



Application Procedure for applicants with international university entrance level qualification

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

Which applications are pre-processed by *uni-assist*?

The Hochschule Mainz 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-approved by *uni-assist* – independent of the applicant's nationality. This applies also to master programmes (exceptions see below).

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

- Students from partner institutions who want to study at the Hochschule Mainz within an exchange or scholarship programme.
- Applicants for Master of Arts International Business (MA.IB) holding a university degree from an EU country.
- Applicants for Master of Science International Business (MSc.IB).
- Graduates of a Studienkolleg (Preparatory college for foreigners for ability to study at a German university) with a successfully passed assessment test and existing acceptance of their international certification with shown overall average grades.

How do you apply at uni-assist?

Before you apply, please inform yourself carefully about the appropriate admission requirements for the desired study programme as well as about the documents to be handed in. For further information got to:

- for Bachelor programmes: <https://www.hs-mainz.de/studium/bewerbung/bewerbung-bachelor/auslaendische-hochschul-zugangsberechtigung/index.html>
- for Master programmes: <https://www.hs-mainz.de/studium/bewerbung/bewerbung-master/auslaendische-studienberechtigung/index.html>

After your registration and online application please print out your completed application and hand your documents in at *uni-assist* along with the other requested documents.

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

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

- Reports and documents from secondary school until current educational background. Hand in all requested documents as officially certified copies and in sworn translation; please regard that this is not possible when handing in documents electronically. So please make sure all your documents are in paper form. Applicants from China, Cameroon or Mongolia need special documents.
- Certificates and transcripts of former university studies – if applicable
- Certificate of German language proficiency
 - for Bachelor and Masters study programmes situated at School of Design and School of Technology and Bachelor study courses at School of Business: DSH1, Testdaf with TDN 3 or Goethe-Certificate minimum B2
 - Masters study courses at School of Business: DSH 2, Testdaf with TDN 4 or Goethe-Certificate minimum C1
- Certified copy of a valid passport (only page with personal data)
- Photo
- Copy of transfer voucher of the bank 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. Decisive for the application deadline is the acknowledged receipt of the completed set of documents and payment at *uni-assist*.

Application Deadlines:

Full time programmes:

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

Part time programmes:

15 Dec – 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 **Hochschule Mainz, Lucy-Hillebrand-Straße 2, 55128 Mainz, Germany.**

Deadline for Portfolio for Bachelor Programmes:

1 December – summer semester
1 June – winter semester

Deadline for Portfolio for Master Programmes:

15 June – winter semester