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**
- **CURRICULUM VITAE** (especially academic accomplishments)
- **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 (original document)

- **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, dentistry and molecular medicine: they have to prove a German level of C1)

  - For applicants who have graduated from Studienkolleg: please include the acceptance letter you received for the Studienkolleg in your application!

**application deadline for winter term: July 15th & 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:
[https://www.uni-regensburg.de/international/internationale-studierende/medien/dokumente/overview_undergraduate_and_graduate_courses_12.2018.pdf](https://www.uni-regensburg.de/international/internationale-studierende/medien/dokumente/overview_undergraduate_and_graduate_courses_12.2018.pdf)

- **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: Nov 2018
### 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

### 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, dentistry or molecular medicine). 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 → 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

International Office Universität Regensburg, Stand: Nov 2018