



LEAFLET FOR INTERNATIONAL STUDENTS

US High School Diploma (HSD)

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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

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.

- 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!

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.

We strongly recommend 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.

High School Diploma (HSD) – USA

Extract from <http://anabin.kmk.org>

The units for the HSD must have been completed as follows:

Proof of 16 "academic units" between the 9 and 12 grades:

English	4 units	English IV or Honors or AP English with at least grade C
2nd Language (this may not be German for German speaking applicants)	2 units	
Social Studies	3 units	
Mathematics	2 or 3 units	Algebra II or Trigonometry (11 grade) and Precalculus (12 grade) with at least grade C
Science	2 or 3 units	In the subjects Biology, Chemistry or Physics with at least grade C
Elective academic units	2 units	
Mathematics and Science 5 units in total		

If no more than 11 grades have been completed, only 3 units are required for English; the required overall number of 'academic units' is therefore reduced to 15.

Recognition can be granted as long as the above-mentioned requirements **plus one of the following requirements** are fulfilled:

1. Proof of an unweighted **Cumulative Grade Point Average (CumGPA) of 3,0** can be provided and the **Feststellungsprüfung (FSP)** has been completed successfully
2. Proof that **two additional years of study** have been completed successfully
3. **Four Advanced Placement examinations (AP's)** – only enables access to be granted for a specific subject)
4. **Associate Degree** in an academic program (transfer program) with 'college level' courses

Additional comments on the points mentioned before:

Ref. 1: This assessment test (“**Feststellungsprüfung**” (**FSP**)) is usually taken after 2 semesters (one year) at the Studienkolleg at a German university. 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/>

Ref. 2: The **two years of study** at a recognized university with ‘college level’ courses must fulfil the following requirements:

- five independent, general education subjects, including English and one foreign language, mathematics and one natural science subject
- at least three of these subjects must have involved three courses of increasing complexity; furthermore, a ‘junior standing’ or 50% of the credits that are required for a Bachelor are also needed

Ref. 3: Proof must be provided that **four Advanced Placement examinations** have been completed with at least grade 3 in the following subjects:

- English (AP English Literature or AP English Language and Composition)
- one additional foreign language (AP French or AP Spanish or AP Latin or AP German)
- one mathematics-natural science subject (AP Calculus AB or BC or AP Biology or AP Chemistry or two halves of AP Physics C)
- one additional subject that is appropriate for the sixth grade (e.g. AP European History, AP American History, AP Computer Science or two halves of AP Macroeconomics and Microeconomics)

Ref. 4: The 2 years of study for the **Associate Degree** must have been obtained in a general course of study with courses at college level at a recognized university. The following requirements must be met:

- five independent, general education subjects, including English and one foreign language, mathematics and one natural science subject
- at least three of these subjects must have involved three courses of increasing complexity

The term ‘recognized university’ refers to colleges providing study programmes covering four academic years that lead to a Bachelor Degree. If the applicant attended a two year (public) Community College or a (generally private) Junior College, recognition can only be granted if an Associate Degree has been earned and ‘academic subjects’ have been studied.

When choosing an American college/university, it is important to check that it is recognized by the respective regional university association. The directory of recognized colleges/universities (Accredited Institutions of Postsecondary Education) is updated and published each year by the American Council on Education.