

In order to enrol for a Bachelor's or Master's programme in Germany, you must meet certain requirements.

To take part in a Bachelor's programme you need an academic qualification comparable to a German 'Abitur' (general university entrance qualification) or 'Fachhochschulreife' (university of applied sciences entrance qualification). This is your higher education entrance qualification (Hochschulzugangsberechtigung – HZB). For the Master's programme at the IST University of Applied Sciences, you must have completed a study programme of at least six semesters at a university, a university of applied sciences or a university of cooperative education.

Via uni-assist e. V., **the application services centre for the preliminary evaluation of international student applications**, we offer you the opportunity to have your admission qualifications for a study programme at the IST University of Applied Sciences checked.

Please note that foreign certificates are evaluated exclusively by uni-assist. If you wish to check in advance whether you qualify for admission, you can do this at **www.ana-bin.de**.

The procedure carried out by uni-assist is explained below:

1. Log in to uni-assist 'My assist' (my.uni-assist.de) and create a profile.
2. Select 'IST-Hochschule für Management' and 'Bachelor' or 'Master' degree, including the relevant type of study (full-time, part-time, dual).
3. Then start the search and select the option 'All study programmes'.
4. Please post the following documents to uni-assist e. V. along with your application:
 - a. an officially authenticated copy¹ of your school-leaving certificate and, where applicable, your university degree certificate (original in a foreign language);
 - b. a translation of the school-leaving certificate and, where applicable, the university degree certificate if the original certificate was not composed in either German or English²;
 - c. a copy of your ID card or passport and, where applicable, a copy of the certificate confirming your change of name.
5. uni-assist reviews whether your academic qualifications are sufficient for your chosen study programme at the IST University of Applied Sciences.
6. uni-assist prepares a so-called 'preliminary review documentation' (Vorprüfungsdokumentation – VPD) as proof of your entrance qualification for your chosen study programme.
7. Please submit a copy of the VPD together with the registration form for your study programme to the IST University of Applied Sciences.
8. In addition, please submit a certificate of B2-level language skills in German prior to the beginning of your studies.



https://www.ist-hochschule.de/download/uni-assist_information_foreign_educational_cert.pdf

The fees of 75 € incurred for your application via uni-assist will be credited on your first monthly study fee at IST-Hochschule.

Attention: Please send your application to uni-assist in good time. The processing may take as long as four to six weeks. You need the VPD in order to apply to the IST University of Applied Sciences.

Exceptions:

You do not need a VPD from uni-assist if you possess the following documents:

- ▶ Proof of having passed an assessment test at a preparatory school (Studienkolleg) or a note of recognition from a German authority indicating the converted grade of your higher education entrance qualification.
- ▶ Applicants from the People's Republic of China, from Vietnam and from Mongolia must submit a certificate issued by the respective 'Akademische Prüfstelle' (APS) – a joint institution of the German Embassy's cultural department and the German Academic Exchange Service (DAAD) – that indicates the original certificate's average grade. Certified copies will not be accepted. Without this certificate, Chinese, Vietnamese and Mongolian applicants cannot be admitted.

¹Official authentications with official seals can be obtained, for instance, from a notary public or a municipal authority. Authentications from outside Germany can only be recognised if they were issued by the school or university, by the responsible ministry of education in the home country, by the diplomatic representation of the Federal Republic of Germany, by the cultural department of the embassy of the country from which the certificate originates, and by the authorities and notaries authorised for official authentication in the respective country.

²As a matter of principle, the translation of certificates must be carried out by an official body, for example by the authorised department of the issuing institution or by a sworn translator. Translations by German translation agencies that do not meet this requirement will, as a matter of principle, not be accepted. Translations from outside Germany must be prepared by an institution that is authorised to provide a sworn translation (or its equivalent) in the respective country.