



LEAFLET FOR INTERNATIONAL STUDENTS

General Certificate of Education (International) Advanced Level / (International) Advanced Subsidiary Level (GCEA-AL/AS)

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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**
Zeugnisankennungsstelle 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

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

A reform of the GCE A Level is currently being implemented in Great Britain, which has resulted, among other things, in schools restricting the range of offered AS Level subjects or in some cases no longer offering them. However, the conditions listed overleaf are not currently affected by the reform.

If no AS Level Exams are offered at the school attended, the following options are available:

- The fourth subject is taken as A level

- The AS Level is taken directly at an examination centre of a British examination centre (see next paragraph) as a 'private candidate'.

If your degree is not recognized, only the later passing of the missing subjects will lead to the desired result. Please contact a certified institute that can take the tests of Pearson (formerly Edexcel), Cambridge Assessment International Education (CAIE, formerly Cambridge International Examinations), OCR, AQA, WJEC (for Wales), CCEA (for Northern Ireland).

A list of institutions in Germany where A/AS levels of the CAIE examination centers can currently be taken as 'private candidates' is available on request.

This document offers an initial orientation, but, we would like to point this out once again, cannot replace the preliminary consultation and examination by the responsible cultural authorities!

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 have the chance to 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.

GCE AL/AS – Educational credentials from England, Northern Ireland and Wales

1. For applicants with higher education entrance qualifications from England, Northern Ireland and Wales, the following assessment proposals apply:

International advanced level is equivalent to advanced level and international subsidiary level is equivalent to advanced subsidiary level:

General Certificate of Education – Advanced Level (GCE AL)

in combination with

- General Certificate of Education – Advanced Subsidiary Level (GCE AS)

or in combination with

- Advanced International Certificate of Education (AICE)

or in combination with

- Cambridge Pre-U (see paragraph 4)

are equivalent to a subject-bound higher education entrance qualification in Germany if they fulfil, in addition to the general conditions stated on p.1&2, the following **basic requirements**:

1.1 At least four independent, general-education subjects have to be documented. Amongst these subjects, the following have to be present:

- one language
- mathematics or one of the sciences biology, chemistry or physics

At least **three of the four examination subjects** must have been awarded a 'pass' at the level of the General Certificate of Education – Advanced Level (**GCE AL**), for the **fourth subject**, the level of the General Certificate of Education – Advanced Subsidiary Level (**GCE AS**) suffices. As a general rule, all subjects offered in the German sixth form (Gymnasiale Oberstufe) are considered to be general-education subjects.

1.2 In addition to these general requirements, there are specific requirements depending on the subject for admission to business administration or law courses of study which concern mainly the choice of GCE AL subjects:

Thus, the following subjects have to be taken at **GCE AL**:

- one **subject related to the chosen course of study** (social studies, history, geography, business studies or economics)
- **mathematics**

1.3 Additional requirements which do not replace the requirements of 1.2

a) Two GCE Advanced Subsidiary Level subjects can be included in the assessment as substitution for one GCE Advanced Level subject.

b) Performance in a minimum of five AICE subjects (as individual subjects) is to be assessed on an Advanced Subsidiary Level. If the AICE has been completed, proof of completion on a GCE Advanced level of only two of the five subjects needs to be submitted as this feature (two AS subjects can replace one AL subject) is the general rule for the AICE.

c) Proof of completion for GCE AS/AL examination subjects which are considered vocational subjects may be approved individually after clearing with the central office of foreign education.

d) GCE Applied A Levels introduced in 2005/06, which have replaced the Vocational Certificate of Education (VCE) exams – formerly Advanced General National Vocational

Qualifications (Advanced GNVQ's) – which are called Advanced Level (A) since 2002, as well do not suffice for university entrance in the Federal Republic of Germany.

e) The so-called key skills “Application of Number”, “Communication” and “Information Technology” at levels 1, 2, 3 and 4 can usually be attained at level 3 with additional courses within the GCE AL framework. British universities take these into consideration for university entrance. Universities in Germany, however, do not.

f) An English language exam which has not been taken within the GCE AL/AS exam framework cannot be substituted for a GCE AL/AS subject.

g) As long as exam results can only be documented provisionally by the competent office of examination (“Statement of “Results”, “Candidate Statement of Provisional Results”), they can be taken into consideration for university entrance. However, applicants are required to submit their official diploma by the beginning of the second semester.

2. In cases where consultation with a competent German office in accordance with the assessment proposals valid until the respective date has taken place, it is decided within the framework of the protection of legitimate expectations whether an assessment according to the assessment proposals United Kingdom: England, Wales and Northern Ireland of 1997 in the 2001 version or an assessment according to the new version of assessment proposals United Kingdom: England, Wales and Northern Ireland is favourable.

3. Impact of shortened secondary education in Germany (“G8”)

Duration of school attendance:

The evaluation is usually based on twelve consecutive school years. If this prerequisite is not fulfilled, there are the following alternatives:

a) Approval of the university entrance qualification is subject to the successful completion of an additional exam according to the framework for university entrance with foreign diplomas, for the education at preparatory colleges and the assessment test (Ministry for Education and Cultural Affairs Conference decision of 15.04.1994 according to the respective version)/‘Rahmenordnung für den Hochschulzugang mit ausländischen Bildungsnachweisen, für die Ausbildung an den Studienkollegs und für die Feststellungsprüfung’ (Beschluss der Kultusministerkonferenz vom 15.04.1996 in der jeweils geltenden Fassung). University entrance can also be granted after successfully attending a university for at least one year in a country whose diplomas permit university entrance in Germany directly after having successfully attended university for one year.

b) To be approved as direct university entrance qualification, the overall grade required must average “good”.

4. “Cambridge Pre-U” qualifications

a) German university entrance for applicants with “Cambridge Pre-U” qualifications remains dependent on fulfilling the general requirements (see 1.1) and the subject-specific requirements for the selected course of study (1.2) in accordance with the assessment proposals United Kingdom: England, Wales and Northern Ireland.

b) One “Cambridge Pre-U Principle Subject” is equivalent to one “GCE Advanced Level” and one “Cambridge Pre-U Short Course” is equivalent to one “GCE Advanced Subsidiary Level”.

c) The “Cambridge Pre-U” subject “Global Perspectives and Independent Research” can be substituted for one GCE Advanced Subsidiary Level if

- “Cambridge Pre-U Diploma” has been obtained and
- The general requirements as well as the subject-specific requirements have been met by the completion of the other subjects.

Further requirements can be inquired at the competent Ministries of Culture.