

Application for preparatory German language courses in the winter semester 2019 for internationals who are interested in studying a degree programme at OTH Regensburg

1. Recognition of certificates (via uni-assist) – takes about 4-6 weeks:

1.1 Get your certificates translated

Please consider that your school certificates and, if existing, your course achievements obtained abroad have to be translated by a sworn translator. On www.justiz-dolmetscher.de you can find a list of applicable translators.

1.2 Obtain certified copies of certificates and translations

The copies of your certificates in their original language and the translations have to be authenticated by either a German governmental institution (e.g. townhall), the issuing authority (e.g. school or university), the ministry of education of the country of origin or the German embassy.

1.3 Request the VPD (preliminary review documentation)

Apply online using the uni-assist online portal: <http://www.uni-assist.de>.

Some clues for filling in the form: - „semester“ > winter semester 2019
- „university“ > OTH Regensburg
- „degree“ > „Bachelor – all subjects“
- „study field“ > no entry
- choose semester 1, as you will not get any results without it

1.4 Send your documents to uni-assist

Submit your online application electronically, print it and sign it. Put it in an envelope together with all certified copies and a proof of payment. Send it to:
uni-assist e. V., 11507 Berlin, Germany

Refugees can get a cost exemption. Regarding this please see Andrea Nuißl during office hours: Monday 11 a.m.–1 p.m., Thursday 9–10 a.m., Friday 9–10 a.m.)

1.5 Receive your VPD

When your certificates have been checked and assessed a report card validation form (“Vorprüfungsdokumentation” = VPD) will be sent to you. If the VPD certifies that you have university entrance qualifications, you can use it to apply for a place at a German language course. If it does not, you might have to attend a so-called Studienkolleg first. If you need help in order to understand the evaluation of your VPD, please contact Andrea Nuißl: anmeldung_df@oth-regensburg.de.

2. Register for the German language course

The following documents should be handed in via e-mail to anmeldung_df@oth-regensburg.de by **13 September 2019**:

- VPD**
- Proof of language skills**
The preparatory German courses start with courses at level B1. Therefore, it is required **to have at least a level of A2** in German and to bring proof of this. Which certificates are recognized can be found here:
<http://www.ur.de/zentrum-sprache-kommunikation/daf/kurse/studienvorbereitende-deutschkurse/index.html>
- Application form**
The application form is available on the OTH Regensburg webpage in the grey box on the right side:
<https://www.oth-regensburg.de/de/international/studium-in-regensburg/vollzeit/studienvorbereitende-deutschkurse.html>
- Proof of payment:** The fee for a semester course are 530 €. Please transfer this amount to:

Receiving institution:	Universität Regensburg
Financial Institution:	Bayerische Landesbank München
IBAN:	DE42 7005 0000 0001 2792 76
BIC:	BYLADEMM
Reference (1):	ZSK/DaF/2019-DSH-SK-2
Reference (2):	Family name, first name

As soon as we have received all the necessary documents we will put you on the enrolment list. The places are limited. They will be assigned based on the date of registration.

You will receive an informal e-mail confirming your application, which includes useful information about the enrolment and further steps to take.

If you need a formal letter of confirmation of your registration in the German course (e.g. for your visa), please write an e-mail to anmeldung_df@oth-regensburg.de.

3. Enrolment at OTH Regensburg

3.1 Transfer the administrative fee and obtain a written confirmation from your health insurance provider

For the enrolment at OTH Regensburg you have to pay the **administrative fee of 150 €**. Please transfer the administrative fee to the following bank account:

Receiving institution:	OTH Regensburg
IBAN:	DE90 7005 0000 2901 1903 15
BIC:	BYLADEMM
Reference:	DF, family name, first name, date of birth (dd.mm.yyyy)

3.2 Enroll yourself at OTH on **19 September 2019 at 8.30 a.m.**

Hand in personally - the enrolment application,
- the VPD,
- the proof that you paid the administrative fee and
- the written confirmation from your health insurance provider
on the day of enrolment. For enrolment please go to **Dominik Dechant**, Prüfeninger Str. 58, room P 022C. You will receive your student card on this day.

4. Do the placement test

If you have not participated in an onSET-test until then, please register yourself for one of the dates as listed here:

<http://www.ur.de/zentrum-sprache-kommunikation/daf/pruefungen/ondaf/index.html>.

Hand in the results directly at the ZSK or via e-mail (sekretariat.daf@zsk.uni-regensburg.de) no later than one week before the course starts.

5. Learn German

In the winter semester 2019/20 the course is expected to start by **16 October 2019, 8.30 a.m.** You will receive an e-mail with more details on the groups and class rooms by 15 October 2019.

How to continue?

➤ Apply for a degree programme at OTH Regensburg

When you plan to take the DSH, you should apply for a degree programme during the final German course semester.

Application period for Bachelor and Master degree programmes usually is the following:

for the winter semester	1 May until 15 July
for the summer semester	15 November until 15 January

Please see our webpage for detailed application dates and information:

<https://www.oth-regensburg.de/en/study/application.html>

Every semester the international office offers an application workshop for internationals. Participants in higher level German courses will be informed about it via mail.

If you want to apply for Bafög (if eligible) please do so in time. Further information can be found on www.bafög.de.

Contact:

For questions concerning the preparation of studies: International Office

Dr. Andrea Nuißl – Akademisches Auslandsamt, Galgenbergstr. 30, room D 201

Tel. +49-(0)941 943-9302

Office hours: Monday 11 a.m.–1 p.m.
Thursday 9–10 a.m.
Friday 9–10 a.m.

Beyond the office hours by appointment via anmeldung_df@oth-regensburg.de

For questions about degree programmes (Bachelor / Master): Student Advisory Service

Katrin Liebl – Student Advisory Service, Galgenbergstr. 30, room D 111

Tel. +49-(0)941 943-9208

Andrea März-Bäuml – Student Advisory Service, Galgenbergstr. 30, room D 107

Tel. +49-(0)941 943-9710

Kathrin Pentner – Student Advisory Service, Galgenbergstr. 30, room D 107

Tel. +49-(0)941 943-9711

Please pay attention to the office hours of the Student Advisory Service:

Tuesday	3.00– 6.00 p.m.
Wednesday	9.00–11.00 a.m.
Thursday	9.00–11.00 a.m.

Beyond the office hours by appointment under studienberatung@oth-regensburg.de

For questions about enrolment and admission: Abteilung Studium

Dominik Dechant – Abteilung Studium, Prüfeninger Str. 58, room P 022C

Tel. +49-(0)941-943-1206

Office hours: Mo-Fr 8.30–12.00 a.m.
Tue & Thu 1.00– 3.00 p.m.

Further information can be found on our website:

<https://www.oth-regensburg.de/en/international/incoming-students/full-time.html>

or for refugees:

<https://www.oth-regensburg.de/en/international/incoming-students/refugees.html>