.

Part of the application process is to assess and review your certificates. During the application process, uni-assist checks your certificates to see if they are directly comparable with German higher education entrance qualifications. If this is the case, you have direct entry to higher education and can apply directly for a degree program through uni-assist.

If your diploma is not directly comparable to a German higher education entrance qualification, you will be required to attend a Studienkolleg (preparatory course) before beginning to study and must pass the assessment test (for more information please download the [information sheet about Studienkolleg](#))

The following websites provide information on how to assess your local certificate:

www.uni-assist.de/en/tools/check-university-admission/

<http://anabin.kmk.org> (only in German, official data base of the Central Office for Foreign Education)

Furthermore, international applicants must prove that their German language skills are sufficient for studying in Germany.

2.1 US High School Diploma or International Baccalaureate

If you have obtained a US High School Diploma at an international school outside of the United States or an International Baccalaureate (IB) diploma, please pay attention to the [instructions](#) on the uni-assist website.

2.2 Graduates from Studienkolleg

You have attended a Studienkolleg (preparatory course) and passed the ‘Feststellungsprüfung’ (assessment test) in the focus course G, T or W. Please refer to the list on the next page to see which degree program you can study at Hochschule RheinMain with which focus course. RheinMain University of Applied Sciences does not offer degree programs for the M or S focus course.

When applying, please remember to submit not only the ‘Feststellungsprüfung’ certificate, but also the certificates from your home country.

If you have taken the assessment test at a Hessian Studienkolleg, you may apply directly via the application portal of Hochschule RheinMain (see "[Exceptions to the uni-assist procedure](#)").

2.3 Classification of the study programs to focus course

Studiengänge an der Hochschule RheinMain	Schwerpunktkurs
Angewandte Informatik Angewandte Informatik (dual) Angewandte Physik Architektur (DoSV) Bauingenieurwesen Baukulturerbe Elektro- und Luftfahrttechnik Elektrotechnik Immobilienmanagement (DoSV) Interdisziplinäre Ingenieurwissenschaften Kooperatives Ingenieurstudium Elektrotechnik Kooperatives Ingenieurstudium Mechatronik Kooperatives Ingenieurstudium Medientechnik Maschinenbau Medieninformatik (DoSV) Medieninformatik (dual) Medientechnik Mobilitätsmanagement Technische Informatik Technische Informatik (dual) Umwelttechnik Wirtschaftsinformatik (DoSV) Wirtschaftsinformatik (dual)	T
International Media Management (DoSV) Internationales Wirtschaftsingenieurwesen Media Management (DoSV) Wirtschaftsingenieurwesen	T, W
Innenarchitektur - Raum Inszenierung Design (DoSV) Kommunikationsdesign (künstlerische Prüfung) Media: Conception & Production (künstlerische Prüfung)	G
Business Administration (DoSV) Business & Law in Accounting and Taxation Digital Business Management (DoSV) Financial Services (dual) Gesundheitsökonomie Insurance and Banking International Management (DoSV)	W
Soziale Arbeit (DoSV) Soziale Arbeit BASA Online (NC without DoSV-process) Soziale Arbeit - Bildung in Kindheit und Jugend (DoSV) Soziale Arbeit: Gesundheit, Soziales Recht und Soziales Management Soziale Arbeit Teilzeit (DoSV)	G, W

3. HAVE YOU ALREADY STUDIED IN GERMANY?

If you have previous study periods in Germany (NOT language courses or Studienkolleg) and if you have definitively failed an exam in the same study program or a program with comparable content, which is mandatory for the completion of the intended study program at Hochschule RheinMain, you will be excluded from the application procedure for this study program.

Whether your degree program is comparable in terms of content is assessed on the basis of the classification into a subject group. The corresponding subject groups can be found in [Appendix 1](#).

If the subject group of the degree program is the same as the subject group of the intended degree program, the university has to review the courses you failed the exam for.

For this reason, you must indicate the corresponding degree program, the course(s) you failed and the university at which you were enrolled for the degree program in the mandatory questions in My assist. In addition, the version of the examination regulations (PO) of the degree program and a link to the module manual are required.

4. APPLICATION PROCESS

Please read the information about application before applying: <https://www.uni-assist.de/en/>.

You have to submit your application for the desired degree program in the online portal [My Assist](#). You can apply for up to three NC degree programs, or for up to ten programs. You can apply for a bachelor's and a master's degree program at the same time. More about this in [section 8](#).

4.1 Application deadline

Please submit your application for admission to uni-assist in time and with the documents required for the uni-assist application process. We advise to apply well in advance, as the processing at uni-assist may take several weeks.

	Summer semester	Winter semester
- Degree program with restricted admission (NC) - BASA-Online	January 15	July 15
- Degree program with unlimited admission	March 1	September 1

The deadline for applications is the day that uni-assist receives the application documents and the fee arrives on the uni-assist account. (see [checklist](#))

5. GERMAN PROFICIENCY

5.1 C1 German preparatory course with TestDaF exam training

Hochschule RheinMain offers a TestDaF preparatory course twice a year. Applicants register for the preparatory course directly at Hochschule RheinMain, not via uni-assist! You can find the registration form and information about the course here: www.hs-rm.de/testdaf.

Hochschule RheinMain is TestDaF test center since 2024. You have to register for the digital exam directly through the TestDaF Institute: www.test.daf.de. First search under "Participants > Find test center" for Hochschule RheinMain by entering the city of Wiesbaden.

5.2 German language skills for direct higher education entry

Applicants with a foreign degree must prove that they have sufficient German language proficiency to study at level C1, regardless of your nationality. When applying, you must be able to prove proficiency at level B2 at least. You will then have time until the enrollment deadline to hand in proof of C1 level. Please refer to the following table which language certificates and attestations the university accepts for application and which you need to submit for enrollment.

You will find an exhaustive list in Annex 1 of the [Enrollment Rules](#) for Hochschule RheinMain (only in German).

<u>For application (minimum requirement):</u> To submit by the application deadline.	<u>For enrollment (minimum requirement):</u> To submit by the March 15 for a summer semester or by September 15 for a winter semester, respectively by the application deadline in the case of an application via the lottery procedure (Losverfahren)
DSH-1 (issued by a university/Studienkolleg registered with the German Rectors' Conference HRK)	DSH-2 (issued by a university/Studienkolleg registered with the German Rectors' Conference HRK)
TestDaf: at least level 3 in all parts of the exam	TestDaF: at least level 4 in all parts of the exam
telc Deutsch B2	telc Deutsch C 1 Hochschule
Goethe Zertifikat B2	Goethe-Zertifikat C2
Zentrale Mittelstufenprüfung	Zentrale Oberstufenprüfung des Goethe-Instituts Großes oder Kleines Sprachdiplom des Goethe-Instituts
ÖSD B2 Zertifikat	ÖSD C2
A certificate of a completed German course with at least level B2 according to the Common European Framework of Reference for Languages	Deutsches Sprachdiplom der Kultusministerkonferenz – 2. Stufe (DSD II)
Proof of at least 1,000 hours of German lessons	Zertifikat der Deutsche Sprachprüfung II des Sprachen- und Dolmetscher-Instituts München Feststellungsprüfung at Studienkolleg (German language part passed!)

Those applicants who present the following certificates are **exempt** from a German language test:

- A 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 (intermediate certificate of secondary education, "Realschulabschluss" does not qualify)!
- German citizens who have obtained their International Baccalaureate (IB) in Germany are exempt from the DSH examination if the subject German was taken as Language A or Language B HL.

6. THE CREATIVE APTITUDE TEST

To be accepted for a first semester on a **Communications Design** or **Media: Conception & Production** degree program, applicants are required to pass a "Creative Aptitude test" (or "Prüfung zur Feststellung der künstlerischen Begabung"). This examination takes place at RheinMain University of Applied Sciences every June (for admission to the winter semester) and December (for admission to the summer semester).

Please note the registration deadlines:

Application deadline for the winter semester closes on **May 27**, for a summer semester on **November 27**.

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

Read about the registration formalities for the program Communication Design here: www.hs-rm.de/pruefung-kd.

You can find the registration formalities for the creative aptitude test as part of the 'Talent Day' for the program Media: Conception & Production here: www.hs-rm.de/de/fachbereiche/design-informatik-medien/studiengaenge/media-conception-production-ba/talent-day#c134252.

Please register for the exam in good time so that you can take advantage of the conditional acceptance to study **after the Studienkolleg**. Proof of passing the exam is a prerequisite for enrollment in the Bachelor's degree program in Communication Design and in Media: Conception & Production. The result of the exam is valid for three years.

7. INFORMATION FOR APPLICANTS FROM CHINA, INDIA AND VIETNAM

Applicants who have obtained their university entrance certificate in China, India or Vietnam must undergo the APS procedure at the Academic Evaluation Center ("Akademische Pruefstelle", APS) for preliminary assessment purposes. If this procedure is combined with a Test-AS procedure, the result of the Test-AS must also be submitted with the APS certificate

7.1 China

Chinese applicants are required to undergo APS procedure at the Academic Evaluation Center in Beijing or Shanghai for preliminary assessment purposes. Please submit the APS certificate with your application. This also applies to applicants who are already in Germany. Further information can be found at: www.aps.org.cn.

7.2 India

All applicants from India have to go through an APS procedure via the Academic Evaluation Center (APS) at the German Embassy in New Delhi. Please submit the APS certificate with your application. This applies to applicants from the summer semester 2023 onwards.

For more information, please visit: <https://aps-india.de/>.

7.3 Vietnam

All applicants from Vietnam are also required to undergo the APS procedure at the Academic Evaluation Center at the German embassy in Hanoi. Please submit the APS certificate with your application. For more information, please visit: <https://vietnam.diplo.de/vn-de/willkommen/aktuelles/aps/1236800>.

8. DIALOG-ORIENTED SERVICE PROCEDURE (DoSV)

Because of the participation of the RheinMain University of Applied Sciences in the dialog-oriented service procedure (DoSV) with the Numerus Clausus (NC) degree programs (programs with restricted entrance), it is necessary to register at www.hochschulstart.de before applying for the respective programs. You can see which degree programs are NC in the degree program overview at the beginning of the document

8.1 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

8.2 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/

You must follow these steps:

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

You can apply for max. three programs with restricted entrance at Hochschule RheinMain. Once uni-assist assesses your application as valid, uni-assist will forward it to the university and you will receive an applicant account in HSRM COMPASS.

8.3 How to get your desired study place

You can apply via DoSV for a maximum of 12 study programs with restricted entrance throughout Germany. In the course of the procedure, you will receive admission offers from mid-January or mid-July onwards, only one of which can be converted into an admission.

The automatic conversion into an admission shall follow the following rules:

1. if you have only placed one application on hochschulstart.de, an admission offer is converted IMMEDIATELY into an admission
2. if you have placed several applications on hochschulstart.de and have received an admission offer for all of them, the highest priority offer will be converted into an admission offer IMMEDIATELY. The other offers will be dropped
3. if you have placed several applications on hochschulstart.de and have received more than one admission offer, the lower-priority offer will be cancelled IMMEDIATELY, the higher-priority offer will remain

These rules make the procedure very fast, study places are quickly available and you can move up quickly. At the same time, low-priority offers are quickly cancelled. In order to get the best study place for you, it is therefore essential that you **PRIORITIZE**.

The surest way to get the best possible study place is to prioritize early on. In doing so, you put your applications, which are first listed in the order of the date of receipt, in the order that corresponds to your personal preferences. Please note that all applications after rank 12 are inactive. Once you have carefully prioritized your applications, you do not need to do anything more, as your best possible admission offer will automatically be converted into an admission. You will receive an admission notification and can enroll.

Irrespective of the above rules, you still have the possibility to actively accept an existing admission offer. In this way, you control when you receive the notification of admission and can enroll yourself.

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.

DEADLINES!

On www.hochschulstart.de you will always find the current deadlines.

Please note that you can be admitted at any time after the application deadline. The 10-day registration period starts on this day and you must not miss it. It is stated on the letter of admission

After Hochschule RheinMain has created the rankings and activated them on hochschulstart.de, the university issues admissions continuously. Therefore, please check your account on hochschulstart.de regularly after January 15 (for a summer semester) respectively July 15 (for a winter semester). There you can prioritize your applications under "My applications" by clicking on the link "Prioritize applications" below the table "Applications submitted".

Data synchronization between the university start and HSRM COMPASS takes place once an hour. This means that you can retrieve your admission notice on HSRM COMPASS within one hour of receiving your admission and begin with the enrollment process.

9. INFORMATION ABOUT THE UNI-ASSIST APPLICATION PROCESS

Please read carefully in advance all information about applying via the online application portal of uni-assist: www.uni-assist.de.

1. Register in the uni-assist applicant portal My assist (<https://my.uni-assist.de/>). If you would like to see the study programs offered by Hochschule RheinMain in My assist, please enter only the name of the university, without any further details.
2. Select one or more study programs,
3. answer all mandatory questions (also questions to study periods in Germany) and then
4. upload all required documents (see checklist).
5. Submit the application online and
6. pay the uni-assist fee.

The experts at uni-assist review your application in the uni-assist procedure in accordance with the university's admission requirements. If you do not yet meet the formal admission requirements, uni-assist will inform you accordingly and ask you to submit the missing documents within deadline.

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

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

You are responsible that the documents are submitted in full by the deadline (see [checklist](#)).

Should the experts' assessment be positive, uni-assist will forward your application to the university, which will then decide whether to admit you.

You only have to submit the documents online on the uni-assist portal 'My assist'. However, you must be able to submit the original document or a certified copy of it upon request.

9.1 Application Fees

The fees cover registration, handling and checking of your documents and the assessment of your educational certificates, irrespective of the results of this procedure. You will find out how much you have to pay directly in My assist as soon as you submit one or more applications.

uni-assist will only process your application once the fee has been paid.

You will find everything you need to know about payment and fees on the uni-assist web site:

www.uni-assist.de/en/how-to-apply/pay-all-fees/handling-fees/ and

www.uni-assist.de/en/how-to-apply/pay-all-fees/payment-options/.

9.2 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/en/contact/

For all content-related questions pertaining to the application and admission requirements, please [contact](#) RheinMain University of Applied Sciences directly.

10. AFTER UNI-ASSIST FORWARDED YOUR APPLICATION TO THE UNIVERSITY

After a positive evaluation, uni-assist will automatically forward your application in electronic form to Hochschule RheinMain. When the university accepts your application, your data will be transferred to the 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

10.1 Enrollment

If your application is successful, you may be admitted to the desired degree program. In this case, you will find the admission letter online in the Inbox ('Postfach') of your HSRM COMPASS account. Enrollment is an online process; you complete your enrollment electronically by uploading all required documents to the HSRM COMPASS portal by the deadline specified in the admission letter.

The admission letter will describe the steps on how to enroll and what documents you still need to upload.

You can find more information on the [enrollment process](#) on the web site.

10.2 Enrollment fees

The fees per semester are approx. 300 euros (including the fee for the 'Studentenwerk' which provides the student dorms, cafeterias etc. and the 'Deutschlandticket' which allows you the free use of regional public transportation in Germany). Find out more about the [semester fee](#) on the web site. Beyond that, there are no further tuition fees.

10.3 Storage period for applications

Should you not enroll at Hochschule RheinMain, we hereby inform you that uni-assist will store your digital documents for a period of three years, during which time it will only be accessible to uni-assist and our university.

All your data on HSRM COMPASS will be deleted before the start of the next application procedure for the next semester and any paper document will be destroyed. See also the section on [data collection](#).

11. CHECKLIST FOR YOUR DOCUMENTS

IMPORTANT: all the information about your personal data that you provide in the application must exactly match the information in your passport (all first and last names, exact date of birth according to the format DD.MM.YYYY, exact indication of the place of birth).

Please upload all documents in PDF format. The documents should be black and white, not in color, to reduce the volume of the file.

11.1 Documents

For all applicants

Online application form from the uni-assist portal (please answer all questions)

Foreign transcripts: final high school leaving certificate, proof of the successful university entrance examination in your home country (if applicable), university transcript. All certificates must enclose a list of subjects and grades

Certificated translation of the foreign education transcript in German or English. *

Proof of German proficiency (see [Required German skills for application](#))

University transcripts of previous [periods of study in Germany](#) and, if applicable, disenrollment certificates. If you already studied in Germany, you will have to hand in proof that you are still entitled to study (Exmatrikulationsbescheinigung, Unbedenklichkeitsbescheinigung) (to hand in at the latest at enrollment).

Bank transfer slip documenting the payment of the application fee to uni-assist

For applicants after Studienkolleg

In addition, certificate of successful assessment test “Feststellungsprüfung”

Special requirements depending on the chosen degree program

Bauingenieurwesen: Written confirmation that an internship was completed. If the internship was completed abroad, the internship reference must be submitted with a certificated German translation. If the original document is in English, no translation is required. **The certificate of internship must entail a list of the completed tasks.**

Proof of English language skills: Baukulturerbe, International Media Management, Internationales Wirtschaftsingenieurwesen, Media: Conception & Production, Wirtschaftsingenieurwesen in notarized copy* (for required level see [Language Center](#), only in German)

For all dual or part-time degree programs: Proof of contract with a company according to the cooperative agreement with HSRM, see www.hs-rm.de/studienangebot.

Kommunikationsdesign and Media: Conception & Production: Proof you passed the Creative Aptitude Test (künstlerische Begabtenprüfung)

It is sufficient to upload the required documents on the uni-assist portal. Though you must be able to submit the original document or a certified copy of it upon request.

11.2 Notes on translation

You must submit the transcripts in the original language of the country they were issued in and additionally as an English or German translation. We accept bilingual certificates in English and another language.

- For translations performed in Germany: translation by a state sworn and authorized translator. You can search for suitable translators in your area on the website of the Federal Association of Interpreters and Translators (Bundesverband der Dolmetscher und Übersetzer, web site in German): <https://bdue.de/der-beruf/beeidigte>.
- For translations performed abroad: translation by an authorized body that produces the equivalence of certified translations in the respective country.

12. FURTHER INFORMATION AND IMPORTANT ADDRESSES

12.1 Admissions Office (Studienbüro) / Team International

Information about the application procedure, evaluation of transcripts, DSH (German) examination, German course C1, enrollment:

Ms. Ursula Haque

Ms Laure Leuschner

Office hours: only by appointment. We also offer calls by appointment. Please call beforehand.

Telephone hours:

Monday to Thursday: 9:00 – 12:00

Phone: +49 611 9495-1550

Contact

Internet: www.hs-rm.de/international-bewerbung

12.2 Student Counseling Office / Zentrale Studienberatung

Information and advice about studying in general, about specific degree programs and planning one's studies:

Office hours: only by appointment.

Phone: +49 611 9495-1555

Contact

Internet: www.hs-rm.de/studienberatung

12.3 Information Desk / i-Punkt

You can find the information desk i-Punkt at Kurt-Schumacher-Ring Campus in Wiesbaden, in the foyer of building A, at garden level. It is your first point of contact if you have questions about studying, application, admission and enrollment. You can also hand in application/enrollment documents and other documents here.

Kristin Marx, Beatrix Riedel, Polina Shchepanovskaya und Katrin Zachmann are happy to answer your questions about the RheinMain University of Applied Sciences.

Phone: +49 611 9495-1555

Contact

Opening hours:

Monday – Thursday: 09:00 – 15:00

Friday: 09:00. – 13:00

Correspondence Address:

Hochschule RheinMain
Studierendenservice und Internationales
Postfach 3251
65022 Wiesbaden Germany

Visiting Address:

Kurt-Schumacher-Ring Campus
Building A, ground level
Kurt-Schumacher-Ring 18
65197 Wiesbaden

13. INFORMATION ON DATA COLLECTION AT THE UNIVERSITY

Who is responsible for data collection at RheinMain University of Applied Sciences and whom can you contact?

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

What data do we collect from you?

- Surname(s) and first name(s), former name(s), date, place and country of birth
- Gender
- Address, telephone number, e-mail address, nationality
- 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
- 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.

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:

- Organizational features of the Stiftung für Hochschulzulassung (University Admissions Foundation), in particular identification and authentication number
- Result of the 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:

- 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-recognized 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.

What is the legal basis for data processing?

Pursuant to Article 6 paragraph 1 e of the General Data Protection Regulation (GDPR, 'Datenschutzgrundverordnung - DSGVO'), one public-law task of RheinMain University of Applied Sciences is to collect and process the personal data of all applicants in an automated file.

For the admission procedure, the university collects data according to the regulations of the Hessian University Admission Ordinance – 'Hessische Hochschulzulassungsverordnung', HHZV. The university collects data for the enrollment procedure in accordance with the ordinance on the procedure for enrollment, re-registration, leave of absence and de-registration, study as a guest auditor, part-time study and the processing of personal data of students and doctoral candidates at the universities of the State of Hesse ('Hessische Immatrikulationsverordnung') (for the enrollment procedure). The Hessian Data Protection and Freedom of Information Act ('Hessisches Datenschutz- und Informationsfreiheitsgesetz' - HDSIG) and the Higher Education Statistics Act ('Hochschulstatistikgesetz') also apply.

What is the purpose of the data collection?

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.
- Implementation of the enrollment
- Handling of the studies

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 (§ 40 Hessian Higher Education Act ('Hessisches Hochschulgesetz'))
- Anonymous statistical evaluations (§ 8 (2) Hessian Higher Education Act, provisions of the 'Hochschulstatistikgesetz' (Higher Education Statistics Act) and 'Hessisches Landesstatistikgesetz' (Hessian State Statistics Act))

To which bodies will data be forwarded?

Data concerning applications for degree programs whose places are allocated via the dialogue-oriented service procedure are passed on to the 'University Admissions Foundation' ('Stiftung für Hochschulzulassung' - SfH) (HHZV). There is an order data processing contract with SfH, which ensures that SfH only uses the data for the purpose of carrying out the application procedure and for statistical purposes. SfH will only forward data to third parties, such as institutions, public organizations or research institutes, in an anonymized form.

Within the university, the Admissions Office (Studienbüro) has access to your data, the study program offices additionally have access to the data required for the implementation of the study program and, depending on the responsibility, data is passed on to further departments in the university

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).

In addition, your data may be transferred to third parties if this is specified for by law (e.g. official requests for assistance in processing Bafög, Immigration Office) or if you have given your consent to this

For how long will your data be stored?

If you have not been enrolled, your data from the application process will be deleted before the start of the next application process for the next semester and any paper documents will be destroyed or returned to you.

After successful enrollment, the data will be deleted in accordance with § 15 (2) of the Hessian Enrollment Act ('Hessische Immatrikulationsverordnung' – HImV):

- 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 September 30 at the latest and for a winter semester by March 31 of the following year at the latest.

Can you request information about your data? What rights do you have?

If your personal data is processed, you are a data subject within the meaning of the GDPR and you have various, albeit partially limited, rights against the responsible body:

a) The right to information (Art. 15 GDPR)

If there is no restriction on the right to information pursuant to §§ 24 (2), 25 (2), 26 (2), 33 HDSIG, you can use this right to request confirmation from the responsible body as to whether and, if so, which personal data about you is being processed and for what purpose

b) The right to rectification (Art. 16 GDPR)

Often personal data change or they are incomplete. It does not matter whether the incorrect data seems important or unimportant, as long as it is factual information and there is no restriction of the right to rectification according to §§ 24 (2), 25 (3) HDSIG, you have the right as a data subject to request the rectification or completion of your data.

c) The right to erasure or oblivion (Art. 17 GDPR)

You, as the data subject, have the right under the conditions specified in Art. 17 GDPR and §34 HDSIG to demand that the responsible party delete personal data relating to you without delay

d) The right to restrict the processing of personal data (Art. 18 GDPR)

You, as the data subject, have the right under the conditions set out in Art. 18 GDPR and (§§24 (2), 25 (4) HDSIG to require the controller to restrict the processing of personal data relating to you. The aim of the restriction of processing is to allow processing only for specific purposes.

e) Notification obligation in connection with the rectification or erasure of personal data or the restriction of processing (Art. 19 GDPR)

If you, as the data subject, have asserted the right to rectification, erasure or restriction of processing against the responsible party, the latter is obliged to notify all recipients to whom personal data relating to you have been disclosed of this rectification, erasure or restriction of processing.

The controller must inform you of these recipients upon request

f) The right to data transmission (Art. 20 GDPR)

You, as the data subject, have the right to data transmission under the conditions set out in Article 20 of the GDPR. The intention is to enable you to have personal data that you have provided to a data controller (hereinafter: the first data controller) made available to you in a format that allows the transfer to another data controller (hereinafter: the second data controller); alternatively, this right also aims at the direct transfer of the data from the first data controller to the second data controller.

g) The right to objection (Art. 21 GDPR)

As a data subject, you have the right to object at any time, on reasons relating to your particular situation, to the processing of personal data concerning you carried out on the basis of Article 6(1)(e) (in the public interest or in the exercise of official authority) or (f) (legitimate interest).

h) The right to revoke the declaration of consent under Data Protection Law (Art. 7 GDPR)

If the data processing has taken place on the basis of consent under Data Protection Law, you have the right to revoke this declaration of consent at any time. The data processing cannot then be reversed for the past, but it can be prohibited for the future.

i) The right to complain to a supervisory authority.

Without prejudice to any other administrative or judicial remedy, you have the right to lodge a complaint with the Hessian Commissioner for Data Protection and Freedom of Information:

Der Hessische Beauftragte für Datenschutz und Informationsfreiheit

Postfach 3163

65021 Wiesbaden

<https://datenschutz.hessen.de>

APPENDIX 1: CLASSIFICATION OF STUDY PROGRAMS TO SUBJECT GROUPS

Faculty	Study program	Degree	Subject group*
A+B	Architektur (B. Sc.)	Bachelor	Architektur, Innenarchitektur
A+B	Baukulturerbe (B. Sc.)	Bachelor	Architektur, Innenarchitektur
A+B	Mobilitätsmanagement (B. Eng.)	Bachelor	Bauingenieurwesen
A+B	Immobilienmanagement (B. Eng.)	Bachelor	Bauingenieurwesen
A+B	Bauingenieurwesen (B. Eng.)	Bachelor	Bauingenieurwesen
A+B	Umweltmanagement und Stadtplanung in Ballungsräumen (M. Eng.)	Master	Bauingenieurwesen
A+B	Konstruktiver Ingenieurbau Baumanagement (M. Eng.)	Master	Bauingenieurwesen
A+B	Umweltmanagement und Stadtplanung in Ballungsräumen (berufsbegleitend) (M. Eng.)	Master	Bauingenieurwesen
A+B	Architektur Bauen mit Bestand (M. Sc.)	Master	Architektur, Innenarchitektur
A+B	Baukulturerbe Bauen mit Bestand (M. Sc.)	Master	Architektur, Innenarchitektur
DCSM	Kommunikationsdesign (B. A.)	Bachelor	Gestaltung
DCSM	Media: Conception & Production (B. A.)	Bachelor	Gestaltung
DCSM	Innenarchitektur - Raum Inszenierung Design (B. A.)	Bachelor	Architektur, Innenarchitektur
DCSM	Angewandte Informatik (B. Sc.)	Bachelor	Informatik
DCSM	Wirtschaftsinformatik (dual) (B. Sc.)	Bachelor	Informatik
DCSM	Wirtschaftsinformatik (B. Sc.)	Bachelor	Informatik
DCSM	Informatik - Technische Systeme (B. Sc.)	Bachelor	Informatik
DCSM	Informatik - Technische Systeme (dual) (B. Sc.)	Bachelor	Informatik
DCSM	Informatik - dual (B. Sc.)	Bachelor	Informatik
DCSM	Media Management (B. Sc.)	Bachelor	Wirtschaftswissenschaften
DCSM	International Media Management (B. Sc.)	Bachelor	Wirtschaftswissenschaften
DCSM	Medieninformatik (B. Sc.)	Bachelor	Informatik
DCSM	Medieninformatik (dual) (B. Sc.)	Bachelor	Informatik
DCSM	Informatik - Smarte Systeme für Mensch und Technik (M.Sc.)	Master	Informatik
DCSM	Informatik (M. Sc.)	Master	Informatik
DCSM	Wirtschaftsinformatik (M. Sc.)	Master	Informatik
DCSM	Media & Design Management (M. Sc.)	Master	Wirtschaftswissenschaften
DCSM	Innenarchitektur - Conceptual Design (M. A.)	Master	Architektur, Innenarchitektur
DCSM	Crossmedia Spaces (M. A.)	Master	Gestaltung
DCSM	Creative Media Conception (M. A.)	Master	Gestaltung
ING	Angewandte Mathematik (B. Sc.)	Bachelor	Mathematik
ING	Maschinenbau (B. Eng.)	Bachelor	Maschinenbau/Verfahrenstechnik
ING	Berufsbegleitendes Ingenieurstudium Maschinenbau (B.Eng.)	Bachelor	Maschinenbau/Verfahrenstechnik
ING	Kooperatives Ingenieurstudium Mechatronik (B. Eng.)	Bachelor	Maschinenbau/Verfahrenstechnik
ING	Interdisziplinäre Ingenieurwissenschaften (B. Eng.)	Bachelor	Maschinenbau/Verfahrenstechnik
ING	Angewandte Physik (B. Sc.)	Bachelor	Maschinenbau/Verfahrenstechnik
ING	Umwelttechnik (B.Eng)	Bachelor	Maschinenbau/Verfahrenstechnik
ING	Elektro- und Luftfahrttechnik (B. Eng.)	Bachelor	Elektrotechnik und Informationstechnik
ING	Elektrotechnik (B. Eng.)	Bachelor	Elektrotechnik und Informationstechnik
ING	Berufsbegleitendes Ingenieurstudium Elektrotechnik (B.Eng.)	Bachelor	Elektrotechnik und Informationstechnik

ING	Kooperatives Ingenieurstudium Elektrotechnik (B. Eng.)	Bachelor	Elektrotechnik und Informationstechnik
ING	Medientechnik (B. Eng.)	Bachelor	Elektrotechnik und Informationstechnik
ING	Kooperatives Ingenieurstudium Medientechnik (B. Eng.)	Bachelor	Elektrotechnik und Informationstechnik
ING	Internationales Wirtschaftsingenieurwesen (B. Eng.)	Bachelor	Wirtschaftsingenieurwesen mit ingenieurwissenschaftlichem Schwerpunkt (STB)
ING	Wirtschaftsingenieurwesen (B. Eng.)	Bachelor	Wirtschaftsingenieurwesen mit ingenieurwissenschaftlichem Schwerpunkt (STB)
ING	Angewandte Mathematik (M. Sc.)	Master	Mathematik
ING	Media and Communications Technology (M. Eng.)	Master	Elektrotechnik und Informationstechnik
ING	Advanced Media Technology (M. Eng.)	Master	Elektrotechnik und Informationstechnik
ING	Electrical Engineering - Connected Systems (M. Eng.)	Master	Elektrotechnik und Informationstechnik
ING	Berufsbegleitendes Ingenieurstudium Elektrotechnik und Management (M. Eng.)	Master	Elektrotechnik und Informationstechnik
ING	Berufsbegleitendes Ingenieurstudium Product Development and Manufacturing (M. Eng.)	Master	Maschinenbau/Verfahrenstechnik
ING	Fahrzeugentwicklung, Energietechnik und Produktionsplanung (M. Eng.)	Master	Maschinenbau/Verfahrenstechnik
ING	Bio- und Umwelttechnik (M. Eng.)	Master	Maschinenbau/Verfahrenstechnik
ING	Angewandte Physik (M. Sc.)	Master	Maschinenbau/Verfahrenstechnik
ING	Medizintechnik (M. Sc.)	Master	Maschinenbau/Verfahrenstechnik
ING	Berufsbegleitendes Ingenieurstudium Wirtschaftsingenieurwesen (M. Eng.)	Master	Wirtschaftsingenieurwesen mit ingenieurwissenschaftlichem Schwerpunkt (STB)
SW	Soziale Arbeit: Gesundheit, Soziales Recht und Soziales Management (B. A. / LL. B.)	Bachelor	Sozialwesen
SW	Gesundheitsbezogene Soziale Arbeit (B. A.)	Bachelor	Sozialwesen
SW	Soziale Arbeit (B. A.)	Bachelor	Sozialwesen
SW	Soziale Arbeit (Teilzeit) (B. A.)	Bachelor	Sozialwesen
SW	Soziale Arbeit (BASA-online) (B. A.)	Bachelor	Sozialwesen
SW	Soziale Arbeit - Bildung in Kindheit und Jugend (B. A.)	Bachelor	Erziehungswissenschaften
SW	Recht und Management in der Sozialen Arbeit (LL. B.)	Bachelor	Rechtswissenschaften
SW	Soziale Arbeit mit dem Schwerpunkt Sozialraumentwicklung und -organisation (M. A.)	Master	Sozialwesen
SW	Soziale Arbeit mit dem Schwerpunkt Bildung (M. A.)	Master	Sozialwesen
SW	Soziale Arbeit (M. A.)	Master	Sozialwesen
WBS	Business Administration (B. A.)	Bachelor	Wirtschaftswissenschaften
WBS	International Management (B. A.)	Bachelor	Wirtschaftswissenschaften
WBS	Insurance & Banking (B. Sc.)	Bachelor	Wirtschaftswissenschaften
WBS	Financial Services (dual) (B. Sc.)	Bachelor	Wirtschaftswissenschaften
WBS	Digital Business Management (B. Sc.)	Bachelor	Wirtschaftswissenschaften
WBS	Gesundheitsökonomie (B. Sc.)	Bachelor	Gesundheitswissenschaften allgemein
WBS	Business & Law in Accounting and Taxation (LL. B.)	Bachelor	Rechtswissenschaften
WBS	Controlling and Finance (M. A.)	Master	Wirtschaftswissenschaften
WBS	Sales and Marketing Management (M. A.)	Master	Wirtschaftswissenschaften
WBS	International Management (M. A.)	Master	Wirtschaftswissenschaften
WBS	Business & Law in Accounting and Taxation (LL. M.)	Master	Rechtswissenschaften
WBS	Versicherungs- und Finanzwirtschaft (M. Sc.)	Master	Wirtschaftswissenschaften
WBS	Management im Gesundheitswesen (M. A.)	Master	Gesundheitswissenschaften allgemein