



LEAFLET FOR INTERNATIONAL STUDENTS

In general

Cornelia Dienlin, Admissions Manager
EBS Business School
Rheingastr. 1
65375 Oestrich-Winkel
Telefon: +49 611 7102 1566
Cornelia.dienlin@ebs.edu

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EBS  Business School

If you want to apply to a German institution of higher education (**no matter if to a public or private university**) as a first-year student, a higher education entrance qualification will be required. **This means that before being admitted to take a course of academic studies in your chosen discipline, you must prove that your school leaving certificate or secondary education qualification is equivalent to the German “Abitur”.**

Do you have an adequate qualification?

Your qualification is evaluated according to the standards of the Ministry of Education and Cultural Affairs in the respective German federal state. Following the evaluation, your qualification may be considered equivalent or only conditionally comparable. You can check whether your qualification is equivalent or only comparable with the help of the tools provided at <http://anabin.kmk.org>. The information here is binding.

Government offices:

- **For applicants with German citizenship who are resident abroad**
Zeugnisanerkennungsstelle bei der Bezirksregierung Düsseldorf, Postfach 30 08 65, 40408 Düsseldorf (Phone +49 211 75 0)
- **For applicants with German citizenship who are resident in the Federal States (Bundesländer) of Germany other than Hessen**
Kultusministerium (Ministry of Education and Cultural Affairs) and its authorized federal body in the Federal State in which the certificate holder is resident
- **For applicants who have a foreign citizenship or live abroad**
Hessisches Ministerium für Wissenschaft und Kunst, Wiesbaden in order to verify whether the educational credentials will be accepted. The following documents have to be sent **on paper by post** to EBS Business School, Admissions Bachelor, Rheingaustraße 1, 65375 Oestrich-Winkel, Germany:
 - Certificates in their original language with a German translation. The translation has to be done by an authorized translator at the German embassy¹ respectively a sworn translator residing in Germany.
 - Notarized copies of the educational credentials²
 - Notarized copy of identity card or passport
 - Curriculum vitae in table form
 - Power of attorney if you are a minor or if your parents apply on your behalf
 - Accompanying letter that you are interested in studying at the EBS Business School

In all cases it is up to the Ministry to decide if you fulfil the requirements!

¹ Translations from standard translation agencies with administration of an oath will not be accepted

² Official certifications must always contain an original official stamp and an original signature of the issuing authority. A copy or scan of your officially certified documentation will not be sufficient. **Outside Germany**, the following institutions may certify copies of your documents: a) German embassies and b) The authorities and notaries authorised to perform official certifications in your home country. **In Germany**, every public department bearing an official stamp, is authorised to issue official certifications: municipal departments, rectories, districts and administrative authorities – such as local mayoral offices and local representatives, city administrations, public offices, town halls and district administrations as well as courts and notaries.

Additional information: Translators may not certify any documents in the original language – rather only the translations they have personally produced. Public departments in Germany are permitted to certify foreign language documents, but they are *not obliged to*. If you are unable to find a public department in Germany to certify your documents, you should contact the embassy of your country of origin. Exception: IB diploma and original documents in English do not need to be translated.

Please note that the admissions team from EBS will only check the documents for completeness which will then be forwarded to the “Hessisches Ministerium für Wissenschaft und Kunst” in order to receive final approval.

If your qualification is not approved, the recognition may be achieved by:

- **Taking the assessment test (“Feststellungsprüfung” (FSP))** at the Studienkolleg at a German university. This assessment test is usually taken after 2 semesters (one year). You will also be required to take a language proficiency test. The “Feststellungsprüfung” certificate entitles you to study the subjects that correspond to the core subject area you attended anywhere in Germany. If you already have an adequate knowledge of German (level B1), you can take the FSP at Internationales Studienzentrum/Studienkolleg Frankfurt, <http://www.uni-frankfurt.de/38294330/FSP>.

At the Cologne Business School the courses and exams are held in English, German is no prerequisite. You can inform yourself at <https://cbs.de/en/internationality/international-students/prep4university/>

Depending on the country you come from, also one or two years of study in your home country may be recognized as a subject-related recognition of the university entrance qualification. This is to be decided by the German ministries.

- **Proof of a successful finished study program** under §54, Abs. 3 Satz 1 Hessisches Hochschulgesetz).

We strongly recommend you to get in touch with the corresponding authority in Germany as soon as possible in order to make sure that your school leaving certificate will be recognized.

Normally, all applicants from abroad are required to prove their German language skills if they want to study in Germany. As all of our lectures at the Business School are held in English, you do not need this proof. Nevertheless, for the daily life it is important to know some German. Therefore, all our international students can take German classes at the beginning of their study at EBS. To register you for the appropriate German course at EBS, it is very helpful if you could present one of the standardized official German language tests.

Please note:

The above information as well as the corresponding requirements for the respective school leaving qualification (IB Diploma, A-Levels, High School Diploma, etc.) do not pertain to the specific requirements set by private universities such as EBS.

You can be accepted at EBS as well as sign the contract while saving yourself a place at EBS. However it is your responsibility to ensure that you are eligible to study in Germany. A passed entrance examination at EBS does not replace the University Entrance Qualification!

You can always apply to EBS no matter if you have already finished school or if you are going to finish your secondary school education in the next time.