

# Information for foreign applicants

## General conditions

Foreign applicants who were not granted their university entrance qualification in a German-speaking country have to submit the following additional supportive documentation:

- a) A certified copy of the passport with a valid residence permit; and
- b) A certificate of confirmation of the recognition/acceptance of their university entrance qualification by:

Senatsverwaltung für Bildung, Jugend und Wissenschaft  
Zeugnisanerkennungsstelle

Bernhard-Weiß-Str. 6

10178 Berlin-Mitte

Tel.: 00 49 030 90227-5232, -5220, -6987

<http://www.berlin.de/sen/bjw/anererkennung/schulische-abschluesse/>

## OR

Proof of studies/qualifications resulting in the granting of a university entrance in accordance with the assessment proposals of the Central Office for Foreign Education published in the data bank [www.anabin.kmk.org](http://www.anabin.kmk.org) in the rubric tertiary studies admission ("Hochschulzugang"), which as such comply with a university entrance qualification for the intended study course.

Authenticated German translations of foreign documents, if need be of reports with an overview of marks, are to be submitted.

- c) Proof of sufficient knowledge of the German language

The following serve as proof:

- The Certificate in respect of "Deutsche Sprachprüfung....", the test (completed earlier) as proof of proficiency in the German language;
- The Certificate of Testing to prove the eligibility of foreign applicants for studies at tertiary institutions of the Federal Republic of Germany obtained from a German tertiary institution (the assessment test or entrance test – "Feststellungsprüfung"), the test section "Deutsch" to have been passed successfully;
- The test "Deutsch als Fremdsprache" (TestDaF) in all four parts with a minimum result of TDN 4;
- The "Deutsche Sprachdiplom der Kultusministerkonferenz –Zweite Stufe" (DSDII);
- The Extended or Concise German Language Diploma ("Deutsche Sprachdiplom") awarded by the Goethe Institute commissioned by the Ludwig-Maximilians-Universität in Munich;
- The Certificate of proof of having passed the Goethe Certificate C 2: the Extended German Language Diploma ("Großes Deutsches Sprachdiplom" – GDS). The Goethe Certificate C 2: the Extended German Language Diploma ("Großes Deutsches Sprachdiplom" – GDS) replaced the "Zentrale Oberstufenprüfung" (ZOP) of the Goethe Institute, the Concise German Language Diploma and the Extended German Language Diploma as from 01.01.2012.

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- In addition proof of the knowledge of German as recognized by bilateral agreements or by arrangements agreed upon by the Conference of Ministers of Culture ("Kultusministerkonferenz") and University Rectors' Conference (Hochschulenrektorenkonferenz) as being sufficient proof of language proficiency for the purpose of commencing university studies:
  - o the proof of "German studies" in the French "Diplom du Baccalauréat" which is granted after attending the bilingual German-French course/class at a secondary school;
  - o The "US Advanced Placement"-test (AP-Test) in the subject German.

Further information on the language tests and diplomas of the Goethe Institute can be obtained from Goethe-Institut Berlin, Neue Schönhauser Str. 20, D-10178 Berlin (Tel.: 00 49 030 25906-3). [www.goethe.de](http://www.goethe.de).

Information on the TestDaF is available on the website <https://www.testdaf.de> of the TestDaF Institute.

Please note that the KHSB does not conduct any language assessments.

### Application and admission to the KHSB

*Immatriculation/Admission for Bachelor's courses*

Immatriculation for admission to the first semester is only granted during the winter semester.

### Deadline for applications: 30 June

Changing from a university of applied sciences or a university to a higher semester at the KHSB can also be arranged for the summer semester.

Deadline: for the summer semester 15 January; for the winter semester 31 May

### Selection of applications

In order to select applicants for studies at the KHSB an internal university process is used. Admission is decided by the admissions selection panel.

### Application forms

[www.khsb-berlin.de](http://www.khsb-berlin.de)

### Please note

In order to obtain immatriculation, proof of membership of a medical aid fund/health insurance fund or exemption from the insurance requirement must be submitted.

### Student Advisory Services

Student advisory services are available for those interested in making use of these services. Appointments can be arranged with the Student Secretariat ("Studierendensekretariat") on tel. nr. 00 49 030 50 10 10 10.