

Hessian Ministry for Science and Art

INFORMATION SHEET

(Status: November 2008)

Evaluation and recognition of foreign certificates of education as eligibility of admission to higher education

Applicants with foreign certificates of education may only take up a study place if their certificates are recognised as equivalent to the domestic eligibility of admission to higher education. Information about the evaluation of foreign certificates of education for their recognition in Germany is available from the Internet site www.anabin.de.

The following authorities are responsible for foreign educational qualifications:

- For admission to **study at a state university in Hesse** – the respective university (with the exception of the candidates listed below in point 6).
- For admission to **study at a state university of applied sciences in Hesse** – the respective university of applied sciences.
- For admission to **study at a university in the private, free or other sector or at a university of cooperative education in Hesse** - the Hessian Ministry for Science and Art (tel: 0611/32-3403 or -3404). The documents, together with the application, are to be submitted to the university / university of cooperative education.
- For admission to **study at an administrative university of applied sciences in Hesse** – the Hessian Ministry For Science and Art (tel: 0611/32-3403 or -3404). Documents are to be submitted together with the application to the respective location (e.g. regional council, higher regional court, Frankfurt; police academy, Wiesbaden).
- For admission to **study at a university in another federal state** – the respective university or, where applicable, the central *Zeugnis- und Anerkennungsstelle* (office for academic recognition) in the federal state concerned. (See www.anabin.de > Zuständige Stellen in Deutschland > Allgemeine Zuständigkeit > Zeugnis- und Anerkennung - Hochschulzugang).
- If you possess German citizenship or that of another EU country, Iceland, Liechtenstein or Norway, and wish to apply for **a course of study where places are allocated nationally by the Zentralstelle für die Vergabe von Studienplätzen (ZVS – central office for the allocation of study places) in 44128 Dortmund**, the ZVS (www.zvs.de) determines the eligibility for admission to higher education regarding the target course of study within the framework of the application process.

As a rule, the following are to be submitted for the application:

- An **officially attested copy** of the foreign certificates of education, together with translation (secondary school leaving certificate with grades and breakdown of subjects, higher education certificate or diploma). The **attestation must be carried**

out by an *Ortsgerichtsvorsteher* (head of local authority court) or a German notary. The translation is to be carried out by a sworn interpreter/ translator located in Germany, and submitted in the form of an attested copy.

- A **tabular curriculum vitae**, providing information about school, occupation and, where applicable, study and professional activities.
- **Proof of nationality** (e.g. officially attested copy of a personal identification card or passport).
- A registration certificate, 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.

- If necessary, further certification by special requirement.

- **Please remember to enclose with your documents a letter detailing the studies you wish to pursue and, where necessary, deadlines pertinent to your application.**

Where applicable, the required certification of subject-specific skills and knowledge in addition to the eligibility for admission to higher education remains unaffected. The certification of German language competence for higher education must be adduced directly at the university where study is to take place. University Student Offices and International Offices are able to offer specific advice.

In Hesse, the holder of a **successful university graduation** fulfils one of the requirements of general eligibility for admission to higher education (§ 63 para. 3 clause 1 Hessian higher education law) and can therefore apply directly for a place of study at a Hessian university.

For the **evaluation of foreign certificates of education for professional training and continuing education**, the responsible authority is, if the main residence is in Hesse, the *Staatliche Schulamts* for the administrative district of Darmstadt-Dieburg and the city of Darmstadt, Rheinstraße 95, 64295 Darmstadt (tel: 06151/3682-2; www.schulamts-darmstadt-dieburg.de). Please enquire **at these locations** about the application documents for submission.

The so-called **purpose-free evaluation of foreign educational qualifications** in Germany is the responsibility of the *Zentralstelle für ausländisches Bildungswesen* (ZaB – central office for foreign education) at the Office of the Standing Conference of the Ministers of Education and Cultural Affairs of the *Länder* in the Federal Republic of Germany (KMK) (Lennéstraße 6, 53113 Bonn; zab@kmk.org).

The **International Baccalaureate Diploma** – referred to as **IB** – is administered by the International Baccalaureate Organisation (IBO) in Geneva. For the IB to lead to admission to higher education internationally, it must be recognised in the respective state as comparable to domestic eligibility for admission to higher education. Whether an IB attained domestically or abroad can be equated with a Hessian *Abitur*, is a decision taken by the **Hessian Kultusministerium** (Ministry for Education and Cultural Affairs)(Luisenplatz 10, 65185 Wiesbaden; tel: 0611/368-0; ext / Ms Schütz: 0611/368-2344; www.hessisches-kultusministerium.de > Schule - Schulformen - Gymnasium - Abitur / Baccalaureat).

Where recognition of the submitted IB is not possible, it is necessary to successfully pass an additional examination as recognition of eligibility for admission to higher education according to the "*Rahmenordnung für den Hochschulzugang mit*

ausländischen Bildungsnachweisen, für die Ausbildung an den Studienkollegs und für die Feststellungsprüfung (framework of regulations for admission to higher education with foreign certificates of education, for education at foundation colleges and for the assessment test) (resolution of the KMK of 15.4.1994 amended 21.9.2006).

The recognition of eligibility of admission to higher education is also possible via successful attendance of a study year at a recognised university in a country whose certificate of eligibility for higher education leads to study in Germany, either directly or upon successful completion of one year's study; the qualification is subject-related according to the completed year of study. The decision lies with the university.