

How to get into university

Guideline for Refugees who would like to study



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 begin studies at the university or wish to continue your study here? That's great, but there is a lot to do! 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 finance 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 find the right choice for your further education. We tell you about our own experiences as students so that you can imagine whether a study at university is the right choice for you, or whether there are other ways.

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 Neele Eilers Marius Servais Mara Teutsch Thomas Wiskirchen

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The education system in Germany

To start successfully into the preparation of your studies, it is important to be aware of the conditions of the education system in Germany. Therefore, it is necessary to look at the educational policy. Germany has a special subdivision of competences in politics. There are different political levels on which decisions may be made. Each level handles special subjects on which it exclusively can dismiss laws. The decisions of the politicians that debate in the national parliament in Berlin are effective on the national level. This means that the decisions are applicable in all parts of Germany. One level below, the single federal states make decisions for themselves. Every federal state has its own capital and state parliament. The government of the federal state North Rhine-Westphalia resides in Dusseldorf.

Germany is divided into 16 federal states. In certain subjects only the federal states may decide. For one subject, there can consequently be 16 different regulations in Germany. One of these certain subjects is the educational policy. Every federal state may remit single regulations and laws for example about schools, colleges or universities. Moreover, every university for itself can put up own rules. This means for you: If you gather information about a course of study in North Rhine-Westphalia and about one in another federal state, possibly other rules are valid

You should know in which federal state the city is located, in which you would like to study. Only then you can consider all important regulations.



Assess your qualifications according to the German Education System

You must know which graduation degree in Germany corresponds to your degree from home. For this you should get your degree compared and your certificates classified. At advisory services they can check how your degree fits into the German education system. This is important to both, school and university degrees and certificates

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 taken a final examination at a secondary school or a secondary modern school (Hauptschule und Realschule) up to grade 10 cannot directly begin to study. There are three alternative possibilities for them:

1. They can go to a higher school after graduation and make the degree of an Abitur there.
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 18 years old, have the possibility to attend a general school or an evening school in Germany.

The **IQ network (IQ-Netzwerk)** can help you in comparing and arranging your degrees. If necessary, they may apply with you for the recognition of the equivalence of your certificates with a German degree at the district government of Düsseldorf. In addition, they advise you on what you can do with your degrees in Germany.

Preparatory college: Studienkolleg

Although you might have a 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), an examination test (Feststellungsprüfung) is carried out. 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 7**). 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 a other federal state for at least one year to gain a German university entrance qualification in a Studienkolleg there.

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/>.

IQ recognition and qualification advisory services for Bonn / Rhein-Sieg-Kreis

LerNet Bonn/Rhein-Sieg e.V.

Rathausstrasse 3
53225 Bonn

Contact: **Giesa Seidel**

Phone: **0228-97638982**

E-Mail: seidel@lernet.de

Website: <http://www.lernet.de>

Bildungswerks Forum

Lernwelten

Im Krausfeld 30a
53111 Bonn

Contact: **Anette Döhner**

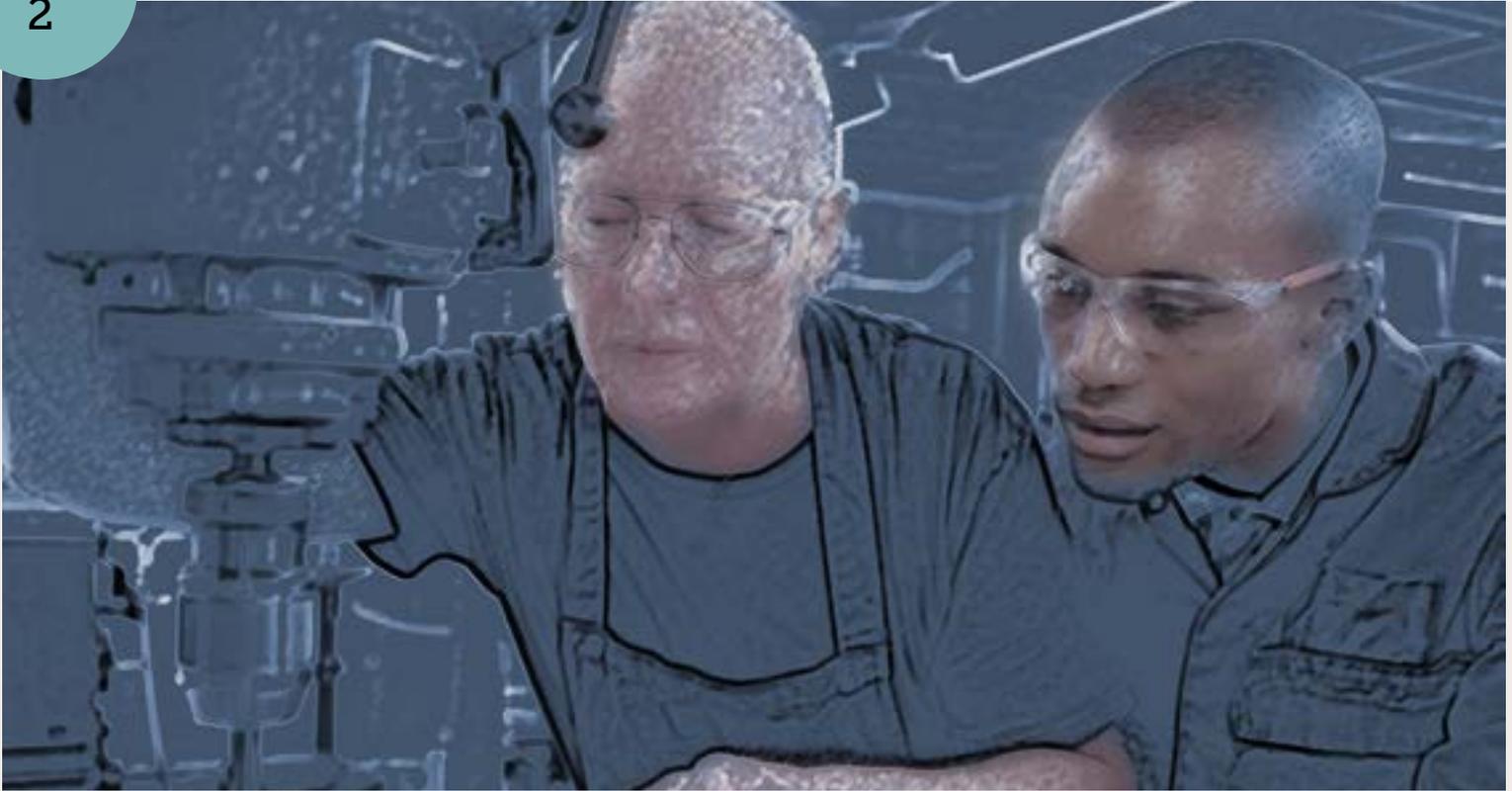
Phone: **0228-9695999**

E-Mail: doehner@bf-bonn.de

Website: <http://www.bf-bonn.de>

Our advice:

Get your certificates and documents translated and make an appointment with one of the advisory centers. In some cases, the Employment Agency (Agentur für Arbeit) or the Job Centre can offer you the translation directly and for free. Please do inform and talk to the Integration Point Bonn before you apply for a translation of your documents and certificates.



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 even be reached exclusively through the path of a professional training and cannot be studied at university. Find out which type of education path fits better to your job aspiration.

Professional training

A professional training (Ausbildung) like in Germany is not available in any other country. While in other countries an apprenticeship (Lehre) is only possible in craft occupations, one can make a professional training in Germany for many different 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 learn the content of your professional training right in the practice by people who already work in your desired job.

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 recognized 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 difficulty in learning German or losing too much time to learn German on a level for studies at university.
- 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.

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

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



There are several important 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“
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

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

Opening hours:
Mon-Fri 10 a.m. -3 p.m.

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 follow 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 study 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 the place for science and research. 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 sciences 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. One has 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), with which only certain subjects can be studied. For most degrees that you can study with the subject-bound university entrance qualification (fachgebundene Hochschulreife), there are appropriate universities of applied sciences and specific colleges (Fachhochschulen). If, for example, you have obtained the subject-specific university entrance qualification in the area of pedagogy (for example, after a professional training), you will find the appropriate study courses at an educational college.

Universities of applied sciences (Fachhochschule) offer a different learning culture than a university. Students can be more supported and guided. Studying here is similar to school. One has smaller courses with less participants. The course of study is predetermined and thus less free and independent than at a university. But you are less alone in planning your studies.

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

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) in Sankt Augustin

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

Cologne University of Applied Sciences

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

Offered courses are, for example, architecture, graphic arts, art of painting, photography, drama, pedagogy, business economics, philosophy

International Office
Villestrasse 3
53347 Alfter

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

E-Mail: international.office@alanus.edu



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. To get an idea of this, it is worth looking at the offer of courses of study at the **University of Bonn**.

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.

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

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

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

Study guide on www.studienwahl.de



In addition, there is a counseling center at every university, where you can find out about the local courses. The consultants can also help you to find a suitable course of study for you.

In addition, universities offer regular information events about their study programs.

At the University of Bonn:

- University days of Bonn (Bonner Hochschultage)
- Long night of study guidance (Langer Abend der Studienberatung)

Advisory services in Bonn:

Central Study Advisory and Counseling Service at the University of Bonn

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

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

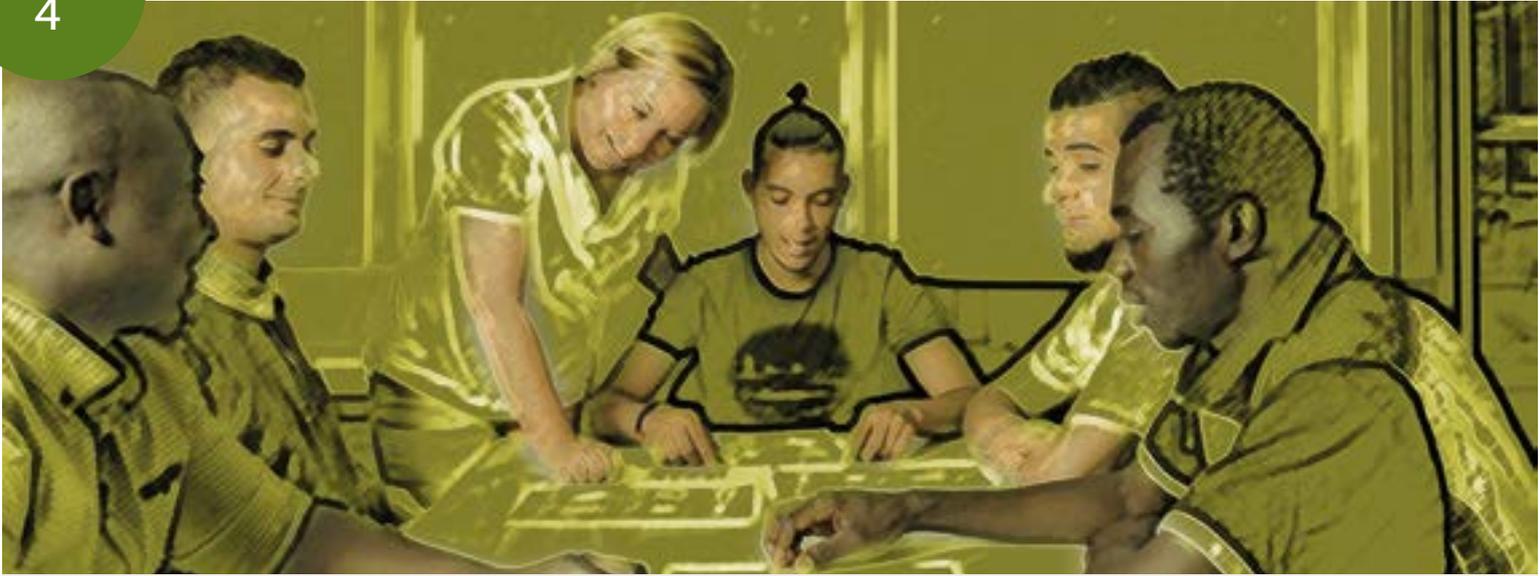
Phone: 02241-865 9656

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.



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.

In order to study in Germany, a university entrance qualification (Hochschulzugangsberechtigung HZB) is required. It should be noted that not every foreign Abitur in Germany is recognized as a university entrance qualification. Since there are many exceptions for a university application and each application is individually assessed and evaluated, it is useful that you go with your documents to your university to ask if you fulfill the requirements and have something special to consider.

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 specific requirements of the course of study that you would like to study.

Be careful!

Not every foreign graduation diploma (Abitur) is a valid university entrance qualification in Germany (more on [page 6 in step 1](#) and in this step on [page 18](#))

General conditions for access

These general access conditions are valid in many federal states. There are exceptions, as always. The conditions stated here apply to the University of Bonn.

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 course of study.

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

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.

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

JMD Bonn/Köln

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

*Appointments according to agree-
ment*

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

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.r

Language courses

Your integration course (Integrations) only supports you until the level B1. Further courses to reach the level C1 are not offered as often and are also quite expensive. But there are several ways to get access to such a language course:

Otto Benecke Stiftung e.V./ Otto Benecke Foundation

The Otto Benecke Foundation (Otto Benecke Stiftung e.V. (OBS)) finances language courses for refugees and im-migrants, 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 partici-pate 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 for foreign students and prospective students who are interes-ted in studying at the University of Bonn and who meet the formal access requirements. However, this course is not free and there are only a limited number of places available. The participation costs approximately 900 € per semester.

You will find further information on the website of the University of Bonn. Search on the Internet for **„Prepa-ration for the DSH and the TestDaF“** / „Vorbereitungs-kurs auf die DSH und den TestDaF“.

Förderung der Integration in das Studium (FdIS)/ Program Promotion of integration into the study

The **support program of the University of Bonn** for the Promotion of integration into the study (Förderung der Integration in das Studium (FdIS)) was designed to refugees who want to study in Bonn in order to provide them 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 a language course up to **B1 level** with a **certificate**.
- 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

You will find further information on the website of the University of Bonn. Search on the Internet for „Förderung der Integration ins Studium (FdIS)“. There you will find the respective application deadlines. These deadlines are usually in September and March.

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“
Phone: **0228-73 5948**
E-Mail: hicham.boutouil@uni-bonn.de

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: <https://www.h-brs.de/de/wege-ins-studium-fuer-gefluechtete-menschen>

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

English-language 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 2017**“

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.

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 evaluation of your degree in Bonn is done by the university itself. They evaluate on the basis of a database in which many qualifications from schools and universities in other countries are registered and compared with German degrees.

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

There you can also search for your degrees and see whether and under which conditions your degree qualifies for study in Germany.

The information about whether your degree is theoretically equivalent to a German Abitur and thus corresponds to a university entrance qualification is not enough to qualify you for a study. Your certificates must be officially recognized.

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.

Subject-specific entrance conditions

In addition to the general access conditions, such as sufficient knowledge of German and a university entrance qualification, 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.
- TestAS (**see Step 7 on page 30**)

On the spot in Bonn, you can get information about the additional requirements of your desired study course at various locations.

Rheinische Friedrich-Wilhelms University of Bonn

Central Study Advisory and Counseling Service
Poppelsdorfer Allee 49
53115 Bonn

The Manager of the course of studies or mentor of your subject can provide you with subject-specific information

You can simply find them by looking for your subject and the two positions on the Internet.



Predict the costs of your student life

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 even higher. 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.

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

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 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 80€ per month.

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.

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- 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. However, in certain cases there are exceptions to these age limits.

If your age exceeds these limits or you need financial support beyond the standard period of studies, you should definitely go to the BAföG consultation hours, to examine possible solutions

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

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 Center Bonn or those of the AStA.

The Amount of BAföG

At the moment, 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 tertiary institution, 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. The repayment is interest-free. There are certain rules about the repayment, for example when you finish your studies, when you start working and 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.

BAföG-Beratung in Bonn:

BAföG-Centre Bonn

Mensa Nassestraße
Nassestraße 11 (Ground Floor)
53113 Bonn

Consultation Hours
Mo- Fr 10 a.m.- 1 p.m.

BAföG-Consultation of the AStA at Studierendenwerk Bonn

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.

BAföG-Application:

BAföG-Centre Bonn

Mensa Nassestraße
Nassestraße 11 (Ground Floor)
53113 Bonn

Consultation Hours
Mo- Fr 10 a.m.- 1 p.m.

*Personal Consultation at the
BAföG-Centre:*

Tue and Thur : 1- 3 p.m.

2nd and 3rd Floor

A Scholarship

A scholarship is a financial support, that different institutions offer to very talented students. You get a certain amount of money every month and often you will also get special training to develop your skills. Every scholarship program is directed towards a target group. Some scholarships are only offered to German students, other programs are only open to international students. Furthermore there are scholarship programs, which are directed towards students of a particular subject, like medicine 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.

Most scholarships are meant for students, who have already passed some semesters. Therefore, it's very helpful, if you can achieve good results in your first exams. Still there are some scholarships, which you can apply for before you start your studies and which will support you from your first semester on.

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

Another list is provided by the German Ministry of Education and Science on the following page www.stipendienlotse.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!

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

The KfW (Kreditanstalt für Wiederaufbau) is a public policy bank, that offers credits. It offers student loans to students and apprentices, who are close to graduation. It covers a certain share of the student's costs, not dependent on one's income or on one's parent's income. The student loan is also available to those who do their second studies.

The student loan of the KfW has the same requirements as BAföG. You can get the student loan also additionally to your BAföG, but you must not be older than thirty-six or have been studying more than twelve semesters. Students can receive either 100, 200 or 300 Euros per month. The longest possible period of the loan is twenty-four months, so a maximum amount of 7200€.

The student loan has to be repaid in full, with a yearly interest rate of 0,80 percent. The repayment has to start at the latest four years after the last line of credit was issued. It can be repaid in monthly rates of at least 120€ per month.

You can find more information on the student loan on the website of the Bundesverwaltungsamt. Search for „Bildungskredit Bundesverwaltungsamt“.

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.

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



Our advice:

- Print all required documents in a large number
- 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.
- Get to know which special conditions your tertiary institution requires for an application and be sure to obtain the needed certificates.
- If you're unsure, ask a friend to help you with your application

Your Application for a place to study

If you meet all the requirements, you can start with your application. At this point it's going to reveal itself, 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 stud.

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 respective department.

Required Documents

Usually you will need the following documents for your application. Some departments may require special documents like certificates for an internship or the like.

If you're applying at the University of Bonn, you will find all information at **www.bewerberportal.uni-bonn.de**.

As already mentioned, the conditions for studying may vary from university to university. So it's possible that you have to certify a certain document for one university, while this is not required at another one.

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
- Handling costs, if the tertiary institutions cooperates with uni-assist

Our advice: Submit your application four to six 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.

Bezirksregierung Düsseldorf

Regional Administration Düsseldorf
 Department 48/
 Zeugnisanerkennungsstelle
 Am Bonnhof 35
 40474 Düsseldorf

Phone: 0211-475-5661
 Central: 0211-475-0
 E-Mail: poststelle@brd.nrw.de

Pleas notice:

Take a closer look at your certificate. Maybe it's already certified through a stamp.

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

Certified Documents

At some tertiary institutions, like at the University of Bonn, the university entrance certificate has to be certified by the state, in which it has been issued. You can get this done at the following institutions:

- The embassy of this state in German,
- The German embassy in this state or in a neighbouring country of this state

If a certification of the documents is not possible, you can ask the district government to confirm the equivalence of your documents. In this case you can use the support of the service points of **Step 1** or submit the request yourself to the district government.

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**).

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

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 of four subject-orientated test. The second test has to be appropriate for the subject you want to study.

The result of the TestAS displays:

- To the tertiary institutions, whether you are qualified for a certain subject.
- To the applicants, which contents and skills their intended field of study requires. Therefore you can assess more precisely, whether you really want to study in this subject. Furthermore the re-sult will show you whether the studies will be hard or easy for you, or if you should even consider changing your intended subject.

However, not all tertiary institutions acknowledge the TestAS.

The University of Bonn does not acknowledge the TestAS.

They only make use of it, if participants of the FdIS-Program are missing some documents. In contrary, at the University of Cologne for example, the TestAS is required for almost every subject.

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/Ankunftsnachweis, 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“**.

Core Test

+

Subject test
on Humanities, Culture and Arts

or

Subject test
Subject Test on Engineering

or

Subject test
on Mathematics, Computer science and Natural sciences

or

Subject test
on Economic Studies

Tip:

Start early with your applications. Uni-assist e.V. offers a pre-examination of your documents. If something is missing, you will get the opportunity to hand it in later.

Our advice:

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

uni-assist

Uni-assist e.V. is an association, that cooperates with tertiary institutions. The association examines, with the license from a certain tertiary institutions, whether the documents of a certain applicant are sufficient to study. 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 submit your application in Bonn through uni-assist.

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.

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.

If you don't match these criteria, you will have to pay for every application. The first application costs 75€, every following 15€.

Example: Application for medical studies

Your chances to get a place to study in medical studies are very low (like in pharmacy and prosthetic dentistry). This is due to the proportions mentioned above and the high number of international applicants in these subject fields.

Because the chances to get a place to study are so low, you need to inform yourself about good alternatives. For this matter, search on the website www.study-in.de for „Alternative Studiengänge für Medizin“ or on the website www.studieren.de for „Alternative Medizinstudium“



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 witj the link <https://www.uni-bonn.de/studium/im-studium/studienorganisation/termine-und-fristen>

Have a good start

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.

Tip:

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

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.



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 12) at these consultation hours:

Monday	4 -5 p.m.
Wednesday	4 -5 p.m.
Thursday	10-12 a.m.

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“.

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 p.m.

Wednesday 4 -5 p.m.

Thursday 10-12 a.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

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

Opening Hours:

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

University of Applied Sciences Bonn- Rhein-Sieg in Sankt Augustin

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

University of Applied Sciences Cologne (TH Köln)

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 Scien- ces 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

Approval of your Certificates

LerNet Bonn/Rhein-Sieg e.V.

Rathausstrasse 3
53225 Bonn

Giesa Seidel
Phone: +49 0228 97638982
E-Mail: seidel@lernet.de

Website: <http://www.lernet.de>

Bildungswerks Forum Lernwelten

Im Krausfeld 30a
53111 Bonn

Anette Döhner

Phone: +49 0228 9695999

E-Mail: doehner@bf-bonn.de

Website: <http://www.bf-bonn.de>

*Consultation on professional training
and Career questions*

Jobcenter Bonn – Integration Point

Rochusstraße 4
53123 Bonn

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

*Consultation on Application, Acceptance and
Enrollment at the University*

Rheinische Friedrich-Wilhelms University of Bonn

Students' Secretary
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 on the choice of subject and on the requirements of your intended subject

**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.

*Extensive consultation only with
an 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.*

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

Opening hours:
Mo-Fr 12-2 p.m.

*Consultation on BAföG and other sources of
financing*

BAföG-Centre Bonn

Mensa Nassestraße
Nassestraße 11 (Ground Floor)
53113 Bonn

Consultation Hours
Mo- Fr 10 a.m.- 1 p.m.

**BAföG-Consultation of the AstA at Studie-
rendenwerk Bonn**

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.

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: Assess your qualifications according to the German Education System

- Compare your school certificate to those of the German education system
- Inform yourself, which further education you can get with your qualification
- Advice: Make an Appointment at the IQ Anerkennungsberatungsstellen

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

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?

- Get an B1-Certificate in German Language
- Inform yourself about the program of the Otto Benecke Stiftung e.V. at JMD
- Apply for the program
- Inform yourself about the FdIS-Program at the University of Bonn
- Apply for this program
- Inform yourself about preparation courses at other tertiary institutions
- Get information at your preferred tertiary institutions, whether your certificates are sufficient to apply there
- See, if your University entrance certificate has been certified by the country of issuance
- If not, send it to the embassy or the district government
- 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

- Inform yourself about the conditions for BAföG
- Submit a BAföG application
- Get informed about suitable scholarships
- Apply for a scholarship

Step 7: Your Application for a place to Study

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

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