

Application Procedure for applicants with international university entrance level qualification

International applicants can only apply for Fachhochschule Mainz by sending their application for admission to **uni-assist e.V.**, the "Application Services for International Students" (www.uni-assist.de). That means, for you as an applicant, that your application will be pre-processed for money by uni-assist.

More detailed information on the application procedure as well as the necessary downloads you will find at www.uni-assist.de/english/applicants.html.

Which applications are pre-processed by uni-assist?

The Fachhochschule Mainz has all application documents of international applicants who acquired their international university entrance level qualifications abroad (A-Levels, High School Diploma, Baccalaureat, Gaocao, etc) pre-checked by uni-assist – independent of the applicant's nationality. This also applies for master programmes (exceptions see below).

The following applicants have been excluded from the assist pre-checking procedure:

- Students from partner institutions who want to study at the Fachhochschule Mainz within an exchange program or a scholarship program
- Applicants for the master programmes in International Business (MA.IB and MSc)
- Graduates from a *Studienkolleg* with *Feststellungsprüfung*

Those applicants send their application to the Fachhochschule Mainz (you will find the respective downloads on the web pages of the desired "Fachbereich" or in the information package for exchange students). Before application, please inform yourself carefully about the appropriate admission requirements for the desired study program as well as about the documents to be handed in.

How do you apply at uni-assist?

Before you apply, please inform yourself carefully about the appropriate admission requirements for the desired study program as well as about the documents to be handed in. Please use the application form that you will find on the web pages of uni-assist. For more information see www.uni-assist.de/english/applicants.html.

Your application will only be processed by uni-assist when payment has been made. In order to accelerate the pre-check of the application at uni-assist, please include a copy of the transfer voucher of your bank with the application.

Which documents do you have to send to uni-assist?

- Certificate of university level entrance qualification and further documents that allow entering a university in your home country
- Certificates and transcripts of former university studies – if applicable
- Certificate of German language proficiency (DSH, ZOP or equivalent, testdaf level 3 for Architecture, Design, Interior Design and Media Design, testdaf level 4 for Business Studies)
- Certified copy of a valid passport (only page with personal data)
- Photo
- Copy of transfer voucher of the bank indicating date and amount of money transferred to uni-assist.

Where do you send your application?

In order to clarify open questions and guarantee quick processing, we would recommend you to submit your application at least six weeks before the final deadline. Decisive for the application deadline is the acknowledged receipt of the complete set of documents and payment at uni-assist. Please include your e-mail address!

Please send applications including the a.m. documents for study programs in **Architecture, Civil Engineering, Geoinformatics and Surveying and Business Studies** to the following address:

Fachhochschule Mainz	<u>application deadlines:</u>
c/o uni-assist e.V.	15 January (summer)
Helmholtzstr. 2-9	15 July (winter)
10587 Berlin	part-time sandwich studies:
Germany	15 December (summer)
	15 July (winter)

Applications including the a.m. documents as well as a portfolio for study programs of Design, Interior Design and Media Design please send to:

Fachhochschule Mainz	<u>application deadlines:</u>
Fachbereich Gestaltung	1 December (summer)
Lucy Hillebrand-Str. 2	1 June (winter)
55128 Mainz	
Germany	

Your portfolio will be checked at the Fachhochschule, all further documents and certificates will be sent to uni-assist for pre-checking. Please transfer your payment to uni-assist and include the copy of the transfer voucher of your bank with the application documents.