

## Checklist for Applicants

### International Applicants (with foreign-earned higher education entrance qualification) for Full-Time Undergraduate Studies

In order to apply, please submit the following documents:

**Application for Admission to Studies**

The application will be online here: <http://www.studium.uni-freiburg.de/en/application/bts>. The application period starts June 1 for the winter semester and December 1 for the summer semester. You will first be asked to register. Then you can enter your personal application data. At the end of this process you will be asked to print out an application for admission to studies and send it by post along with the documents listed below. Please note that your signed application must be received by the university by the application deadline in order to be considered.

**Officially authenticated copies of school leaving certificates (and officially authenticated copies of the translation)**

Please submit your secondary school leaving certificates in the original language as well as an official translation. In assessing the equivalence of your school diploma, we observe the guidelines set by the Central Office for Foreign Education Systems (<http://anabin.kmk.org/anabin.html>). We therefore need to request additional educational records from applicants from certain countries.

**Officially authenticated copy of your university entrance examination certificate (and officially authenticated copies of the translation)**

If you took part in a university entrance examination, please submit your documents in the original language and in an official translation.

**Officially authenticated copies of your academic records (and officially authenticated copies of the translation)**

If you are currently studying or have previously studied at a university, we need your complete academic records (transcripts, reussites, index, etc.). Please submit the documents in the original language as well as an official translation.

**Officially authenticated copy of your university degree (and officially authenticated copies of the translation)**

If you have already received a university degree, please submit the documents in the original language and in an official translation.

**Copy of proof of your language proficiency**

1. DSH (result 2 or 3) *or* TestDaF (with a score of at least 4 on all four parts of the test) *or* the Goethe-certificate C1 *or* the 2nd level language certificate from the Conference of the Ministry of Education and the Arts *or* Telc C1 Hochschule.
2. For the application you are required to provide evidence of proficiency in German at least on the level of C1 of the Common European Framework of Reference for Languages. Then you need to submit one of the language tests listed above before you enrol at the University of Freiburg.

3. For the application to the English taught Bachelor's program Liberal Arts and Sciences: certified proof of English proficiency at B2 level (no proof of German language required).

**CV and Letter of Motivation**

Only for subjects with admission restrictions and Studienkolleg.

**Certificate of the Akademische Prüfstelle (APS) of the German Embassy**

This applies only to applicants from China, Vietnam and Mongolia.

**Online Studychoice Assistant**

As a prospective undergraduate student, you must submit proof that you have taken a test to help you choose the right field of study. A general info sheet in German is available here:

<https://www.studium.uni-freiburg.de/en/application/bts>

The English version for the Liberal Arts and Science program: <http://www.osa.uni-freiburg.de/las/#>

**Recognition from the appropriate examinations office of the University of Freiburg**

If you wish to apply for a higher semester of a particular degree course then please enclose evidence of recognition from the appropriate examinations office of the University of Freiburg.

For approving the transfer of foreign-earned credits in the fields Medicine, Dentistry, and Pharmacy. special state examination offices (the so called "Landesprüfungsämter") are responsible

**Letter of acceptance from your supervisor**

Only for PhD students or LL.M applicants.

**Please note:** We accept officially authenticated copies of certificates in German, English and French. Applicants whose certificates are issued in a different language have to submit translations. Translations must either be done by a sworn translator (in Germany or in your native country) or approved by the German Embassy/Consulate in your native country.

**Dates\*:**

	<b>application deadlines</b>	<b>start of semester</b>	<b>start of teaching period</b>
<b>summer semester</b>	January 15 <sup>th</sup>	April 1 <sup>st</sup>	mid-April
<b>winter semester</b>	July 15 <sup>th</sup>	October 1 <sup>st</sup>	mid-October

\*Please note that most courses of study will only start in the winter semester. You can check the details here:

<http://www.studium.uni-freiburg.de/en/program-offerings/all-degree-programs>

Some master and postgraduate courses have special deadlines. Visit our homepage for more information:

<http://www.studium.uni-freiburg.de/en/application/master>

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**Contact**

Albert-Ludwigs-Universität Freiburg

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Office hours: Mon - Thurs 9:00 a.m. – 12:00 noon, Thurs 2:00 p.m. – 4:00 p.m.