Application for the validation of records for admission to university Qualification.

Depending on the fulfillment of requirements validation of your records can lead to one of three possible outcomes of which you will be informed:

1. You may be eligible for direct admission to universities.
2. You may need to pass an Assessment Exam to be eligible for admission to universities.
3. You may not be eligible for admission to universities.

Application documents

What documents do you need to submit?

1. Application for validation of records

2. School-leaving records from your home country (Bachelor, GCE-A-level, Baccalaureat, Matura, High School Diploma, etc.), Proof of University Entrance Exam in official authenticated copy of original and in German translation (English and French documents don't need translations).

3. List of subject grades (original and German or English translation).

4. Certificate of German language proficiency (obere Grundstufe, ZDaF, Mittelstufe 1, ZMP) or if available ZOP, PNDS, DSH, TestDaF (Not required if you want to study in a study programme held in English or if you want first to secure an official evaluation before you engage in language school).

When applying for the DSH or ASK Entrance Exam, the language certificate can be submitted shortly before the date of examinations if you hand in a certificate of attendance of an appropriate German language course.

5. CV/ personal data sheet including education history (please print)

6. A passport photograph

Applicants from China, Vietnam and Mongolia need to submit a certificate of the Akademischen Prüfstelle (APS) at the German embassies in Beijing, HCMC or Ulan Bator (only original document).

NB: You might not need to send all the documents above. Please send us an email so that we can advise you properly. contact@german-academic-institute.eu

If applicable:

7. Proof of university entrance exam

8. Proof of periods of study (certified records, certificate of matriculation, exam results, academic records, etc.)

9. Certificate of ASK Assessment Exam

Please make sure the application form is filled in completely.

All records, documents and lists of subjects and grades must be submitted as bot authenticated photocopies and German translation.

If your records are in English or French, a German translation is not required.

All photocopies must be authenticated by German authorities. Incomplete and unauthenticated application documents are returned unprocessed.

Application documents are not returned to the applicant.

Deadlines for applications

Deadlines for applying for validation of certificates and participation in the German Language Test DSH and the TASK Selection

Sommersemester 2010	01. November 2009
Wintersemester 2010/2011	01. Mai 2010

NB: We need to handle each case individually. Inform us about the details of each applicant and country of origin so that we can advise them properly.

GAI International
German Academic & International Projects Institute.
c/o F+U Group Haupt Str. 1
69117 Heidelberg, **GERMANY**

Tel: +49 6221 / 5028694 **Mobile:** +49 162 / 77 25 333
E-Mail: contact@german-academic-institute.eu www.german-academic-institute.eu