

Application procedure for applicants with international university entrance level qualification

International applicants can only apply to Mainz University of Applied Sciences by sending their application for admission to **uni-assist e.V.**, the "Application Services for International Students" (www.uni-assist.de). For you as an applicant, this means your application will be pre-processed by uni-assist (fee required).

Which applications are pre-processed by uni-assist ?

Mainz University of Applied Sciences has all application documents of international applicants who acquired their international university entrance level qualifications abroad (A- Levels, High School Diploma, Baccalaureat, Gaocao, etc.) pre-processed by uni-assist – independent of the applicant's nationality. This applies to master's degree programs as well (exceptions see below).

The following applicants have been excluded from the assist pre-checking procedure:

- Students from partner institutions who want to study at Mainz University of Applied Sciences within an exchange or scholarship program.
- Applicants for a Master of Arts in International Business (MA.IB) holding a university degree from an EU country.
- Applicants for a Master of Science International Business (MSc.IB).
- Students who have successfully passed an assessment test at a preparatory course and possess the recognition of their foreign education qualifications with the grade point average indicated.

How do you apply at uni-assist?

Before you apply, please inform yourself in-depth about the appropriate admission requirements for the desired degree program and the documents to be submitted.

For further information, go to:

- for bachelor's degree programs: <https://www.hs-mainz.de/studium/bewerbung/bewerbung-bachelor/auslaendische-hochschul-zugangsberechtigung/index.html>
- for master's degree programs: <https://www.hs-mainz.de/studium/bewerbung/bewerbung-master/auslaendische-studienberechtigung/index.html>

After your registering and applying online, please print out your completed application and submit your documents to uni-assist along with the other requested documents.

Your application will only be processed by uni-assist if the mandatory payment has been made. In order to accelerate the pre-check of the application at uni-assist, please include a copy of the bank transfer with the application.

What documents do you have to send to uni-assist?

- Reports and documents from secondary school up to and including your current educational background. Submit all requested documents as officially certified copies and in sworn translation. Please note that this is not possible when submitting documents electronically, so please make sure all your documents are in paper form. Applicants from China, Cameroon and Mongolia need special documents.
- Certificates and transcripts of former university studies – if applicable.
- Certificate of German language proficiency
 - for bachelor's and master's degree programs at the School of Design and the School of Engineering and bachelor's degree programs at the School of Business: DSH1, Testdaf with TDN 3 or Goethe-Certificate minimum B2
 - for master's degree programs at the School of Business: DSH 2, Testdaf with TDN 4 or Goethe-Certificate minimum C1
- Certified copy of a valid passport (only the page with personal data)
- Photo
- Copy of bank transfer indicating date and amount of money transferred to uni-assist.

Where do you send your application?

In order to clarify open questions and guarantee quick processing, we would recommend submitting your application at least six weeks before the final deadline. The acknowledged receipt of the completed set of documents and payment by uni-assist is decisive for the application deadline.

Application deadlines:

Full-time programs:

15 January – summer semester
15 July – winter semester
MA.IB: 15 June – winter semester

Part-time programs:

15 December – summer semester
15 July – winter semester

Hochschule Mainz
c/o uni-assist e.V.
D-11507 Berlin

School of Design: Please submit the original portfolio to **Mainz University of Applied Sciences, Lucy-Hillebrand-Straße 2, 55128 Mainz, Germany:**

Deadline for portfolio for bachelor's degree programs:

1 December – summer semester
1 June – winter semester

Deadline for portfolio for master's degree programs:

15 June – winter semester