



Information for applicants with foreign academic qualifications

The 'Evangelische Hochschule Rheinland-Westfalen-Lippe' Protestant University of Applied Sciences (EvH RWL) has joined an agency called uni-assist: the university application service for international students. Since May 2006, uni-assist screens applications from applicants with foreign academic qualifications regarding their fulfilment of admission requirements.

That means you will need to send your application to uni-assist first and to pay a processing fee. Once uni-assist has made sure that your application is complete and formally satisfactory, it will be forwarded to the EvH RWL. As a service, uni-assist allows you to apply to several institutions using only one set of documents.

Who needs to apply at uni-assist?

Every German or international student who has not gained his/her university entrance qualification in Germany or at a German school abroad has to apply via uni-assist.

General university entrance qualifications are e.g. Abitur, Matura, A-Levels, High School, Diploma, Baccalauréat.

When to apply?

Applications for the **winter semester** B.A. Social Work, B.A. Heilpädagogik / Inclusive Education, B.A. Early Education (basic form): **from April 01st until May 31st**. (Applicants obtaining their university entrance qualification abroad between January 16th and July 15th of the current year, may apply until July 15th.)

Applications for the **winter semester** B.A. Nursing Science, B.A. Health and Nursing Management: **from April 01st until July 15th**.

Applications for the **winter semester** M.A. Management: **from April 01st until May 31st**.

Applications for the **summer semester** (B.A. Social Work, B.A. Heilpädagogik / Inclusive Education, and M.A. Social Inclusion): **from October 01st until December 15th**.

(Applicants for Social Work and Inclusive Education obtaining their university entrance qualification abroad between July 16th and January 15th of the next year, may apply until January 15th.)

We highly recommend sending your application at the beginning of the respective period, so that there is enough time for enquiries and for submission of missing documents.

There are special regulations for the B.A. programme Religious Education and Diaconia. Please enquire directly at the registrar's office of the EvH RWL.

How to apply?

1. Visit www.uni-assist.de/en/ and read all information carefully.
2. Register online on www.uni-assist.de/en/ (directly: <https://ww2.uni-assist.de/online/?lang=en>)
3. Make sure that you have all required documents for your application as well as all required authenticated copies and certified translations into German (details see below).
4. Fill in the online-application for your preferred degree programme at EvH RWL on the webpage of uni-assist.
5. Upload all required documents (see below).
6. Print the pdf-version of your uni-assist online-application at the end of the application process.
7. Send the pdf-version of your uni-assist online-application and all required documents (see below) by mail to:
uni-assist e.V.
D-11507 Berlin
8. Please, pay the fee on the day you send your application.

Required documents:

The following documents are required for your application at EvH RWL:

- the university entrance qualifications you gained in your home country, including entrance examinations where applicable
- certificates, transcripts of records, etc. if you have already studied at a higher education institution, including preparatory courses in Germany
- certificate of a German language test, e.g. TestDaF (level 4), DSH (level 2) – for further information please contact the registrar's office at the EvH RWL
- a copy of your passport (page showing name, date of birth, etc.)
- certificate of internship, professional training, work experience or previous graduation as requested for the respective course:

B.A. Social Work	Internship of 3 months in a field of social work
B.A. Heilpädagogik/ Inclusive Education	Internship of 3 months in a field of inclusive education
B.A. Early Education	Internship of 3 months in a field of early education
B.A. Nursing Science	Professional training of 3 years in nursing, geriatric nursing or special education
B.A. Nursing and Health Management	Professional training of 2 years in the health and/or nursing field and 2 years of regular occupation in the health and/or nursing field

M.A. Management of church-based and private social welfare organisations	Bachelor degree (6 semesters) in the field of social sciences
M.A. Social Inclusion: Health Care and Education	Bachelor degree (6 semesters) in the field of social sciences

If you are interested in the B.A. Religious Education and Diaconia, please contact the registrar's office for further information.

Uni-assist needs authenticated copies of all documents and certified translations into German. In Germany, public authorities, church offices and notaries will certify your papers; abroad, ministries and German diplomatic representations will do so.

Please do not submit any original documents!

The processing fee

Single / first of several application(s) (first course):	75 euros
Every additional course:	30 euros

Note: If you apply again at uni-assist for a new term the fees will be charged again. Check the uni-assist website concerning the methods of payment: www.uni-assist.de

What follows the application process?

If you fulfil the formal application requirements, uni-assist will forward your documents to the EvH RWL. The EvH RWL will decide on the application and either send an acceptance letter with further information or a negative reply. The official letters for the winter semester will be sent out at the end of July, and those for the summer semester at the end of January.

If your application does not fulfil the formal requirements, uni-assist will inform you accordingly.

Further Information

For further information please visit the homepage of the EvH RWL: www.evh-bochum.de or contact

- a) the registrar's office by phone **0049 234 36901-158** or by e-mail: studierendenservice@evh-bochum.de
- b) the International Office at EvH RWL by phone **0049 234 36901-142** or by email: international@evh-bochum.de

You can find more detailed information for foreign student applicants (in German) here: <http://www.evh-bochum.de/index.php/auslaendische-bildungsabschluss.html>