

How to get into university

Guide for refugees who want to start their studies in Germany



StartStudy Bonn





StartStudy Bonn

Project on better access to university education for refugees

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Introduction

Welcome in Germany! You would like to start or continue your studies at a German university? That's great, but there is a lot to do first! With this guide, we would like to support you in your preparations. The guide provides you with all important information about how to start to study in Germany and shows you the possible ways and necessary steps to prepare your application for your study.

In this guide, you can find some helpful tips to get to know step by step all conditions for a study in Germany. Which course of study suits you best, what is necessary for your application or how can you fund your studies? Everyone who wants to study in Germany should have access to appropriate information about study possibilities and conditions and what one must prepare. Besides, we want to support everyone who wishes to study to master the challenges on the way into university. The check list at the end of the guide helps you to keep the overview about all necessary steps.

Even if you follow all our advice and tips, we cannot guarantee that you certainly get a university place. Hence, it is especially important to us to help you to make the right choice for your further education. We share with you our own experiences as students, so that you can assess whether a study at university is the right choice for you, or whether other forms of education suit you better.

This guide is originated from a cooperation of the "Initiative for Refugees Bonn" (Initiative für Flüchtlinge e.V. Bonn) and the Department of Geography of the Bonn University (GIUB). Thanks to the support of the GIUB five student assistants could be established within the scope of the „Welcome“ program of the German Academic Exchange Service (DAAD). We, the student assistants work at the University of Bonn to provide refugees with information about studies and to interconnect prospective students with each other.

As the Project is referred to the location Bonn the guide focuses on conditions at the University of Bonn and on the regulations of the federal state of North Rhine-Westphalia. If you are interested in a study at another university in North Rhine-Westphalia or in another federal state, possibly some of our tips and advice do not apply at your desired university at all.

If you have any further questions or suggestions to this guide, please do not hesitate to contact us by our e-mail: startstudy@uni-bonn.de

We wish you all the best for your way into university and for your studies.

Elyas Alyas Fatima Mahmoud Marius Servais Mara Teutsch Thomas Wiskirchen

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The education system in Germany

In order to start the preparations for your studies successfully, you will need to get to know the German educational system. In Germany educational policy is a matter of the federal states. The governments of the sixteen „Bundesländer“ create their own laws and principles for schools and universities. Therefore, there could be up to sixteen different rules and systems on the same matter within Germany.

Furthermore, every single university is allowed to establish its own entry requirements and application rules.

You see: It's very important, that you inform yourself in detail about the application procedures, required documents and conditions, on which your preferred university grants its places to study.

Inform yourself thoroughly about the entry requirements and conditions of the universities you want to start your studies at.



Get familiar with the German Education System

If one attends school in Germany, one has the possibility to take different final examinations. Only with the degree of a general baccalaureate (Allgemeines Abitur) or a specific vocational baccalaureate (Fachabitur) you can apply directly at a university.

Pupils who have successfully graduated from the „Hauptschule“ or „Realschule“ are offered three options to further their education:

1. They can go to a higher school after graduation and make the degree of an Abitur there, which gives them access to university studies.
2. They can make the degree of an Abitur at an evening school (e.g. to work during the day).
3. They can make a professional training (Ausbildung) after school.

Refugees, who are under eighteen years old, enjoy the same opportunities of education as German pupils.

If you bring a certificate from your home country, it is very important that you take care as soon as possible of the following two issues concerning your school certificate:

1. Find out, whether your certificate gives you direct access to university studies in Germany
2. Check if your certificate carries a postmark of verification.

Rating of your Certificate

Foreign school and university certificates have to be rated, in order to compare them to German educational degrees and assess their quality level.

On the website anabin.kmk.org in the section „Schulabschlüsse mit Hochschulzugang“ you can search for your specific certificate and receive the information, whether your certificate qualifies for direct access to university.

The rating of foreign certificates is done by the universities themselves. Every university is allowed to do the rating on their own terms. The student's secretary or uni-assist are responsible for the rating (see **Step 4, page 17** and **Step 7, page 32**). Also, the student's secretary and the international office offer you free consultation on the rating of your certificate.

Verification of your Certificates

Generally, it is very important, that you have the original version of your certificate, already verified. The verification is usually guaranteed by a postmark from the foreign ministry of your home country. Many universities in Germany only accept certificates with this postmark. If there is no postmark on your certificate, you can send the certificate to the German embassy in your home country, or alternatively to the German embassy in a neighbouring country of your home country. The employees there will verify the originality of your certificate.

Rating of foreign secondary degrees for an application at the University of Bonn.

University of Bonn

Student's Secretary
Poppelsdorfer Allee 49
53115 Bonn

Opening hours:
Mo-Fr, 10:00 - 12:00
Do, 13:30 - 15:00

Contact:

Family's name: A-F

Herr Haas

E-Mail: haas@verwaltung.uni-bonn.de

Family's Name: G-M

Frau Göbbels

E-Mail: goebbels@verwaltung.uni-bonn.de

Family's Name: N-Z

Frau Pesch

E-Mail: pesch@verwaltung.uni-bonn.de

Our Advice:

If you have trouble understanding anabin, feel free to come to our consultation hours.

Our Advice:

Check quickly whether there is a postmark of verification on your certificate. If necessary, seek consultation from the student's secretary or the international office.

You can find more information about the Studienkollegs in Germany on the internet. Search for „Studienkollegs in Deutschland“ or under the link <http://www.studienkollegs.de/>.

Please notice, that the approval of your certificate by the district government in Düsseldorf is of no concern for your university admission. The universities will not take into consideration the approval from Düsseldorf during the rating of your certificate.

If the postmark is missing, it might take a long time until you get it.

Preparatory college: Studienkolleg

Although you verified high school degree, you may still not be able to study immediately. Then your high school degree from home does not correspond to the German degree of Abitur. However, there is the possibility for you to make up the missing contents. Therefore you should attend a preparatory college so-called Studienkolleg. The Studienkolleg prepares students who are not allowed to study in Germany directly with their university entrance qualification. After two semesters (one year), you will take an examination test (Feststellungsprüfung). A successful examination exam entitles the holder to study at university in Germany.

In the Studienkolleg, various focus courses are offered on specific subjects (humanities, social sciences, economics, natural sciences, mathematics, medicine, biology). Not every course is offered at each Studienkolleg. You need to decide before the Studienkolleg in which area you would like to work later to choose the adequate course focus. Prerequisites for participation in the Studienkolleg are German language skills at B1 or B2 level. For some Studienkollegs students can apply directly, while others can only be applied via uni-assist (see **step 4, page 17** and **step 7, page 33**). For some others, there are also entrance exams that test German language skills or knowledge in mathematics or physics.

Unfortunately there are no public Studienkollegs in North Rhine-Westphalia and thus neither in Bonn. They are all private and therefore cost a lot of money. In other federal states, there still exist public Studienkollegs. Therefore, you may need to move to a different city or even another federal state for at least one year to gain a German university entrance qualification in a Studienkolleg there.



What suits me best: professional training or studies?

You have a specific job or career aspiration? You have an idea of what area you would like to work in? Some professions that may be of interest to you do not require a study at university. These professions can be reached via a professional training (Ausbildung). Many of these professions can only be reached exclusively by a professional training and cannot be studied for at university. Find out which of the two educational path fits your job aspirations better.

Professional training

The professional training (Ausbildung) is very unique for Germany. While in other countries an apprenticeship (Lehre) is only possible in craft occupations, there are professional trainings in Germany for many professions. What is special about a professional training in Germany, is the combination of school and practical work. In the time of your professional training, you go to school and learn all the theoretical basics there. In addition, you already work in a company and gain hands-on experience with guidance from your co-workers.

A professional training in Germany has many advantages and is highly regarded. Therefore, you should think about whether you can reach your dream job easier or better on the way of a professional training.

You get further information about professional trainings (Ausbildungen) at the Integration Point in Bonn or at the KAUSA Servicestelle Bonn/Rhein-Sieg

Jobcenter Bonn – Integration Point

Rochusstraße 4
53123 Bonn

E-Mail: IP-Bonn@jobcenter-ge.de

KAUSA Servicestelle Bonn/Rhein-Sieg (OBS) – Koordinierungsstelle Ausbildung und Migration

Otto Benecke Stiftung e.V.
Kennedyallee 105-107
53175 Bonn

Contact: Christiane Wasmann

E-Mail: Christiane.wasmann@obs-ev.de

On these homepages, you will find some further information on the internet:

www.planet-beruf.de, www.berufskompass-nrw.de and www.berufenet.arbeitsagentur.de

In Germany, it is possible to make a professional training in many different sectors. There are for example professional trainings in the following sectors:

- **Handicrafts and industry** (for example electronics technicians, car mechanics, heating installers, carpenters, parquet layers)
- **Trade** (for example merchants, economists in foreign trade, real estate agents)
- **Construction and agriculture** (for example landscape and vegetable gardeners, high-rise workers)
- **Care and Health** (for example nurses, medical specialists, sports specialists, medical assistants, remedial therapists, dental technicians)
- **Pedagogy** (for example educators, social assistants)
- **Administration** (for example administrative clerk, office clerk, lawyer-clerk)

Advantages of a professional training

- A professional training normally only takes about 2-3 ½ years. A course of study at university lasts at least 3 years until the completion of the Bachelor degree in time of regular studies. Often you need further years of study for a Master degree.
- You can enter a professional training having only a degree of a secondary school or a secondary modern school (Hauptschul- oder Realschulabschluss). This matters for all those who do not have a high school degree (Abitur) or whose high school degree is not appropriate in Germany.
- For a professional training, you just need a B1 or B2 language level in German. For example, this is helpful if you have difficulties learning German or if you do not want to spend so much time on learning German for a university level.
- A professional training is a combination of theory and practice. Instead, studies at a university are usually very theoretical. Although studying at a university of applied sciences (Fachhochschule) gives insights into practice, the focus is set on theory, as well. A professional training is very appropriate, if you mainly like to work practically.
- You already earn money during your professional training. This makes you financially more independent than during studies at a university.

Studies at university

Most subjects at German universities are divided into **Bachelor** and **Master** degrees. With a Bachelor degree, you receive a first professional qualification. The Master course is the scientific deepening of your subject and can be a follow-up to the Bachelor. After completing the academic degree of a Master, you can continue your studies with a doctorate (PhD). Only a few courses do not follow the Bachelor-Master principles. This includes the studies of law, medicine, dentistry, veterinary medicine, pharmacy and food chemistry and in some federal states the teacher training.

There are three different forms of colleges where you can study. A distinction is made between universities of applied sciences (Fachhochschulen) and general universities (Universität). The basic difference between the forms is the supply of subjects and the way of learning.

■ **Universities** are places of science and research. Therefore, students of universities have better access to research and development institutes than students of universities of applied sciences. They offer students the studies of social sciences, natural sciences, law, humanities, medical, doctrinal, economic and technical studies. Some universities also offer theological and agricultural science courses. Certain courses are offered only at universities. Above all, universities teach **theoretical contents**. The reference to the practice and to the later career start are to be made by the students themselves (for example through internships). The universities and teachers require your independent study. There is no one to show you all the steps you need to complete for and during your studies. For example, you usually arrange your own schedule and prepare courses at home. Studying at a university is more flexible than at a university of applied sciences.

There are two major universities in the region of Bonn.

Here you find the contact details of the universities in Bonn and Cologne:

Rheinische Friedrich-Wilhelms-University of Bonn

International Office
Department 6.3
Poppelsdorfer Allee 53
53115 Bonn

Hicham Boutouil
Coordinator of measures for refugees
Program FdIS „Förderung der Integration
in das Studium“

Consultation-hours:

Mon 10 a.m. - 12:30 p.m.

Tue - Fr 9 a.m. - 12:30 p.m.

and by appointment

Phone: 0228-73 5948

E-Mail: hicham.boutouil@uni-bonn.de

University of Cologne

International Office
Studierenden Service Center (SSC)
Universitätsstraße 22 a
50937 Köln

Opening hours:

Mon-Fri 10 a.m. - 3 p.m.

You can contact the international office through a contact form on their website.



Around Bonn you find the following universities of applied sciences in Sankt Augustin, Cologne and Alfter:

University of Applied Sciences Bonn-Rhein-Sieg (H-BRS)

International Office

Room E056

Grantham Allee 20

53757 Sankt Augustin

Consultation-hours:

Mo-Wed 10 a.m. -1 p.m.

Thur 10-12 a.m., 2-4 p.m.

E-Mail: international.office@h-brs.de

TH Cologne / University of Applied Sciences - International Office

Campus Südstadt

Claudiusstraße 1

50678 Köln

Consultation-hours:

Mo, Tue, Thur 9-12 a.m., 1-3 p.m.

Wed, Fr 9-12 a.m.

E-Mail: international-office@th-koeln.de

Alanus University of Arts and Social Sciences

International Office

Villestrasse 3

53347 Alfter

Consultation-hours:

Tue 1-3 p.m.; Fr 10-12 a.m.

E-Mail: international.office@alanus.edu

You have a greater freedom in the choice of courses and orientation of study. However, in return, you are expected to organize your own studies and work out the content independently.

- **Universities of applied sciences (Fachhochschulen (FH))** offer a **practice-oriented study**. This means that the focus lies on the practical application of study contents. For this reason, one should usually complete one or two practical semesters during the studies, to receive experiences in the desired field of work. Universities of applied sciences usually have a certain orientation. For example, technical colleges offer courses in engineering sciences, natural sciences or economics. Other orientations are educational colleges or art colleges.

The qualification system is very complex in Germany. For studying at universities of applied sciences (Fachhochschule) you need the advanced technical college certificate (Fachhochschulreife). There is the general advanced technical college certificate (allgemeine Fachhochschulreife), which basically entitles you to study at nearly all universities of applied sciences (Fachhochschulen) and at a few general universities. In addition, there is the subject-bound university entrance qualification (fachgebundene Hochschulreife), which allows you only to study certain subjects. For most degrees, there are appropriate universities of applied sciences and specific colleges (Fachhochschulen).

Universities of applied sciences (Fachhochschule) offer a different learning culture than a university. Students enjoy more personal support and guidance. Studying here is similar to school. There are smaller courses with less participants. The course of study is predetermined and thus less free and independent than at a university. But you don't have to put effort in planning your studies yourself.

- **Art, film and music colleges** offer artistic subjects such as fine arts, drama, dance, design, graphics, architecture, instrumental music and singing. These colleges have special requirements for admission, such as a suitability tests.

An integrated Degree Program (Duales Studium)

Besides the professional training and the studies at universities there is a third educational path in Germany. The integrated degree program (Duales Studium) combines practical work in a company and theoretical studies at an university. There are two different types of this program:

First, the professional integrated degree program (ausbildungintegrierendes duales Studium) includes a professional training and university studies. For this program, you have to apply at a company and at university as well.

Second, you can apply to a cooperative study at an university, which includes a contract with a company, where you can gain your practical experience.

After completing a professional training, an integrated degree program can be a great option of further qualification. The biggest advantage of an integrated degree program is the practical experience and the great chance to be taken on by the company for a regular job, after finishing your studies.

On the downside, its quite difficult to get a place for an integrated degree program. At least you should have good grades on your high school degree and you will have to convince the employer of the company with your application.



The following questions will help you to get an idea, in which direction your studies could go:

- What are my interests? Maybe your hobbies help you orientate.
- What are my strengths and weaknesses?
- Which professional skills do I already know and which would I like to learn?
- Which personal skills do I have? Which school subjects did I like?
- What are my social skills?
- What are my professional goals and wishes?
- In which working environment and with which working habits do I wish to work later?

Find the perfect course of study for you

The selection of your study program is connected directly to the choice of location. There are many different courses and degrees at universities in Germany. On the internet, you will find a lot of tests and self-assessments, which will help you with your search for the right study program. You will have to deal with the questions on the left side, which will help you to assess, which subjects of study fit you most.

There are many websites on the Internet, where you can test those questions and your personal profile. These tests are very useful to get an impression of what kind of degree or course of study might suit you best. However, the results are very unclear and can vary from test to test. Therefore, it is worth taking different tests and checking out the results with a friend so that you can compare the results together.

Online-self-assessments of the University of Bonn on www.selbsttest.uni-bonn.de

Test to get to know the interests of study on www.hochschulkompass.de

Orientation-test on www.was-studiere-ich.de

Study guide on www.studienwahl.de



In addition, there is a counseling center at every university, where you can find out about all the local courses. The respective institutes of certain scientific subjects usually also offer student counselling, where you can get information regarding the details of a certain study program you're interested in.

To get a further impression of a certain study program, you can also contact the student council of the respective institute. In the student council, students of higher semesters offer consultation to interested applicants and new students as volunteers.

Another possible way of getting more insight in a study program is to check the electronic course catalog of the university, where you can find all courses offered during the study program.

Events like „Wochen der Studienorientierung“ or „Langer Abend der Studienberatung“ are offered at most universities.

At the university of Bonn you can also attend the „Bonner Hochschultage“. The university of Cologne hosts every year the „Open Campus“, an information event on all their study programs.

Consultation at the universities:

University of Bonn Central Counseling Service

Department 9.2
Poppelsdorfer Allee 49
53115 Bonn

E-Mail: zsb@uni-bonn.de

Open office hours:

Mon -Thurs 9.30 - 12 a.m.

Mon, Tues 1.30 - 3 p.m.

Thurs 1.30 - 5 p.m.

Comprehensive advice with appointment

Cologne University Central Counseling Service

Students Service Center
Universitätsstr. 22a
50937 Köln

Phone: 0221 470-1021

Personal Consultation:

Mo und Tu 9.30-11.30

We und Thu 14.00 -16.00

You can find the counseling services of other universities in the region of Bonn on page 40.



Qualifying - What are the access conditions for your study?

In the application procedure for courses at universities in North Rhine-Westphalia, a distinction is made between German applicants, German equivalent applicants (for example from other countries of the EU) and foreign applicants. Refugees are generally considered as foreign applicants. For this, it does not matter which residence status they have.

As you have already learned at the beginning of this guide, all federal states in Germany and all universities have their own regulations. This also applies to the application procedure. Therefore, the requirements for applicants can vary from federal state to federal state and from university to university.

In order to take up studies at a university, general, but also course-specific entry requirements must be met. On the one hand, you should know what conditions are set in general by the university. On the other hand, you should be informed about the requirements of your preferred study program.

General conditions for access

These general access conditions are valid in many federal states. There are exceptions, as always.

- University entrance qualification
- Language skills
- TestAS

It is very important that you inform yourself early before the application on the Internet or directly at the prospective university about the requirements they expect from their applicants.

University entrance qualification (Hochschulzugangsberechtigung)

To be able to study at a university in Germany, you must prove that you are entitled to take a course of study. This proof is called „University entrance qualification (Hochschulzugangsberechtigung)“ in Germany. It is therefore necessary that you check whether your degree from the home country corresponds to the German Abitur.

The approval of your certificate is done by the University of Bonn itself. The students' secretariat is in charge of this matter. Other universities cooperate with Uni-assist on this matter. Uni-assist checks and approves the certificates of applicants in service for the universities. In both procedures the examination is done on the basis of a database, which includes a lot of international school diplomas and their quality in relation to German diplomas.

This database can be found on the Internet at www.anabin.kmk.org.

Go to anabin, further to the section „Schulabschlüsse mit Hochschulzugang“ and then to „Suchen“. There you select your home country.

On this website you can also search for your degree yourself and see whether and under which conditions your degree qualifies for university studies in Germany.

But, please notice, that every certificate is examined individually. If you want to make sure, that your certificate gets an approval, please take your documents to the students' secretary of your preferred university.

Check if your certificate is verified by a postmark from your home country (see step 1, page 7).

Rheinische Friedrich-Wilhelms University of Bonn

Students' Secretariat
Poppelsdorfer Allee 49
53115 Bonn

Contact:

Surname A-F

Mr Haas

E-Mail: haas@verwaltung.uni-bonn.de

Surname G-M

Ms Göbbels

E-Mail: goebbels@verwaltung.uni-bonn.de

Surname N-Z

Ms Pesch

E-Mail: pesch@verwaltung.uni-bonn.de

Be careful!

Not every foreign graduation diploma (Abitur) is a valid university entrance qualification in Germany (see step 1, page 7).

For certain courses of study, an examination result of DSH I is sufficient.

However, these courses often require proof of English or French language skills

Many universities ask for the language certificate only at the enrollment, which is either in march or september.

The evaluation of your certificates is important not only for your Abitur or your university entrance qualification, but also if you have already studied in your home country. In this case, your degree or individual achievements may be credited for your studies. The examination office is responsible for crediting the respective course of study.

Language skills

To be able to study at a university in Germany, in most cases it is necessary to have sufficient knowledge of the German language. There are exceptions, when you choose a course of study that is held completely in English. However, there are only a few in Germany. At the University in Bonn there is no complete English-language Bachelor study program.

Not only it is important to learn to speak and write the German language. You also need to prove that you have mastered the language at a certain level. Therefore, the university requires certain language certificates, to see how far you have already learned the language.

The University of Bonn accepts the following certificates as proof of German language skills:

- DSH II (Deutsche Sprachprüfung für den Hochschulzugang) /German language examination for university entrance
- das **Deutsche Sprachdiplom** (Stufe II) der Kultusministerkonferenz (DSD II)/ German Language Certificate; level 2; of the Conference of the Ministers of Education and Cultural Affairs of the federal states
- die **Zentrale Oberstufenprüfung (ZOP)** des **Goethe-Instituts** bzw. **Goethe-Zertifikat C1, Goethe-Zertifikat C2**/ Central Advanced Language Test (ZOP) of the Goethe-Institut, C1 or C2 (depends on course)
- Zertifikat **telc Deutsch C1** oder **telc Deutsch C1 Hochschule**/ Telc German Certificate, level C1 or level C1 university
- das **Kleine** oder **Große Sprachdiplom des Goethe-Instituts** im Auftrag der Ludwigs-Maximilians-Universität München/ Minor or Major Goethe-Institut German Language Certificate on behalf of the Ludwig-Maximilian-University, Munich

- der **TestDaF Stufe 4** in allen 4 Teilbereichen/ Language Examination for German as a Foreign Language (TestDaF) with level 4 in all subsections
- die **Feststellungsprüfung** eines deutschen **Studienkollegs/ Final exams at a German Studienkolleg**

Language courses

During the integration course you usually learn the German language up to a B1 level.

Consecutive courses, which bring you to a C1 level are often very expensive and free courses are rare. Here, we present to you some opportunities for courses, that give you the required language skills for university studies.

Otto Benecke Stiftung e.V./ Otto Benecke Foundation

The Otto Benecke Foundation (Otto Benecke Stiftung e.V. (OBS)) finances language courses for refugees and immigrants, if they need the course for their study at university. The courses are offered by the Foundation together with the Youth Migration Service (Jugendmigrationsdienst (JMD)) through the education counseling named the university guarantee funds (Garantiefonds Hochschule). In addition to the language course, you have the opportunity to participate throughout Germany in seminars and workshops for the preparation of your studies.

The language courses take place in Cologne. Your travel costs from Bonn to Cologne are covered by the Otto Benecke Foundation

DSH preparatory course at the University of Bonn

The DSH preparatory course at the University of Bonn is offered to foreign students and prospective students who seek to study at the University of Bonn. Therefore, participants have to apply for a study program in Bonn. The course costs about 1000 Euros. The DSH-Exam itself is free for the first try. During the course, the participants are enrolled at the University of Bonn up to two months. You will find similar DSH preparatory courses at other universities.

You will find further information on the website of the University of Bonn. Search on the Internet for „**Preparation for the DSH and the TestDaF**“ / „**Vorbereitungskurs auf die DSH und den TestDaF**“.

JMD Bonn/Köln

Bildungsberatung Garantiefonds
Hochschule beim JMD der KJA Köln
An St. Katharinen 5
50678 Köln

Appointments according to agreement

Contact:

Nicole Lambertz
E-Mail: nicole.lambertz@kja.de

Amelia Pavel
E-Mail: amelia.pavel@kja.de

Ruth Bechen
E-Mail: ruth.bechen@kja.de

Phone: 0221 92133574

University of Bonn International Office

Department 6.3.
Poppelsdorfer Allee 53
53113 Bonn

Sonja Hammer
German language courses and DSH
Phone: 0228-73 7708
E-Mail: sonja.hammer@uni-bonn.de

Opening hours:

Mo 10 a.m. -12.30 p.m.

Tue-Fr 9 a.m. -12.30 p.m.

Thur 1.30- 3.30 p.m.

Please Notice!

If you successfully pass a DeuFöV-course, you receive a TELC-Certificate. But, unfortunately, a TELC-C1-Certificate is not sufficient for an application to university! Instead you need a special certificate, the „TELC-C1-Hochschule“. You can pass this exam additionally, after finishing an C1-Course, in many language schools. Unfortunately, the Jobcenter is not allowed to pay the fee for this additional exam for you. In Bonn you can pass the TELC-C1-Hochschule exam for example at the Steinke-Institut. Generally, the costs for an exam are about 225 Euros.

DeuFöV-courses - Language Courses from A1 to C2

DeuFöV-courses are free job-related language courses. They function as consecutive courses to the integration courses. The courses are coordinated by the BAMF and offered by many different language schools.

The DeuFö-courses contain three different Main-Modules:

- B1 to B2 (400 units)
- B2 to C1 (300 units)
- C1 to C2 (300 units)

All persons who have migrated to Germany and receive social benefits from the Jobcenter are allowed to participate in the DeuFöV-courses. But, refugees are only eligible to take part if their home countries are Syria, Iraq, Eritrea, Somalia, Iran or Afghanistan.

Before beginning a DeuFöV-courses, you have to successfully complete the integration course or receive another language certificate on the levels B1, B2 or C1.

On the Website „kursnet-finden.arbeitsagentur.de“ you can look up the available language courses in your region.

You apply for a course, by going to the nearest Integration Point at a Jobcenter. If you are eligible for participation, you will receive a warrant there, which allows you to take part in a course. You then take the warrant to a language school, that offers a fitting course for you and register for the course there.

Förderung der Integration in das Studium (FdIS) / Promotion of integration into university studies

The support program of the University of Bonn for the Promotion of integration into university studies (Förderung der Integration in das Studium (FdIS)) was designed for refugees who want to study in Bonn in order to provide them with a German language course and prepare them for the purpose of studies. The program starts every semester in October and April. Participation in the program has the following **requirements**:

- You must already have completed a language course up to **B1 level** with a **Certificate**.

University of Bonn International

Office Department 6.3.
Poppelsdorfer Allee 53
53115 Bonn

Hicham Boutouil
Coordinator of measures for refugees
Program FdIS „Förderung der Integration
in das Studium“

Consultation-hours:

Mon 10 a.m. - 12:30 p.m.

Tue - Fr 9 a.m. - 12:30 p.m.

and by appointment

Phone: 0228-73 5948

E-Mail: hicham.boutouil@uni-bonn.de

- You need to live in the **Bonn region**. (Bonn, Niederkassel, Troisdorf, Siegburg, Hennef, Sankt Augustin, Bornheim, Alfter, Swisttal, Rheinbach, Meckenheim, Euskirchen, Wachtberg, Königswinter, Bad Honnef, Unkel, Remagen, Grafschaft, Linz, Sinzig, Bad Breisig, Alternahr).
- You must have a **status of residence** that allows you to participate in the program for at least six months.
- You can only participate in the program if you want to study a subject that is offered in Bonn. In addition, you cannot participate if you want to study medicine, dentistry or pharmacy.

The contents of the FdIS program are:

- 12 hours per week of German lessons from B1 level upwards
- 4 hours per week regional and cultural studies
- 8 hours per week attending lectures in your desired study subject or a similar subject
- Intercultural training seminars
- Advisory services for studying in Bonn
- Participation in recreational activities and information events with other foreign students

The application deadline for the summer-semester is on 28th February and for the winter-semester 31st August.

You can find further information on the program on the website of the University of Bonn, if you search for „Förderung der Integration ins Studium (FdIS)“.

Preparatory (German) courses for refugees at University of Cologne

Besides the application for TestAS at University of Cologne and the free verification through uni-assist there are preparatory German courses at University of Cologne. These courses prepare for DSH or TestDaF. You can apply for these courses after taking part in an information event.

Tip:

Other universities and colleges also offer preparatory courses for prospective students with a refugee background. Therefore, look and get informed about other universities with such programs.

For example, the program „Paths to study for refugees“/„Wege ins Studium für Geflüchtete“ at the Bonn-Rhein-Sieg University of Applied Sciences:

www.h-brs.de/de/wege-ins-studium

Preparatory (German) courses for refugees at University of Cologne

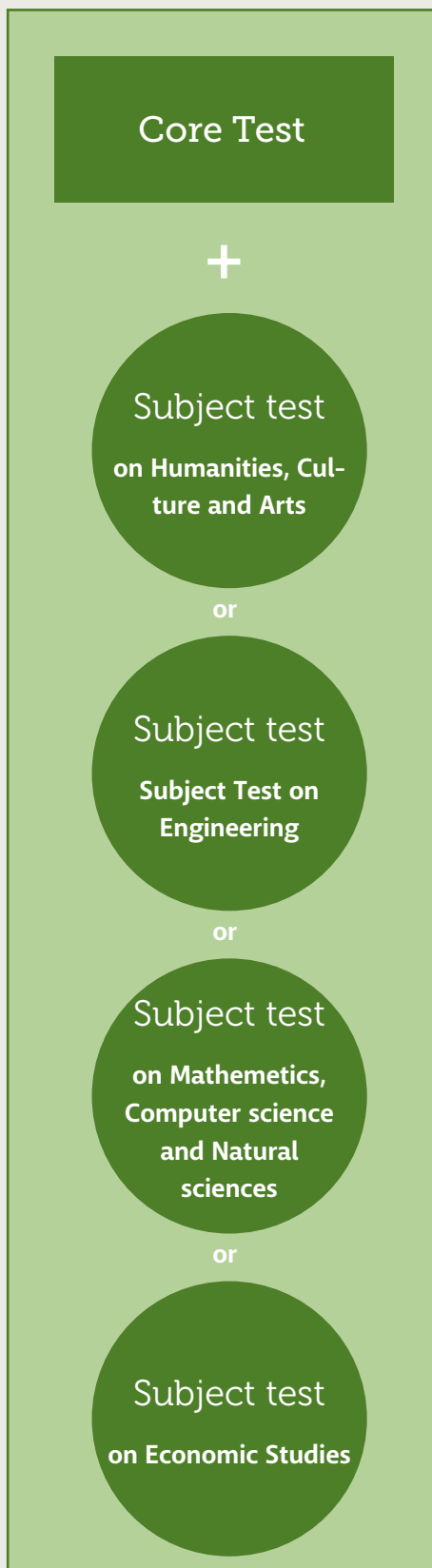
International Office
Studierenden Service Center (SSC) Uni-
versitätsstraße 22 a
50937 Köln

Opening hours:

Mon 10 a.m. - 12:30 p.m.

Wed 4 - 6 p.m.

E-Mail: RefugeeAcademicSupport@verw.uni-koeln.de



TestAS

The **TestAS** (Test für Ausländische Studierende) is a test that examines your ability to study at a German tertiary institutions and is designed for international applicants. It checks **general** and **subject-oriented** cognitive skills (no subject knowledge!), that are necessary to study in Germany.

The TestAS is composed of a core test, which examines the general ability to study and one out of four subject-oriented tests. The second test has to be appropriate for the subject you want to study.

The result of the TestAS shows:

- To the tertiary institutions, whether you are qualified for a certain subject.
- To the applicants, which contents and skill their intended field of study requires.

However, not all tertiary institutions acknowledge the TestAS.

The University of Bonn does NOT acknowledge the TestAS as an university entrance requirement. It is only used, if two applicants have the same grades in their highschool degree. If only one of the two has passed a TestAS, he will get the place to study. In contrast, at the University of Cologne, the TestAS is required for almost every study program. For certain study programs, like medicine and biology, you can only apply, if you achieved a certain score in the TestAS.

For the normal TestAS there are three exam dates per year worldwide and an additional fourth date in Germany. There are more exam date for the TestAS for refugees: Every four to six weeks. Nevertheless you should sign up early for an exam date. The TestAS for refugees has some specific features:

- You can pass the Test in German, English or Arabic.
- For Refugees the Test is gratis, but only the first time.
- Eligible for participation are: Persons with BÜMA/Ankunftsnaechweis, Asylum seekers, tolerated persons, Persons entitled to political asylum, acknowledged Refugees, Persons with subsidiary Acknowledgement, Persons with protection against removal, Family members who arrived later.

For preparation, there are TestAS model exercises. More information at: <https://refugees.testas.de/>. You will find extensive explanations in the information brochure Informationsbroschüre „TestAS ... weil ich in Deutschland studieren will“.

Subject-specific entrance conditions

In addition to the general access conditions, such as sufficient knowledge of German, a university entrance qualification and the TestAS, some Bachelor's and Master's degree courses have special access requirements. Inform yourself in time if you can fulfill these requirements.

These additional and subject-specific requirements are for example:

- Work experience through **internships**.
- Language skills, such as English, Spanish or French.
- Evidence of particular creative, artistic or sporting abilities in sports or art studies.

Besides the Central Counseling Service also study program managers (Studiengangsmanager), mentors and study program counselors (Fachstudienberater) give information and advice on subject-specific entry requirements. On the website of the respective institute you will find their contact data.

Please Notice:

Chose the subject that fits the study program you want to study at university. If you decide to apply for a different subject-orientation later, maybe you will have to pass the TestAS with another subject-orientated test again.

Rheinische Friedrich-Wilhelms University of Bonn

Central Study Advisory and Counseling Service

Poppelsdorfer Allee 49
53115 Bonn

E-Mail: zsb@uni-bonn.de

Consultation hours:

Mo-Thur 9.30-12 a.m.

Mo, Tue 1.30-3 p.m.

Thur 1.30-5 p.m.

Detailed individual advice by appointment.



The costs of your studies in Germany

Our advice:

Get aware of the different kinds of financial support for students and the necessary steps you have to take in order to get them at least one year before the start of your studies.

Besides the costs for your rent and your everyday disbursements, to study itself can be very expensive. You will have to pay a membership fee at the university and also buy materials, that you need for your studies, from time to time.

As a student, you won't receive money from the Job Center anymore, so you should inform yourself very early about other sources of financing. There are different opportunities for you as a student to get financial support.

To help you assess, how much a student's life will cost you, we estimated our costs as students in Bonn. Of course, this is only a vague figure. In other cities and other federate states the costs may differ. For example, the rents in Bonn are quite expensive, while in other cities they may be much more affordable or higher instead. Furthermore, the membership fees at other universities may be different. Especially in the federal states of East Germany (Sachsen, Thüringen, Brandenburg, Mecklenburg-Vorpommern, Sachsen-Anhalt) the monthly living costs, for example for rents, food or clothing are much cheaper, compared to Nordrhein-Westfalen, Baden-Württemberg or Bayern.

Example for the monthly disbursements of a student in Bonn

Disbursements	Costs
Tuition Fee (converted from 6 months)	50 €
Materials for your studying (Books, copies, tools)	40 €
Rent for your room (flat or living community)	330 €
Utilities (Electricity, Internet)	50 €
Mobile contract	25 €
Food	230 €
Other daily expenses (sanitary products, household appliances)	50 €
Clothes	50 €
Insurances	100 €
Freetime (sports, parties, ...)	70 €
Total	995 €

This is only an example, but it shows, that per month you will roughly need 1000€ to cover your expenses. Nevertheless, it will be hard as a student to manage your budget and save money.

Tuition fees and social membership fees

At the moment, there are no tuition fees in any federate state of Germany. This means, that you don't have to pay for your studies, although there are some exceptions in several federate states for students whose studies take unusually long and for international students.

In **North Rhine-Westphalia** there are no tuition fees. Still, your studies aren't completely gratis. Every semester, you will have to pay a membership fee to your university. Among other purposes, the money is used for student services,

For any questions concerning the social fee at the University of Bonn, you can get consultation at the Studierendenwerk Bonn and the AStA Bonn.

Please note:

As long as you're not studying and you still receive financing from the Job Center, your insurance will be paid and you don't have to get your own health insurance. From the month that you start studying at a tertiary institution, you won't get money from the Job Center anymore and you will have to get a student's health insurance, if you can't get insured by a family insurance of your parents.

for the university's sports courses, for cheaper food at the canteen, for social services, for the construction of student dormitories, and to support student initiatives and disadvantaged students, but for the most part for the financing of your own student ticket for public transport.

At the University of Bonn, the membership fee is called social fee and costs about 290€ per semester. You have to pay every August and February, before the new semester begins.

Insurances

Insurance means, that you pay a certain amount of money every month to an insurance company. The company collects your money and that of other members, so that it can help you and cover your costs, in case you get into a situation of emergency.

Health Insurance

Students are obliged to have a health insurance. This insurance covers your medical costs, in case you have a disease or injury. Up until your 25th Birthday, you can get insured through your parents, if they live in Germany too and have a health insurance. If you're older or your parents don't live in Germany, you will have to get a student's health insurance. This means, that you will have to pay a monthly membership fee to the insurance company. There are different public and private insurance companies in Germany, and the fees differ, but commonly a student's health insurance costs about 90€ per month.

Liability Insurance

We highly recommend you a liability insurance. This insurance will help you, if you, accidentally, cause damage to other persons or their belongings. For example if you drop the expensive smartphone of a friend or you accidentally hit somebody with a football and he/she has to get medical treatment. In these cases, the insurance will cover the costs for the damaged person, that otherwise you would have to pay for. You can get information about liability Insurances at your insurance company or at the social consultation of the AStA Bonn.

Consultation in Bonn:

AStA-Social Consultation:

Mensa Nassestraße
Nassestraße 11
Room 15 (1. Stock)
53113 Bonn

Opening hours:

Mo - Fr: 12 a.m. - 2 p.m.



Search for Opportunities to finance your studies

BAföG

BAföG (Bundesausbildungsförderungsgesetz) is the public financial support for students in Germany. It's an aid for students who can't afford the costs of studying on their own. Unfortunately, not everybody is eligible to receive BAföG and there are strict rules about this matter.

General Requirements

BAföG supports only your first studies, which means your first Bachelor studies, Master studies or state examination, during the standard period of studies. At the start of your Bachelor studies, you must not be more than thirty years old, while at the start of your Master studies, you must not be older than thirty-five.

There are certain exceptions from the BAföG conditions, like the age limit, for refugees and other applicants with certain difficulties on their way to university. The BAföG consultation hours can give you advise on this topic.

¹ The standard period of studies is generally six semesters for the Bachelor and four semesters for the Master studies..

BAföG-Beratung in Bonn:

BAföG-Centre Bonn

Mensa Nassestraße
Nassestraße 11 (Ground Floor)
53113 Bonn

Opening hours:
Mo- Fr 10 a.m. - 1 p.m.

Personal consultation:
Tue and Thur 1-3 p.m.

BAföG-Consultation of the AStA

Mensa Nassestraße
Nassestraße 11 (1st Floor, Room 8)
53113 Bonn

Consultation Hours:
Wed 2 - 4:45 p.m.
Thur 10 a.m.- 1 p.m.

E-Mail: bafoeg@asta.uni-bonn.de

Be careful!

If you change your study program, you may lose the support from Bafög. Get informed about the conditions under which a change of study program is possible at the Bafög-Centre.

Requirements for Refugees

Refugees are eligible to receive Bafög, if they own a certain residence permit. Depending on their residence status, some refugees can receive Bafög immediately, while other refugees have to be living in Germany for at least fifteen months. To find out, whether you're eligible to receive Bafög, you should go to the gratis consultation hours of the Bafög Centre Bonn or the consultation service of the AStA.

The Amount of Bafög

As of February 2018, you can, you can get up to 735€ per month through Bafög, but not all students get the full amount. It depends on how much money you already have, whether you get salary from a job, how much money your parents earn, and if you already have kids yourself or you still live with your parents.

The Application

In order to receive Bafög, students have to apply. You can find the application documents online or at the local Bafög-Centre. At every university, there is a Bafög-Centre, at which you submit your application and where you can get consultation concerning the Bafög.

Application Documents for Bafög:

<https://www.bafög.de/>

The Repayment

Unfortunately, the Bafög support is not a grant. You will have to repay a certain share (50 percent) of the money you received, but in no case more than 10.000 Euros. The repayment is interest-free. There are certain rules about the repayment, for example when you finish your studies, when you start working und about the amount of your salary. But don't worry: You can also repay the Bafög in small monthly rates. The Bundesverwaltungsamt in Cologne is your contact for questions concerning the repayment.

Scholarships

A scholarship is a financial and social support, that different institutions offer to very talented and socially engaged students. You receive financial support every month and often further education in special courses and consultation from the respective institution during your studies.

There are political, economic and religious institutions, which offer scholarships. There are general scholarships, but also some for special target groups or certain subjects like medicine, law or sports.

Every institution that's offering scholarships has different requirements for its applicants. Very often you will have to submit a motivational letter, where you justify, why exactly you are qualified for receiving a scholarship. In other cases voluntary work is also a requirement. Anyway, you will have to pass a long selection procedure, but if you succeed, it will be totally worth it.

For some scholarships you will have to apply before you start your studies. For other scholarships it's possible until the third semester of your studies. Very often, it is a basic requirement, that you are eligible to receive BAföG as well.

A lot of institutions offer scholarships for foreign students, which includes refugees of course. For example the Hans-Böckler-Stiftung offers a special application procedure for refugees with the „Böckler-Aktion Bildung“.

Böckler-Aktion-Bildung

The financial support consists of the maximum rate of BAföG plus 300 Euros for learning materials per month. The further social support is made up by courses and workshops, consultation concerning your studies, internships and jobs, as well as support for studies abroad and language courses.

Target Group

The „Böckler-Aktion-Bildung“ is offered especially to students, who have considerably larger problems to begin university studies, due to their social background.

Requirements for refugees

- Eligibility to BAföG
- Involvement in voluntary activities

In the scholarship database of the German Ministry of Education and Science you can do a filtered search for international students and refugees:

www.stipendienlotse.de

You can find an overview on all scholarships for international students on the website of the German Academic Exchange Service (DAAD). Search on the Internet for „www.funding-guide.de“.

Our Advice:

Get informed early on the requirements and application deadlines of the scholarship programs. Take care during the application procedure, that you point out what makes you a special applicant and worthy of support! No matter how difficult it seems, take a chance and apply!

You can find further information at <https://www.boeckler.de/112003.htm>.

Please notice:

For the BAföG and most scholarships there is a limit of salary, you're allowed to earn additionally from a job. If you exceed this limit, it could be that you have to repay more of the BAföG or you lose your scholarship.

- at least three semesters left, until you finish your first degree

Deadlines for Application

- 30th of April for the following winter-semester
- 31st of Oktober for the following summer-semester

Working besides your studies

Even if you receive the full amount of BAföG, it probably won't be enough to cover your monthly costs. If you can't get a scholarship, the easiest way to receive money is to work besides your studies.

There are different Options:

- At a Mini-Job, you're allowed to earn up to 450€ a month. You don't need to pay taxes on that. For example you can work at Bars, Restaurants or Shops.
- As a student assistant you work at your tertiary institution or a research institute, that operates in your field of studies. Fortunately, you will also gain a lot of experience that will be useful for your studies and your future career.

The student loan

There are private student loans and public programs by the federal government, like the student loan of the KfW (Kreditanstalt für Wiederaufbau). Some loans only support German citizens.

The student loan of the KfW is offered to pupils and students notwithstanding their income or the assets of their parents. You apply for the student loan, just like you do for BAföG. There are several options of funding, lasting for up to 24 months, in rates of 100 Euros, 200 Euros or 300 Euros respectively. A student loan is offered to German students and every Person, who meets the requirements for BAföG, which includes refugees.

You can apply for the student loan at the Federal Administration Office (Bundesverwaltungsamt), while the further execution and disbursement is carried out by the KfW. For the repayment of the loan, the Federal Administration Office is responsible.

Bundesverwaltungsamt

Eupener Str. 125
50933 Köln

Opening hours:

Mo - Thu 10.30-12.00 and
13.30-14.30; Fr 10.30-12.00

E-Mail: bildungskredit@bva.bund.de

Phone: 022899358 - 4492

Please notice:

This loan is just for emergency cases, if you're lacking any other opportunities. It should not be the basis of financing for your studies



Your Application for a place to study

If you meet all the requirements, you can start with your application. At this point you'll see, whether the whole preparation and hard work was worth it, so you should put a lot of time and dedication into the application process.

The Tendering Procedure for international Applicants

Because a lot of foreign people want to study in Germany, the tertiary institutions reserve a certain amount of places to study for international applicants. This proportion is available for all applicants, who are not considered equal to German applicants, so mostly those who originate from outside of the EU.

Every tertiary institution determines the share of international places to study themselves. In Bonn, **between 5 and 7 percent** of the places are reserved for international applicants in every subject.

At first, this may sound like a lot to you. But notice, at the University of Bonn these places are distributed between all the nationalities of the applicants. From every country, the best applicant is chosen respectively, meaning, you need to be one of the best applicants from your country. Depending on the number of applicants from your country, only the best will get a place to study.

Our advice:

- Important documents (like your university entrance certificate) have to be submitted in original form and as a copy. For foreign documents you will need to get a certified translation.
- Scan all important documents and save them in a folder on your computer or on a USB-stick.
- Print all required documents in a large number

Required Documents for your application:

- Application formula (you find it on the website)
- A certified copy of your University entrance qualification (with transcript of records)
- A certified translation of your University entrance qualification
- Certificate on your Linguistic Proficiency in German (certified)
- Copy of your Passport
- Curriculum Vitae
- For Master studies: Certified transcript of records and your Bachelor certificate

Our advice:

Apply at as many universities as possible. Get informed about similar or other subjects.

Application procedure, Application Period and required Documents

In order to prepare yourself early for the application process, of course you need to know the **application deadline** and which **documents** are required for your application.

Application Period

Every tertiary institution has its own application period, so they differ. You will get information on the deadline on the website of the tertiary institution.

In Bonn there are also different deadlines for Bachelor studies and Master studies. For Bachelor studies and the DSH-Preparation course the deadlines for international applicants are the following:

- **Winter semester until the 15th of July**
- **Summer semester until the 15th of January**

For Master studies at the university of Bonn the application deadlines differ from subject to subject, so you can get the information on the website of the respective institute.

Required Documents

Usually you will need the documents listed on the right for your application. Some institutes may require special documents like certificates of an internship or the like. As already mentioned, every university defines the entry requirements to its study programs itself. Therefore it is possible, that you have to submit more documents to one university, than to another. If you want to apply to the University of Bonn, you can do it online and find all information on the application procedure there as well: www.bewerberportal.uni-bonn.de.

Pleas notice:

Chose the subject that fits the study program you want tu study at university. If you decide to apply for a different subject-orientation later, maybe you will have to pass the TestAS with another subject-orientated test again.

If you're missing Documents

Are you missing certain documents, because you had to flee your home country? You do not have any opportunities to get them back? Still, there are possible ways to apply for a place to study!

Also in this case, there are different rules and procedures at every tertiary institution. In situations like these, every single case is examined carefully. Generally it's very complicated to certify, that an applicant has accomplished the required qualifications, if the documents are missing.

Another opportunity is to earn yourself a University entrance certificate at a Studienkolleg ([see step 1, page 8](#)).

You can get more information on this matter at the student secretaries of the tertiary institutions.

uni-assist

Uni-assist e.V. is an association, that cooperates with tertiary institutions. Uni-assist examines, whether the documents of a certain applicant are sufficient to study, like a student's secretary does. Not every institution works with uni-assist e.V. The University of Bonn does not work with uni-assist. Therefore you don't have to uni-assist, but apply at the student's secretary instead.

Inform yourself on which tertiary institutions cooperate with uni-assist. In order to do that, search „uni-assist-Hochschulen“ or use the link <http://www.uni-assist.de/uni-assist-mitglieder.html>

If you must submit your application through uni-assist, it means that you have to submit your application documents online to an internet portal.

Rheinische Friedrich-Wilhelms University of Bonn

Students' Secretary
Poppelsdorfer Allee 49
53115 Bonn

Contact:

Surname A-F

Mr Haas

E-Mail: haas@verwaltung.uni-bonn.de

Surname G-M

Ms Göbbels

E-Mail: goebbels@verwaltung.uni-bonn.de

Surname N-Z

Ms Pesch

E-Mail: pesch@verwaltung.uni-bonn.de

Tip:

Inform yourself about all the documents, that the university you want to apply to requires, before you register at uni-assist and start your application.

Our advice:

Submit your application four to six to eight weeks before the application deadline.

The student secretary will examine your application and contact you, if some documents are missing or weren't submitted correctly. This way, you will be able to hand them in later, but before the deadline. It's the same for applications through uni-assist.

The application is gratis, if...

- You can present a residence status as an acknowledged refugee AND
- You have successfully passed the TestAS OR
- If you can present a certificate from the tertiary institution, that cooperates with uni-assist, that advocates a gratis examination of your application documents.

The request for a gratis examination can be submitted online at <https://pgm.uni-assist.de/?language=de>.

The gratis application is then possible at three universities per semester. Of course, you are allowed to apply to more universities and pay for the examination yourself. Then, the first application will cost 75€ and every following application 15€.

Master degree programs

For many internationally oriented study subjects, it is possible to make an English-language Master's degree after the successful Bachelor's degree. This is especially interesting for those, whose Bachelor's degree from the home country is recognized in Germany. In these programs, other language certificates, mostly for English, are required additionally or exclusively. These may mean that you do not need a proof of German language skills. In a so-called „International Degree Program“, you will be able to learn German in a language course that you will attend during your studies.

Further information can be found on the homepage of the DAAD. Search for it on the Internet „International Programmes in Germany 2018“

There are two different ways to apply:

- Some universities cooperate with uni-assist when applying for a master's degree.
- At all other universities (also at the University of Bonn), the master's office or the examination office of the respective course of study is responsible for the application process.



Enrollment at the University

Congratulations. You've reached the finish line! You have received acceptance from one or several tertiary institutions. But you're not done yet! There are still some things to do, before you can start studying.

Your student life begins with the enrollment in your subject of studies. The Enrollment is the last act of the application procedure. You can enroll, if you have received an acceptance from the tertiary institution you applied for. If you have received acceptance from several institutions, the enrollment represents your decision, at which of these institutions you want to take up your studies.

Please notice that you can only enroll during a certain period of time. You will find the date on your acceptance letter and on the homepage of the tertiary institution.

At the university of Bonn you will find the deadlines for enrollment on your acceptance letter and online at „Termine und Fristen – Universität Bonn“ and with the link <https://www.uni-bonn.de/studium/im-studium/studienorganisation/termine-und-fristen>

Have a good start

Tip:

Inform yourself whether there are introductory Events at the beginning of the semester and join the student's Facebook group.

Go to the introductory Events

For most subjects the institutes offer introductory events to simplify the start of your studies. You will get information on the sequence of your studies, how to pick your courses correctly, and everything else you have to pay attention to. Furthermore it's a great opportunity to meet other students of your subject.

These events are usually organized by student association of your subject. A student association is a group of students, that voluntary take care of the issues of other students of their subjects and help them with problems related to their studies.

Many student associations create group on Facebook for the students who start studying every new semester. Here, all new students come together. Search for your group on Facebook and join it. Usually the groups are named as following: "Name of your subject" + Erstis + 2017/18. If you're not able to find the group, just send an Email to your student association.

At the university of Bonn you will find the deadlines for enrollment on your acceptance letter and online at „Termini und Fristen – Universität Bonn“ and witj the link <https://www.uni-bonn.de/studium/im-studium/studienorganisation/termine-und-fristen>

Doing voluntary work at the student association

The student association is not only important to simplify your start at the university. It's also a gathering place for many students from different semesters. If you want to engage yourself on behalf of new students and you want to meet new people, this is the right place to go. The student association is like a second family at your institute. Often they offer a welcome meeting for new students at the start of the semester, or you can just join one of their weekly meetings.

You can find out when and where your student association meets regularly on the internet. Search for „Fachschaft+ Subject Name + City“.

At a tertiary institution there are a lot of different student initiatives, where you can take part according to your interests. Usually you will find an overview at the AStA of your institution.

Consultation during your studies

Most universities have a broad offer for international students. Often, the International Office organizes Tandem-programs, free-time activities and consecutive language courses.

At the AStA, you will often find consultation hours for international students. At the University of Bonn, there's also an International Support Group, that is jointly managed by the AStA and the International Office.

Furthermore many institutes and faculties offer workshops to improve important soft-skills like presentation skills or academic writing.“

AStA University Bonn

Nassestr. 11
53113 Bonn

Opening hours:
Mo - Do 12 - 2 p.m.
Fr 12 - 1:45 p.m.

Phone: 0228 73-7030

Rheinische Friedrich-Wilhelms-University Bonn

International Office
Poppelsdorfer Allee 53
53113 Bonn

Consultation hours:
Mon 10-12:30 p.m.
Tue - Fr 9-12:30 p.m.
Thur 1:30 - 3:30 p.m.

Contact:

Sandra Papel

Phone: 0228 73 9527

E-Mail: sandra.papel@uni-bonn.de

Michael R. Becker

Phone: 0228 73-4407

E-Mail: mr.becker@uni-bonn.de



Get in Contact with us!

If you have problems or questions during your studies in Bonn, you're always welcome to contact us.

E-Mail: startstudy@uni-bonn.de

Or you simply visit our consultation our at the AStA Bonn (Nassestraße 11, 1st floor, Room 15) at these consultation hours:

Monday 4 -5:30 p.m.

Wednesday 4 -5:30 p.m.

There is a similar consultation by AWO in Hennef.

Furthermore we offer several information events during the semester. There you will get more information, that will prepare you for your studies. Just come and see us! You will find the dates on Facebook, if you search for „StartStudy Bonn“ and on our Homepage „StartStudy-Iff-Sprechstunde“.

AWO Ortsverein Hennef e.V.

Interkult Hennef
Wippenhohner Straße 16
53773 Hennef

Contact person: Hussein Al-Husseini
E-Mail: fluechtlingshilfe@awo-ov-hennef.de

Facebook: www.fb.com/AWOGefluechtetenhilfe

Consultation by appointment

*We wish you all the best
for your studies!*

Adresses and Consultation Services

StartStudy Bonn

StartStudy Bonn

E-Mail: startstudy@uni-bonn.de

Consultation hour at AStA Bonn
(Nassestraße 11, 1st floor, Room 15)

Monday 4-5.30 p.m.

Wednesday 4-5.30 p.m.

International Offices at
Universities and Universities of Applied
Sciences

Rheinische Friedrich-Wilhelms University of Bonn International Office

Department 6.3
Poppelsdorfer Allee 53
53115 Bonn

Hicham Boutouil

Coordinator: Services for Refugees
Program FdIS „Förderung der Integration in
das Studium“

Phone: 0228-73 5948

E-Mail: hicham.boutouil@uni-bonn.de

University of Cologne International Office Studierenden Service Center

Universitätsstraße 22a
50931 Köln

Service Point

Opening Hours:

Mo-Fr 10 a.m. -3 p.m.

You can contact the international office through a contact form on their website.

University of Applied Sciences Bonn- Rhein-Sieg

International Office
Room E056
Grantham Allee 20
53757 Sankt Augustin

Consultation hours:

Mo-Wed 10 a.m. - 1 p.m.

Thur 10-12 a.m.; 2-4 p.m.

E-Mail: international.office@h-brs.de

Consultation for Refugees

Marina Kohl
Raum E059
Grantham Allee 20
53757 Sankt Augustin

Telefon: 02241-865739

E-Mail: marina.kohl@h-brs.de

University of Applied Sciences Cologne (TH Köln) International Office

Campus Südstadt
Claudiusstraße 1
50678 Köln

Consultation hours:

Mo, Tue, Thur 9-12 a.m., 1-3 p.m.

Wed, Fr 9- 12 a.m.

E-Mail: international-office@th-koeln.de

Alanus University of Arts and Social Sciences in Alfter

International Office
Villestrasse 3
53347 Alfter

Consultation hours:

Tue 1-3 p.m.

Fr 10-12 a.m.

E-Mail: international.office@alanus.edu

Language Courses

Otto Benecke Stiftung e.V.

JMD Bonn/Köln
Bildungsberatung Garantiefonds Hochschule
at JMD der KJA Köln
An St. Katharinen 5
50678 Köln

Appointments only after agreement!

Contact:

Nicole Lambertz
nicole.lambertz@kja.de

Amelia Pavel
amelia.pavel@kja.de

Ruth Bechen
ruth.bechen@kja.de

Phone: 0221 92133574

DSH-Preparation Course at the University of Bonn

Dezernat Internationales
Department 6.3.
Poppelsdorfer Allee 53
53113 Bonn

Sonja Hammer
German courses an DSH
Phone: 0228-73 7708
E-Mail: sonja.hammer@uni-bonn.de

Consultation hours:
Mo 10 a.m. -12.30 p.m.
Tue-Fr 9a.m. -12.30 p.m.
Thur 1.30-3.30 p.m.

Consultation services

*Consultation on professional training
and Career questions*

KAUSA Servicestelle Bonn/Rhein-Sieg (OBS) – Koordinierungsstelle

Ausbildung und Migration
Otto Benecke Stiftung e.V.
Kennedyallee 105-107
53175 Bonn

Christiane Wasmann
E-Mail: Christiane.wasmann@obs-ev.de

Jobcenter Bonn – Integration Point

Rochusstraße 4
53123 Bonn
E-Mail: IP-Bonn@jobcenter-ge.de

*Consultation on the choice of subject and on
the requirements of your intended subject*

Rheinische Friedrich-Wilhelms University of Bonn Central Advisory and Counseling Service

University of Bonn
Poppelsdorfer Allee 49
53115 Bonn
E-Mail: zsb@uni-bonn.de

Consultation hours:
Mo-Thur 9.30-12 a.m.
Mo, Tue 1.30-3 p.m.
Thur 1.30-5 p.m.

Detailed individual advice by appointment

General student advisory service at the University of Applied Sciences Bonn-Rhein-Sieg

Room E035
Grantham-Allee 20
53757 Sankt Augustin
E-Mail: studienberatung@h-brs.de
Phone: 02241-865 9656

Open office hours:
Mo-Wed 10-12 a.m.
Thur 10-12 a.m. and 2- 4 p.m.

*Besides the open office hours you can get an
agreed appointment.*

**Central Advisory and Counseling Service
University of Applied Sciences (TH Köln)**

Claudiusstraße 1

50678 Köln

Counseling with an appointment:

Mo-Fr 9-12 h

Mo, We, Fr 13-15 h; Thu 13-19 h

Open Counseling hours:

Tuesday: 13-15Uhr

Counseling via E-mail: studieninfos@th-koeln.de

Counseling via phone:

0221-8275-5500

**Central Advisory and Counseling Service
University of Cologne
Studierenden Service Center**

Universitätsstr. 22a

50937 Köln

Phone: 0221 470-1021

Personal Counseling:

Mo & Tue 9.30-11.30 h

We & Thu 14-16 h

They also offer counseling on the phone.

**Student's Secretary
University of Cologne
Studierenden Service Center**

1st Floor:

Universitätsstraße 22a

50937 Köln

E-Mail: studsek@verw.uni-koeln.de

Opening hours:

Mo-Fr 9.30-12.30h

**Student's Secretary
University of Applied Sciences Bonn-
Rhein-Sieg**

Grantham Allee 20

53757 Sankt Augustin

Room: E 039 und E 040, E 043 - E 048

E-Mail: studierendensekretariat@h-brs.de

Opening hours:

Mo-We 10-13 h

Thu 10-12 h; 14-16 h

**Studienbüro Campus Südstadt
University of Applied Sciences Cologne
(TH Köln)**

Claudiusstr. 1

50678 Köln

Rooms F1.41, F1.41 a und F1.41 b

Telefon: 0221-8275-5840

E-Mail: studium-suedstadt@th-koeln.de

Opening hours:

Mo 9.30-15.30 h

Tue 10-17 h

We 9.30-12.30 h

Thu 9.30-15.30 h

Fr 9.30-12.30 h

The Campus Gummersbach as well as Deutz und Leverkusen have their own Studienbüro respectively.

Consultation on Application, Acceptance and Enrollment at the University

**Student's Secretary
University of Bonn**

Poppelsdorfer Alle 49

53115 Bonn

Opening Hours:

Mo-Fr, 10-12 a.m.

Thur, 1:30-3 p.m.

Contact:

Surname A-F

Mr Haas

E-Mail: haas@verwaltung.uni-bonn.de

Surname G-M

Ms Göbbels

E-Mail: goebbels@verwaltung.uni-bonn.de

Surname N-Z

Ms Pesch

E-Mail: pesch@verwaltung.uni-bonn.de

Consultation for international students

ESG Bonn

Ev. Studierendengemeinde Bonn
Venusbergweg 4
53115 Bonn
E-Mail: klaus.brieskorn@esgkoeln.de
Consultation hours:
Every Thursday during the semester
Make appointments online:
www.terminland.de/esg-bonn.de

Consultation on Jobs, Insurances, Internships and Scholarships

AStA-Social Consultation

Mensa Nassestraße
Nassestraße 11
Room 15 (1st floor)
53113 Bonn
E-Mail: soziales@asta.uni-bonn.de
Opening hours:
Mo-Fr 12-1 p.m.

Consultation on BAföG and other sources of financing

BAföG-Centre Bonn

Mensa Nassestraße
Nassestraße 11 (Ground Floor)
53113 Bonn
Opening hours:
Mo-Fr 10 a.m. - 1 p.m.
Personal consultation:
Tue and Thur 1-3 p.m.

BAföG-Consultation of the AStA

Mensa Nassestraße
Nassestraße 11 (1st Floor, Room 8)
53113 Bonn
Consultation Hours:
Wed 2:30 - 4:45 p.m.
Thur 10 a.m.- 1 p.m.

Consultation for Refugees about university studies

AWO Ortsverein Hennef e.V.

Interkult Hennef
Wippenhohner Straße
1653773 Hennef
Contact person: Hussein Al-Husseini
E-Mail: fluechtlingshilfe@awo-ov-hennef.de
Facebook: www.fb.com/AWOGefluechtetenhilfe
Consultation by appointment

Helpful Links

- **DAAD – 10 Schritte in Deutschland**
- **Study in Germany:**
www.study-in.de
- **DAAD-Broschüren zum
Studium in Deutschland**
- www.studienwahl.de
- www.studieren.de

Checklist

Step 1: Get Familiar with the German Education System

- Get your certificates translated and get verified copies of them.
- Check at anabin.kmk.org whether your highschool diploma gives you access to university studies.
- Check if there is a postmark of verification on your certificate.

Step 2: What suits me best: professional training or studies?

- Think about you dream job and what kind of work you want to do in the future.
- Inform yourself about different education paths, that can lead you to this Job.
- Get information at the Job Center ant the Student Consultation.
- Get consultation at the Job Center and the Central Advisory and Consultation Bureau of the university.

Step 3: Find the perfect course of study

- Do a Self-assessment, using the Questions on page 12.
- Get orientation with the help of Online-Tests.
- Get information about the range of subjects, offered at the tertiary institutions in your region.
- Inform yourself online, at which places you can study in your preferred subject.

Step 4: Qualifying - What are the access conditions for your studies?

- Inform yourself about the program of the Otto Benecke Stiftung e.V. at JMD.
- Inform yourself about the FdIS-Program at the University of Bonn.
- Inform yourself about preparation courses at other tertiary institutions.
- Get information at your preferred tertiary institutions, whether your certificates are sufficient to apply there.
- Inform yourself about special conditions of application for your intended subject.
- Inform yourself, on whether your tertiary institution requires the TestAS.

Step 5: Assess the costs of your life as a student

- Do a table calculation for your monthly costs.
- Get informed about the membership fees at your tertiary institution.
- Make sure, that you are sufficiently insured.

Step 6: Search for Opportunities to finance your Studies

- Get informed about suitable scholarships.
- Apply for scholarship.
- Apply for BAföG at the Studierenden Werk, as soon as you are enrolled at an university.

Step 7: Your Application for a place to Study

- Inform yourself about the deadline for applications.
- Check, if your tertiary institution cooperates with uni-assist e.V.
- Inform yourself about the required documents and about further conditions for your application.
- Prepare your documents for the application.

Step 8: Enrol in your subject of studies:

- Wait on an answer from the University.
- Choose one institution out of those, that you have received an acceptance from.
- Inform yourself about the period of enrollment and required documents for the enrollment.

Step 9: Have a good Start!

- Search on Facebook, whether there is a student group for your subject.
- Inform yourself about the dates of the introductory events and go there!
- Get to know the student association and other student initiatives and join them!

Step 10:

Contact us, if you have any Questions!



StartStudy Bonn

Project on better access to university education for refugees

Department of Geography, University of Bonn
Meckenheimer Allee 166
53115 Bonn