

## INFORMATION SHEET

(Status: February 2011)

### Evaluation and recognition of international academic credentials for establishing eligibility of admission to higher education

Applicants with international certificates of education may only take up a place at an institute of higher education if their certificates are recognised as equivalent to the German university entrance examination. Information on the evaluation of international academic credentials, and their recognition in Germany, is available at 'www.anabin.de'.

The following authorities are responsible for the evaluation of international qualifications:

- For admission to **study at a public university in Hesse**: The respective university (with the exception of candidates listed below in point 6). The notification of recognition is subject to a fee.
- For admission to **study at a public university of applied sciences in Hesse**: The respective institution. The notification of recognition is subject to a fee.
- For admission to **study at a privately or independently operated university or at a university of cooperative education in Hesse**: The Hessian Ministry for Higher Education, Research and the Arts (Tel: 0611/32-3403 or 3404). Documents should be sent together with the application to the respective institute. A fee is charged for the recognition.
- For admission to **study at a university of applied sciences for public administration in Hesse**: The Hessian Ministry for Higher Education, Research and the Arts (Tel: 0611/32-3403 or 3404). Documents should be sent together with the application to the respective location (e.g. Frankfurt regional council, Frankfurt higher regional court, Wiesbaden police academy). A fee is charged for the recognition.
- For admission to **study at a university in another federal state**: The respective university or, where applicable, the *Zeugnisanerkennungsstelle* (central office for recognition of academic credentials) in the appropriate federal state (see 'www.anabin.de' > Zuständige Stellen in Deutschland > Allgemeine Zuständigkeit > Zeugnisanerkennung - Hochschulzugang).
- If you are a citizen of Germany/another EU Member State, Iceland, Liechtenstein or Norway and wish to apply for a **course of study whose places are allocated centrally via the *Stiftung für Hochschulzulassung in 44128 Dortmund***, the foundation itself ([www.hochschulstart.de](http://www.hochschulstart.de)) establishes eligibility for admission to the target study, in line with the application process.

In general, the following documents should be submitted for the application:

- An **officially notarised copy** of the international academic credentials, together with a translation (secondary school leaving certificate with grades and breakdown of subjects; higher education certificate or diploma). The translation must be carried out by a sworn interpreter/translator resident in Germany, and is to be submitted in the form of an attested copy.
- A **tabular curriculum vitae** providing information about school, occupation and, where applicable, higher education and professional activity.
- **Proof of nationality** (e.g. officially attested copy of a personal identity card or passport).

- Official proof of residence, either original or an attested copy.
- Ethnic German repatriates additionally require certification of recognition according to § 15 BVFG in the form of an officially attested copy.
- As appropriate, a declaration that no other application for evaluation has been made elsewhere.
- Where necessary, further certification by special requirement.
- **The documents must be enclosed with a letter detailing the course of study and, where necessary, any deadlines pertinent to your application.**

Where applicable, the required certification of subject-specific skills and knowledge additional to the general eligibility for admission to higher education remains unaffected. The certification of German language competence required for higher education must be presented at the university where the study is to take place. Specific advice is available from Student Services or the International Office at the respective university.

In Hesse, the holder of a **successful university graduation** meets one of the criteria for general eligibility for admission to higher education (§ 63 para. 3 clause 1, Higher Education Act of Hesse) and can therefore apply directly for a university place in Hesse.

For the **evaluation of international academic credentials for professional training and continuing education**, the responsible authority is, if the main residence is in Hesse, the *Staatliche Schulamt* for the administrative district of Darmstadt-Dieburg and the city of Darmstadt, Rheinstraße 95, 64295 Darmstadt (Tel: 06151/3682-2; [www.schulamt-darmstadt-dieburg.de](http://www.schulamt-darmstadt-dieburg.de) > Bildungsnachweise > Ausländische Bildungsnachweise). Please enquire at **this location** about the application documents to be submitted. A fee is charged for the evaluation process.

For so-called **purpose-free evaluations of international academic credentials and qualifications** in Germany, the responsible authority is the *Zentralstelle für ausländisches Bildungswesen* (ZaB – central office for foreign education) at the office of the Standing Conference of the Ministers for Education and Cultural Affairs of the *Länder* in the Federal Republic of Germany (KMK) (Lennéstraße 6, 53113 Bonn; Tel: 0228/501-352 [-264], Fax: 0228/501-229, [zab@kmk.org](mailto:zab@kmk.org), [www.kmk.org/zab](http://www.kmk.org/zab)). A fee is charged for an evaluation.

The **International Baccalaureate Diploma** – known as the **IB** – is administered by the International Baccalaureate Organisation (IBO) in Geneva. For the IB to lead to admission to higher education around the globe, it must be recognised in each respective state as comparable with the eligible school education within that country. Whether an IB achieved abroad or in Germany can be deemed equivalent to an *Abitur* in Hesse is the decision of the **Hessian Ministry of Education and Cultural Affairs** (Luisenplatz 10, 65185 Wiesbaden; Tel: 0611/368-0, ext. 2344; [www.hkm.hessen.de](http://www.hkm.hessen.de) > Schule - Schulformen - Gymnasium - Abitur / Baccalaureat). Where recognition of the submitted IB is not possible, it is necessary to successfully pass an additional examination to obtain recognition of eligibility for admission to higher education, in accordance with the *“Rahmenordnung für den Hochschulzugang mit ausländischen Bildungsnachweisen, für die Ausbildung an den Studienkollegs und für die Feststellungsprüfung”* (regulatory framework for admission to higher education with foreign academic credentials, for foundation college education and for the assessment test) (KMK resolution of 15.4.1994, amended 21.9.2006). Recognition of eligibility is also possible upon the successful completion of a foundation year at a recognised university in a federal state whose graduation certificate leads to higher education in Germany, either directly or following successful completion of a year's foundation study. The qualification is subject-linked, according to the completed year of study. The decision in this case is made by the university.