

Information on completing the application form

The following information refers to the application form of the German Academic Exchange Service (DAAD) for foreign study applicants and is only meant as a guideline. Please consult the DAAD's general information on completing the admission form:

www.uni-stuttgart.de/studieren/bewerbung/international/antrag/index.en.html

Information on the Admission Requirements and Application Forms of the International Master's Degree Programs: www.uni-stuttgart.de/ia/internat/degree/master/

Section 1: Information on the desired degree course:

Applicants are only allowed to make **one** application to the Universität Stuttgart.

Applicants are requested to inform themselves about the range of courses and possible subject combinations by consulting the brochure "Studying at the Universität Stuttgart" or the internet:

www.uni-stuttgart.de/studieren/bewerbung/index.en.html

Applicants for a Diploma or a Bachelor of Science course should only complete the line "Major subject". The Diploma/BSc course only consists of one subject; any "minor subjects", electives or similar courses that are integrated into the study program do not have to be listed here.

Most Bachelor of Arts courses are combined courses. This means that several subjects have to be combined and studied in parallel. Applicants for these courses who are studying two combined subjects should complete lines 1 and 2; a combination of 3 courses is only possible in courses leading to a teaching qualification (*Lehramt*). Applicants should note that it is not possible to be admitted to the University with an incomplete combination of subjects.

Applicants should bear in mind that in certain subjects admission is subject to the fulfillment of specific minimum requirements, which foreign applicants must also satisfy (marked "A" in the table of subjects). In addition to the application form, applicants for these courses must also submit a supplementary application to participate in the special admission procedures. The supplementary application forms can be obtained from the Admission Office, from the Student Counselling Center (ZSB) or in the internet at

www.uni-stuttgart.de/studieren/bewerbung/efvhavantrag/ (Bachelor)

www.uni-stuttgart.de/studieren/bewerbung/master/zusatz/index.html [de] (Masters Programs)

Section 5: Your educational background

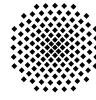
The University requires different school and academic knowledge from applicants wishing to be admitted to study. Detailed information can be found at:

www.uni-stuttgart.de/studieren/bewerbung/international/zugang/index.en.html

Often a school-leaving certificate alone is not sufficient to allow applicants to be admitted to study: applicants must have fulfilled certain study requirements at a university in their home country. Applicants who have already been enrolled at a university either in Germany or abroad must list all the higher education institutions at which they were already enrolled (or still are) and, in particular, must include all documentation of completed courses and exams, using a separate sheet if necessary.

If a **higher education entrance exam** is required in the country in which you completed your schooling, please enter the original name of that exam, the result and the date on which the certificate was awarded.

Applicants who have already completed a course of study at a university in Germany or abroad may have their **courses and exams** accredited if they are equivalent qualifications in a related subject. The individual decision is made by the Examination Committee of the respective department after an application has been made to be admitted to study. Information on the accreditation of applicants' qualifications and courses cannot be given prior to an application. The accreditation procedure is based on the level of qualification and the status of the issuing higher education institution. In many cases the foreign university degree is accredited as an intermediate / pre-diploma examination if the issuing university has the right to award doctorates and the applicant wishes to study a similar subject.



Section 6. and 11.: German language skills and language course

The Universität Stuttgart requires applicants to have German language skills at the application stage. Thus applicants must list where and for how long they have learned German, and which language qualifications they have obtained.

The Universität Stuttgart may admit applicants without sufficient German language skills to take part in a language course that must be paid for by the applicant. If you want to participate in a German language course you have to mark No. 11 with a cross.

Further information can be found at:

www.uni-stuttgart.de/studieren/bewerbung/international/deutsch/index.en.html

Section 10. Application for admission to the *Feststellungsprüfung* (assessment test)

The Universität Stuttgart can transfer applicants whose educational qualifications are not sufficient for admission to a Studienkolleg. This applies in particular to applicants from Turkey who have completed 11 years of schooling at a Turkish lyceum.

Documents

Applicants must not forget to include the required documents with the application form. Without these the application cannot be processed and the applicant will be excluded from the admissions procedure.

Only complete admission applications that include the relevant certificates can be processed. If applications are made in good time, the Universität Stuttgart tries to inform applicants of missing information or documents. Applicants are requested to check whether they have included the documents detailed in the following list with their application. Applicants should note that all documents must be legally attested and must be translated by a accredited translator into German, English, French or Latin:

- A legally attested photocopy or transcript of a **school-leaving certificate** that allows the holder to study at university in their home country, including a list of individual grades.
- A legally attested photocopy of documentation or certificates of passed **university entrance examinations** abroad including a list of individual grades.
- Legally attested photocopies or transcripts of all **college and university grades** (from all higher education establishments including academies etc.) attained by the applicant, including a list of individual grades.
- **Proof of German language skills.**
- If the requested course is subject to a special admission procedure: the application form to participate in the special admission procedures (Bachelor, State Examination and Master), as well as the corresponding documentation.
- 2 international reply coupons (Coupon-Réponse International) or German postage stamps to the value of EUR 1.45.

- **Country-specific documents**

Applicants from the following countries must additionally submit the following documents:

- Indonesia: Confirmation of authenticity by the respective Provincial Office of the Education Ministry
- Iran: Original (as an exception!) of the Inter-University Higher Education Entrance Examination.
- Mongolia: Original (as an exception!) of the certificate of the Academic Inspection Office (APS) at the German Embassy: www.ulan-bator.diplo.de
- People's Republic of China: Original (as an exception!) of the certificate of the Academic Inspection Office (APS) at the German Embassy: www.peking.diplo.de
- Vietnam: Original (as an exception!) of the certificate of the Academic Inspection Office (APS) at the German Embassy: www.hanoi.diplo.de

Application documents (certificates, etc.) cannot be returned; they become the property of the Universität Stuttgart and are destroyed after the admissions procedure. Thus applicants should **never** send originals, but only attested photocopies or transcripts!