



International Office Akademisches Auslandsamt

A

Admissions information for
international students at the
University of Duisburg-Essen

Contact and publishing information

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Opening times and office hours

Details of the office hours can be found on the following web page:

http://www.uni-due.de/international/en_opening_hours.shtml

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To ensure that the brochure always contains the latest information, we make every effort to update it on a regular basis. However, please do not hesitate to let us know if you find any errors or omissions.

Questions for or about the International Office?

The University of Duisburg-Essen infoline is open from

Monday to Friday between 9.00 and 16.00 h:

Duisburg Campus 02 03 / 379 18 00 duisburg-io@uni-due.de

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Studying at the University of Duisburg-Essen



Thank you for your interest in studying at the University of Duisburg-Essen. This brochure is designed to give you a detailed overview of the requirements and application procedure before you. We will also be happy to provide advice and assistance in person, on the telephone or by email.

The International Office Team

What type of applicant are you?

Foreign national with a German qualification

Are you a national of a foreign country but obtained your higher education entrance qualification in Germany or at a German school abroad? If so, you are what is known as a “Bildungsinländer”.

Citizens of a European Union member state and German nationals with a foreign qualification

Are you a citizen of an EU member state or of Iceland, Liechtenstein or Norway? Or are you a German national with a qualification from another country? In that case, you meet the same requirements as German applicants. Please also observe the following admissions requirements.

Applicants from non-European Union countries

Are you a citizen of a country outside the European Union and have a foreign qualification entitling you to study at university? If so, you will need to apply to the International Office before the end of the application deadline either online or using the “Application for Admission” form. Please observe the deadlines. Further details are provided on the next page.

Do you meet the admission requirements?

You can find out in advance whether the qualification you have obtained in your home country is acknowledged in Germany by visiting the DAAD website:

<http://www.daad.de/deutschland/index.en.html>

The final decision on admission is nevertheless taken by the University.

DAAD

The German Academic Exchange Service (DAAD) is the largest funding and support organisation for international student and academic exchange worldwide.

Language requirements

Proof of language proficiency

You can also find general information on proof of language proficiency under www.sprachnachweis.de

The language of instruction at the University of Duisburg-Essen is German (except in the international programmes in English).

You will therefore need to have a good command of German if you want to study successfully. The majority of international students must pass the “Deutsche Sprachprüfung für den Hochschulzugang” (German Language University Entrance Examination, DSH-2 level) before they begin studying.

If you do not have an adequate knowledge of German:

- You must apply for a place on a course of study at the University of Duisburg-Essen using the “Application for Admission” form.
- If you have proven that you satisfy the requirements for admission to a course of study, you will receive a letter of admission to the language course.
- If you present the confirmation of registration on the language course to us (and have proven that you have a qualification entitling you to study at university), we will enrol you at the University (matriculation). You will also need the confirmation of registration on the language course to apply for a visa.

There are, however, some exceptions to the rule:

You will be exempted from the DSH examination requirement if you

- hold the “Deutsches Sprachdiplom” (DSD II) (German Language Diploma Level II) of the Kultusministerkonferenz (Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany)
- have a certificate for the “Zentrale Oberstufenprüfung” (ZOP) from the Goethe-Institut
- hold the “Kleines Deutsches Sprachdiplom” (KDS) and/or the “Großes Deutsches Sprachdiplom” (GDS) language diploma(s)

- have successfully completed the “Studienkolleg” preparatory course
- have taken the DSH exam at another German university (minimum overall grade DSH-2)
- have completed the TestDaF certificate with grade TDN 4 or higher in all sections
- are studying as part of an exchange programme concluded with the University of Duisburg-Essen
- have completed a degree in German/German Studies within the EU or the CIS (other countries may be designated by the DSH Commission).

If your knowledge of German is not sufficient for admission to the DSH examination, you may register to take part in a German course.

You can find information on current dates by visiting:

http://www.uni-due.de/international/en_germancourses.shtml

For further information, please go to:

www.uni-due.de/imperia/md/content/international/sprachkursangebote.pdf

In-sessional courses

Even when you have passed the DSH exam, you may find it useful to continue with a language course or train your academic and scientific writing skills while you are studying. The International Office provides information about such courses on the following pages in the internet:

- Writing workshop courses: www.uni-due.de/schreibwerkstatt
- Courses offered by the Institute of Optional Studies (IOS): www.uni-due.de/sprachkurse

Note

Proof of language proficiency is not necessary for admission to a doctoral programme if this is permitted by the doctoral degree regulations.



Language tandem

A good and practical way of learning languages is to take part in the “Sprachtandem” programme, details of which you can find under: www.uni-due.de/international/sprachtandem/start.shtml

Clear and simple

Application deadlines

Important Note

Students can only be enrolled directly on most courses or programmes if they have passed the DSH. DSH stands for the German University Entrance Examination. TestDaf is a language examination for university admission. It is used worldwide and equivalent to the DSH.

hochschulstart.de

As the successor to the ZVS, Germany's central office for the allocation of places in higher education, the Stiftung für Hochschulzulassung now operates hochschulstart.de, which has taken on the role of zvs-online in assisting you with your application for your chosen subject.

COURSE APPLICANT GROUP	COURSE WITHOUT RESTRICTED ADMISSION	RESTRICTED ADMISSION COURSE WITH NUMERUS CLAUSUS (NC) AT THE UDE	RESTRICTED ADMISSION COURSE WITH NUMERUS CLAUSUS (NC) THROUGHOUT GERMANY VIA THE STIFTUNG FÜR HOCHSCHULZULASSUNG
"BILDUNGSINLÄNDER"	Direct enrolment at the Registrar's Office (Studierendensekretariat) Deadlines vary.*	Deadline for applications to the Registrar's Office (Studierendensekretariat) for the summer semester: 15 January; for the winter semester: 15 July	Deadline for applications to the Stiftung für Hochschulzulassung for the summer semester: 15 January; for the winter semester: 31 May or 15 July
EU CITIZENS WITH DSH OR TESTDAF	Deadline for applications to the International Office for the summer semester: 15 January; for the winter semester: 15 July	Deadline for applications to the Registrar's Office (Studierendensekretariat) for the summer semester: 15 January; for the winter semester: 15 July	Deadline for applications to the Stiftung für Hochschulzulassung for the summer semester: 15 January; for the winter semester: 31 May or 15 July
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NON-EU NATIONALS	Deadline for applications to the International Office for the summer semester: 15 January; for the winter semester: 15 July	Deadline for applications to the International Office for the summer semester: 15 January; for the winter semester: 15 July	Deadline for applications to the International Office for the summer semester: 15 January; for the winter semester: 15 July

* The current deadlines are shown under:

http://www.uni-due.de/zentralverwaltung/semestertermine_en.shtml

Getting your application right

As a citizen of a non-EU country, you must make an “**Application for Admission**”. Please send your application to the campus which offers your chosen course of study.

Please use the online application form at:
<https://applyonline.uni-duisburg-essen.de>

Forms

The application form is also available for download under http://www.uni-due.de/international/download_degree.shtml or from the International Office.

Study options at a glance

If you would like to find out exactly which courses and programmes are on offer, a detailed and up-to-date list of all courses is available on the website under:

<http://www.uni-due.de/international/studienangebote.shtml>

For information on the restricted admission courses (numerus clausus), please visit: <http://www.uni-due.de/international/nc.shtml>

Your residence permit

You will receive a letter of admission from us when you are admitted to a course of study, the DSH examination or an intensive language course. It will take a few weeks for the letter to arrive, as processing all the applications takes a certain amount of time.

You can then use our letter of admission to apply for a student visa at the German Embassy in your home country.

If you have any questions on this subject, please do not hesitate to contact us at the International Office at the University of Duisburg-Essen.

Important: please do not enter the country on a tourist visa. A tourist visa expires after three months and cannot be extended.

Please also note that it is not possible to fund your studies by working in Germany.

Student accommodation in Duisburg and Essen

Accommodation

Unlike in other countries, university admission in Germany does not automatically come with an offer of accommodation. You are therefore responsible for organising your accommodation on your own.



There are various ways of doing this:

1. A room in a student residence of the Studentenwerk

You can apply for a room in a hall of residence even if you have not yet received a letter of acceptance/admission from the University of Duisburg-Essen. The earlier you apply to the Studentenwerk (student support services), the higher up you will be on the waiting list.

You will find an application form from the Studentenwerk Essen-Duisburg on the internet under:

http://studentenwerk.essen-duisburg.de/pdf/wh_bew_e.pdf

Most student halls of residence in Duisburg and Essen are run by the Studentenwerk. For further information on the different halls of residence, please visit:

<http://studentenwerk.essen-duisburg.de>

The high level of demand means that the waiting lists are long. You will therefore need to make sure that you either apply very early on, or look for an alternative.

2. A room on the private housing market

You can naturally decide to find your own furnished apartment/room or a place in a “Wohngemeinschaft (WG)” (shared accommodation) on the private housing market.

You can post your “Wanted” ad on the noticeboards around the campus or in the University of Duisburg-Essen’s web forum. You will find some practical tips and other information on the subject under “International Office (AAA)” in the section on “Living and Housing - Leben und Wohnen in Duisburg-Essen”.

You can find the page by going to: <http://forum.uni-duisburg.de/>

The cost of studying

Studying at the University of Duisburg-Essen is subject to fees. These are made up of the semester fee and the tuition fee.

Participants in a German language course and doctoral students are exempt from the tuition fee. A fee is charged for the German courses in preparation for studying.

Students who come to the University of Duisburg-Essen as part of certain exchange programmes may be exempt from the fees. Please enquire whether this applies to you at the International Office.

Note: the tuition fee must be paid in addition to the social contribution and student body fee. It is not possible to pay by instalments.

The costs are broken down as follows:

The tuition fee must be paid in addition to the semester fee.

- Semester fee
 - Mobility fee - ticket for local transport
(<http://www.studenten-nrw-ticket.de/duisburgessen.html>)
 - Social contribution for the Studentenwerk
 - Contribution for the Allgemeiner Studierendenausschuss (Student Union Executive Committee)
- Tuition fee

A summary of the relevant amounts can be found on the internet under:

[http://www.uni-due.de/studierendensekretariat/
sozial-studierendenschaftsbeitrag.shtml](http://www.uni-due.de/studierendensekretariat/sozial-studierendenschaftsbeitrag.shtml)

The semester and tuition fees only become due when you have enrolled at the University. You will receive information on how to pay during enrolment.

Individual exemption from fees

In certain cases international students may be exempted from paying student fees. Please send your applications to the Registrar's Office (Studierendensekretariat) at the beginning of each new semester.

Further information is available on the internet under:

<http://www.uni-due.de/studierendensekretariat/studienbeitraege.shtml>

Financial support

International students may only apply for various scholarships in their home country. It is not usually possible to make an application once their course in Germany has begun.

The German Academic Exchange Service (DAAD) has an extensive internet database of scholarships at:

<http://www.daad.de/deutschland/foerderung/>

The International Office will be pleased to help you if you require any individual assistance on this matter.

Studying for a doctorate

No professor, no doctorate. In order to be admitted as a doctoral student, you must first find a member of the University teaching staff to supervise your doctorate.

Once you have found a professor, you can submit your certificates, your application for admission and confirmation from the supervising professor to the International Office.

The International Office will be happy to provide you with contacts in your chosen faculty.



Eight steps to a successful application

Checklist: before you apply

Have you completed all the formalities and got all your documents together?

This checklist will help you to make sure:

- Have you completed your application for admission to a course of study for international applicants in full and signed it?
- Have you enclosed a copy of your secondary school leaving certificate showing your individual grades?
- Have you enclosed proof, where applicable, that you have passed the university entrance examination?
- If you have studied at a university in your home country: have you included proof of your studies and final certificates from your course with your application?
- Have you enclosed certificates from any German courses and English tests you have completed?
- Have you enclosed any other proof of internships or practicals you have completed or other examinations you have taken?
- Are you applying for an ISE or Master's programme? If so, please enclose a "Letter of Motivation" along with your curriculum vitae.
- Have you enclosed officially recognised translations in German or English?

ISE programme

The abbreviation ISE stands for International Studies in Engineering

On your way to Germany

Checklist: before you leave home

Ready to go? Do you have everything you need for your stay abroad?

This checklist will help you to find out before you set off:

- Have you received a letter of admission from the International Office?
- Do you have enough money to be able to study in Germany? (at least 650 euros per month)
- Have you taken care of all the entry formalities? (valid passport, visa, etc.)
- Do you have all the original certificates and original documents you will be required to present on enrolment?
- Do you have enough passport photos with you? One photo for your student identity card, two other photos for the Registration Office for Foreigners (Ausländerbehörde).
- Have you taken care of your accommodation?
- Have you made your travel arrangements for your journey to Germany?
- Do you have all the information you need about life in Germany? Information is available on the internet under <http://www.campus-germany.de>

Are you planning to come to the University of Duisburg-Essen from abroad to study?

If so, this brochure is for you. The team from the International Office at the University of Duisburg-Essen is here to help you with your plans and answer any of the important questions about your stay in Germany.



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