Hochschule Augsburg University of Applied Sciences

Guidelines for Master's Degree Applicants from Abroad

Version: May 2022

1. General information

You need to submit your application/request for admission online via the Augsburg University of Applied Sciences' web server. **You can only use the forms provided by the Augsburg University of Applied Sciences for this purpose.** You fill out these forms online, print them out, sign them, and upload it (Bewerbungsportal) them together with other required documentation. The entire application needs to be uploaded to the Augsburg University of Applied Sciences within the application period. An email with attached files will not be accepted.

You need to fill out a separate online form for each application for admission to a degree program and submit it to the Augsburg University of Applied Sciences together with all relevant documents. References to other applications cannot be taken into consideration.

2. Application period

Winter semester: **May 1 – June 15**
Summer semester: **November 15 – December 15**

The sign applications together with the required documentation must have been uploaded online on or before the last day of the application period.

3. Responsible office for application

Hochschule Augsburg
Sachgebiet III Studienangelegenheiten
An der Hochschule 1
86161 Augsburg
Germany

Your application documents must be submitted completely digitally. Documents received by mail will not be considered. Unfortunately, it is also not possible to submit your documents in person.
If you need to submit documents later, you can also do so via our online system.

4. Master's degree program applicants with educational qualifications from abroad

As a **Master's degree program** applicant with educational qualifications from abroad, you need to include the following documents with your application:

- Copy of your university entrance qualification from abroad and the officially certified translation including the grading system or grade scale;
- Officially certified copy of your university qualification, generally a Bachelor's degree or diploma, from abroad;
- Officially certified translation of your foreign university qualification including description of subjects or module guide and the grading system or grade scale;
- Proof of the average grade achieved and the total number of ECTS; (exception: for **M.Eng in Lightweight Construction and Composite Technology**, proof of the individual ECTS credits awarded for the individual modules is also required);

- Proof of the required language skills. For more information on the language skills required for the Master's degree program applied for, contact the relevant faculty;

- Proof of previous education abroad by means of the APS certificate of the academic test center for applicants from **PR CHINA, VIETNAM** and **MONGOLIA;**

- Proof of the mandatory requirements for the degree program in question, for example, letter of motivation, internships, etc. You can find information on these requirements on the faculty web pages;

- Copy of your passport;

- CV in table form;

As a Master's degree program applicant, please do not send your documents to the *Zeugnisanerkennungsstelle* (Certificate Recognition Office) in Munich!

5. Application procedure

Step 1: Online application form
Register at application portal and fill out the online application form and then print it out (please observe the note on the last page of the form). You need to sign the printed form and upload it. Please be sure to make a note of the applicant number for possible later queries.

Step 2: Add all required application documents
Now you need to add online all additional documents signed online application form!

The following documents can also be handed in at a later date.

- Proof of language skills (approx. last week of September/February)
- Proof of prior practical experience – only for the degree programs Architecture, Civil Engineering and Energy Efficiency Design and Construction

Please note:

- If you apply for admission to more than one degree program, you need to fill out the online application form for each degree program and upload all documents for each degree program!
- Only those applications which are complete and are also signed will be accepted! That is to say, simply filling in the online application form is not sufficient.
- Questions related to the content of your application and the entrance requirements are only answered by the faculty of the Master's degree program in question.

Step 3: Upload online the application documents

The signed application together with the required documents must have been uploaded by the application platform on or before the last day of the application period The deadline is a mandatory time limit.

6. Important contacts

- Online application
  https://www.hs-augsburg.de/en/Application/Masters-Programs.html
- **Current information sheet on the admission process**
  https://www.hs-augsburg.de/en/Application.html (below Application procedure flyer)
- **Augsburg University of Applied Sciences range of degree programs**
  https://www.hs-augsburg.de/en/Master-Programs.html
- **Assessment test** from the preparatory college of the Bavarian universities of applied sciences
  Friedrich-Streib-Straße 2, 96450 Coburg, Germany. Tel.: +49 (0)9561/427060
- **Language skills**
  www.hs-augsburg.de/Binaries/Binary9478/anerkannte-sprachpruefungen.pdf

7. Officially certified photocopy

An officially certified photocopy must meet certain formal requirements as compared to a standard photocopy.

The copy must be furnished with a note declaring that the copy and the original match (**certification note**), the **signature of the certifier** and an official seal. A simple stamp is not sufficient.

An official certification can only be recognized when it has been issued by a public body which carries an official seal. Official certification can be provided by authorities, notaries or churches organized under public law.

You can find more detailed information here, for example:
http://www.hochschulstart.de/index.php?id=beglaubigung

You can obtain certified copies in Augsburg here, for example:
Studentenwerk Augsburg – b!st-Beratung, Eichleitnerstr. 30/II, 86159 Augsburg, Germany
http://web.studentenwerk-augsburg.de/bist/beglaubigung.php