Application Process for International Applicants from Non-EU-Countries

**If you want to apply for a bachelor or state exam degree:**

The following documents must be sent by mail or handed in personally:

- **APPLICATION FOR ADMISSION:** [http://www.uni-regensburg.de/international/internationale-studierende/medien/dokumente/zulassungsantrag_engl_2_13.pdf](http://www.uni-regensburg.de/international/internationale-studierende/medien/dokumente/zulassungsantrag_engl_2_13.pdf)
- **ACADEMIC DOCUMENTS:**
  - High-school diploma (incl. transcript of records)
  - If applicable: university entrance exam
  - If applicable: proof of your academic studies (transcript of records, diploma)

Please hand in your documents as specified:
- A simple copy of your original document (in its original language) and a simple copy of its translation (if your original document is in English or French a translation is not required)
- Your documents must be translated by a sworn translator (= ‘certified translation’). Please staple the copy of the translation to the copy of the original document!

- **COPY OF YOUR PASSPORT**
- **UNDERAGE APPLICANTS:** provide consent form signed by your parents or legal guardian: [http://www.uni-regensburg.de/studium/studentenkanzlei/medien/minderj/mjstudierende.pdf](http://www.uni-regensburg.de/studium/studentenkanzlei/medien/minderj/mjstudierende.pdf)
- **for applicants from CHINA, VIETNAM AND MONGOLIA:** APS certificate
- **LANGUAGE CERTIFICATE:**
  - You can only apply directly for a study program, if you can prove a **German level of at least B2** at the time of your application (except for applicants of human medicine and dentistry: they have to prove a German level of C1)

**application deadline for winter term: July 15th**, **application deadline for summer term: January 15th**

**Hand in your documents personally:**
International Office, administration building, room 0.12, office hours Mo/We 9.30-11.30 a.m., Tue/Thu 1-3.00 pm

**Send your documents by mail:**
Universität Regensburg, Studentenkanzlei
Universitätsstr. 31, D-93053 Regensburg

**Exception:**

**Application for a higher semester of a study program with a restriction on admission:**

Further information on the restrictions on admission:

- **First step:** online application through the University of Regensburg’s own web portal, [https://campusportal.uni-regensburg.de](https://campusportal.uni-regensburg.de) (1)
- **Second step:** send your **Application for Admission for International Applicants** to the Studentenkanzlei together with all other required documents (2)

(see above; in addition, a printed version of your online application is required!)

**application deadline for winter term: July 15th**, **application deadline for summer term: January 15th**

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(1) Portal is activated from mid-May (winter term) to mid-November (summer term)
(2) Documents have to arrive at the University of Regensburg by the end of the application deadline

*International Office Universität Regensburg, Stand: November 2017*
**OR: Would you like to start a master’s degree?**

- Applications for a master’s degree must be sent directly to the respective department.
- Be aware of the individual application deadlines.
- Further information on the specific application procedures, deadlines, and the contact information of the advisors in charge can be found here:
  
  [http://www.uni-regensburg.de/studium/studienangebot/abschluesse/master/index.html](http://www.uni-regensburg.de/studium/studienangebot/abschluesse/master/index.html)

**Would you like to apply for preparatory German language courses?**

- If your **German level is below B2 but you can prove at least a level of A2**, you may apply for preparatory German courses (except for applicants of human medicine and dentistry). For the application, the following language certificates are accepted: *OnSET-DEUTSCH*, *Goethe-Zertifikat*, *telc Deutsch*, *ÖSD*, *TestDaF*, *UNIcert Deutsch (Level I and upwards)*

- Further information can be found here: [http://www.uni-regensburg.de/zentrum-sprache-kommunikation/daf/kurse/studienvorbereitende-deutschkurse/index.html](http://www.uni-regensburg.de/zentrum-sprache-kommunikation/daf/kurse/studienvorbereitende-deutschkurse/index.html) → Placement

- In your **Application for Admission**, please check ‘Yes’ at section **11**, so we can register you for the preparatory German courses.

- **Applicants for a master’s degree** can only participate in the preparatory German courses if they have already been admitted to the program and if they checked ‘Yes’ at section 11 in their **Application for Admission**.

  Please note: The **fees for the German courses** per semester amount to **530,- EUR** (in addition to the semester fee: approx. 145 EUR)

**Proceedings after your application:**

Your application will be checked by the Studentenkanzlei (if you applied for a master’s degree: application will be checked by faculty) followed by a decision of admittance or rejection.

In the case you are admitted: you will receive a **letter of acceptance** including information on your enrollment, taking place around mid-August (winter term) or February (summer term).

**Application for study program**: the registration for the **German test DSH** (prior to the start of your studies) happens automatically

→ DSH for winter term: mid-September, DSH for summer term: mid-March

**Application for German courses**: placement for the appropriate course level is based on your German level at the time of your application

**Orientation program Startklar** (incl. enrollment at the UR): during the 2 weeks prior to the beginning of the semester (winter term: mid-October, summer term: mid-April)

**Contact Information for Additional Questions:**

international.degree-student@ur.de