

Information about the admissions and selection process for international applicants to HAW Hamburg

HAW Hamburg admits applicants who hold a non-EU nationality and completed their higher education entrance qualification outside Germany via a specific, selective process involving the award of **points** for each application in accordance with the system set out below.

1. You receive a maximum of 40 points for the overall grade (or grade average) of your higher education entrance qualification.

Please submit one of the following as proof of your higher education entrance qualification:

- ✓ Your preliminary review documentation (*Vorprüfungsdocumentation*, VPD) from uni-assist.
- ✓ Preliminary review documentation (VPD) in relation to the *Studienkolleg* at which you have taken an assessment examination (*Feststellungsprüfung*). Please additionally submit the certificate of the *Feststellungsprüfung* – the *Studienkolleg* VPD is incomplete without it.
- ✓ Recognition of your higher education entrance qualification issued by a German authority, which needs to include a conversion of your grade to its equivalent in the German system.

Please submit a copy of your school-leaving certificate/certificate of higher education entrance qualification in the original language, plus a translation into German or English.

You can be awarded additional points which may increase your chance of being accepted for a place on a degree course at HAW Hamburg. These additional points relate to the following factors:

2. Up to 10 points for completed vocational training or practical experience relevant to your chosen degree course

Have you done vocational training or relevant internships, or have you already worked in a field related to the course you plan to study? If so, please submit the following as appropriate:

- ✓ Certificate of vocational qualification
- ✓ Confirmation of completed internships or practical placements
- ✓ Written references from employers (we can't enter into contact with referees, so their name/address is not enough – please ask them to give you a brief written reference)

3. Up to 10 points for demonstrable advanced proficiency in German

To be accepted for a place at HAW Hamburg, you need to prove that your German proficiency is equivalent to level C1 in the Common European Framework of Reference for Languages. We accept the following certificates or proofs of proficiency:

- TestDaF (at least 4x4 points)
- DSH 2 or DSH 3
- C1 certificate issued by the Goethe-Institut
- TELC C1 Hochschule exam
- *Zentrale Oberstufenprüfung* administered by the Goethe-Institut
- *Kleines* or *Großes Deutsches Sprachdiplom* issued by the Goethe-Institut
- *Deutsches Sprachdiplom* issued by the *Kultusministerkonferenz* (level II)

- *Österreichisches Sprachdiplom* (Austrian German Language Diploma) (ÖSD C2)
- completed degree in German studies from a higher education institution outside Germany
- completed pre-course studies (*Propädeutikum*), with a grade of 4 or better in the subject of German

You can be awarded **additional points** if you can demonstrate that your proficiency is above this level, via one of the following certificates or documents:

- TestDaF (16 points or more)
- DSH 3
- C2 certificate issued by the Goethe-Institut
- TELC C1 Hochschule (*gut* or *sehr gut*)
- Proof of having spent at least 3 years in a German-speaking country
- A grade of 2.5 or higher in the subject of German in a *Studienkolleg* examination (*Feststellungsprüfung*).
- Completed degree in German studies from a higher education institution outside Germany, including a demonstrable period of one year spent teaching German or doing other work in a German-speaking environment ('year abroad').

We are no longer able to accept applications where you have only registered for your German exam, but not yet taken it. For your application to be accepted, you must submit your language proficiency certificate to the Student Admissions and Registration Office (*Studierendensekretariat*) by the deadline for completed applications.

For applicants for the degree courses Foreign Trade and International Management and Logistics / Business Studies:

You will additionally need to demonstrate an appropriate level of proficiency in English by submitting a certificate confirming you have passed one of the following language tests (level B2 for Foreign Trade/International Management; level B1 for Logistics):

- TOEFL (*Test of English as a Foreign Language - Internet-Based Testing*)
- TOEFL iBT *Special Home Edition*
- IELTS (*International English Language Testing System – Academic Training*)
- IELTS *Indicator Test*

For International Management applicants: Cambridge Certificate FCE (First Certificate in English)

- *For Logistics applicants: Cambridge Certificate PET (Preliminary English Test)*

Alternatively, you can demonstrate your English proficiency by submitting proof of attainments achieved outside Germany. This must be one of the following:

- *A higher education entrance qualification from a school in an English-speaking country or region*
- *Proof of successful studies of at least one year at a higher education institution in an English-speaking country or region*

Successful applicants for Logistics/Business Studies have until the end of their first semester (28/29 February for winter semester starters and 31 August for summer semester starters) to submit their English language proficiency certificate.

4. Up to 5 points for your letter of motivation

Please ensure that your letter of motivation provides satisfactory answers to the following questions:

- ✓ Why do you want to study this subject?
- ✓ Why have you chosen HAW Hamburg to study this subject?

5. A maximum overall total of 10 points for any achievements and individual circumstances relevant to your degree course and your likely performance at HAW Hamburg

a. Have you studied anywhere before? Have you tried to get ready for your course at HAW Hamburg? (max. 5 points)

- Please submit proof of anything you have done to get ready for studying at HAW Hamburg, such as preparatory courses, *Studienkolleg* attendance, or participation in preparatory schemes for people who are or have been refugees.
- If you've accessed higher education before – be it in Germany, your home country or another country – please submit any certificates or subject/grade overviews you have, in the original language with a translation into German or English
- Please also submit any confirmation that you have been awarded a scholarship by a government outside Germany or a German foundation

b. Proof of personal circumstances relevant to, or impacting on, your educational journey (max. 3 points)

- If you have parental responsibility for a child or children, please submit copies of their birth certificate(s) and proof that they live with you (e.g. a German *Meldebestätigung*) or that you care for them on a frequent and regular basis.
- If you have been granted asylum or are recognised as a refugee or as entitled to subsidiary protection, please submit a copy of the document confirming your residence status or recognising your entitlement to asylum/protection/refugee status (*Anerkennungsbescheid*), or your travel document for refugees ('blue passport').
- If you need to study in Hamburg for health, family or other reasons, please submit appropriate proof of your circumstances.

Please submit a CV (in table or bullet-point form, not running text) containing the following information:

- ✓ Personal details (name, address, date of birth, etc.)
- ✓ How long you have been in Germany?
- ✓ Your education to date (schools attended, any vocational qualifications or previous higher education) and where you completed or undertook this education
- ✓ Your proficiency in the language(s) required for your chosen degree course
- ✓ Information on your relevant personal circumstances, such as asylum or residence status, parental responsibility for children, etc.
- ✓ Information about any voluntary, charitable or community work you do
- ✓ Information on any official scholarship programmes you have been accepted into
- ✓ What you have done so far to prepare for studying at HAW Hamburg (preparatory classes or semesters, *Studienkolleg*, etc.)

Apply via the application portal myHAW. In addition to your CV, you will also need the following documents::

- VPD from uni-assist, specific to HAW Hamburg
- Copies of your higher education entrance qualification, in the original language and as a certified translation into German or English
- Proof of German/English proficiency (showing the best grade average achieved)
- A copy of your passport or your residence document
- Your letter of motivation

to: HAW Hamburg
Studierendensekretariat
Postfach 10 20 31
20014 Hamburg

N.B.: almost all degree courses at HAW Hamburg require you to have registered with [hochschulstart.de](http://www.hochschulstart.de) **before** you complete your online application.

<http://www.hochschulstart.de/informieren-planen/internationale-bewerbende>

The courses affected by this rule are listed here:

<https://www.haw-hamburg.de/en/study/applications/applying-for-a-bachelors-degree-course/>