

## Dear prospective student, dear student

If you plan to complete a Bachelor's or Master's degree programme in Germany, you must fulfil certain requirements.

For the Bachelor's degree programme, you need an academic qualification that is comparable to a **German Abitur** or **entrance qualification for universities of applied sciences**. This is your university entrance qualification (HZB).

For the **Master's programme** at the IST University of Applied Sciences for Management you need to have completed at least six semesters at a university, a university of applied sciences or a university of cooperative education.

Here you will find a selection of options for the **categorisation and recognition of foreign educational qualifications**.

## Preliminary check with anabin

If you would like to check your **access authorisation** in advance, you can do so at <https://www.anabin.de>.

If you are applying to **study with a foreign educational qualification**, please check under „Schulabschlüsse mit Hochschulzugang“ whether your qualification is recognised. Then, please send us with your application all the documents listed there in a certified copy in the original language and a certified German translation.

**Please note:** In case of doubt, we reserve the right to request a document verification via uni-assist or the ZAB.

## Document verification via uni-assist

We offer you the opportunity via uni-assist e. V. (**the working service point for international student applications**) to have your eligibility to study at the IST University of Applied Sciences for Management for a degree programme checked.

### How uni-assist works

1. register with uni-assist „My Assist“ ([my.uni-assist.de](https://my.uni-assist.de)) and create a profile there.
2. select the IST university and the degree „Bachelor“ or „Master“ with the respective form of study (full-time, part-time, dual).
3. then start the search and select the option „All subjects“.
4. You must send the following documents with your application to uni-assist e. V. via mail (**not** e-mail):
  - a. School-leaving certificate and, if applicable, university degree certificate (original in the foreign language) in officially certified copy<sup>1</sup>
  - b. **Translation** of the school and, if applicable, university degree certificate if the original certificate is not in German or English.<sup>2</sup>
  - c. Copy of identity card or passport, if applicable, certificate of change of name in copy.

5. uni-assist checks whether your academic qualifications are sufficient for your studies at the IST University of Applied Sciences.
6. uni-assist issues a so-called preliminary review documentation (**VPD**) as proof for your university entrance qualification for your desired degree programme.
7. submit a **copy of the VPD** with the application form for your degree programme to the IST University of Applied Sciences. **You do not need to submit your certificates.**
8. the certificate for the **German language level B2** must be submitted to the IST at the start of the programme.

The costs incurred for your application via uni-assist in the **amount of € 75** will be deducted from your second monthly tuition fee at the IST University.

**Please note:** apply to uni-assist in **good time**. The processing time can take 6–8 weeks. You need the VPD in order to enrol at the IST University of Applied Sciences.

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

- ▶ Proof of successful completion of the **Feststellungsprüfung (FSP)** at the Studienkolleg or a certificate of recognition from a German authority with the converted grade of your university entrance qualification (HZB).
- ▶ Original certificate from the respective **Allgemeine Prüfstelle (APS)** stating the average grade for applicants from the People's Republic of China, Vietnam and Mongolia.

#### Document verification via ZAB (Zentralstelle für ausländisches Bildungswesen)

The Central Office for Foreign Education (ZAB) also offers the assessment of foreign qualifications in Germany **for a fee**:

<https://kmk.org/zab.html>

Find out which document check is the right one for you.

Do you have any questions? Call us on +49 211 86668 0 or send us an e-mail to [info@ist-hochschule.de](mailto:info@ist-hochschule.de) – we will be happy to help you.

Kind regards

**Studierendensekretariat**  
**student secretariat**  
IST-Hochschule für Management  
IST University of Applied Sciences for Management

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<sup>1</sup> You can obtain official certifications with an official seal from a notary or a local authority, for example. Certifications from abroad can only be issued by the issuing school or university, the responsible Ministry of Education in your home country, the diplomatic representation of the Federal Republic of Germany, the cultural department of the embassy of the country from which the certificate originates, and the authorities and notaries authorised for official certification in the respective country.

<sup>2</sup> In 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 translation agencies that do not fulfil this status are generally not accepted. Translations carried out abroad must originate from an institution that is authorised to provide a sworn translation in that country.