



Information for prospective students from abroad

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Dear prospective student

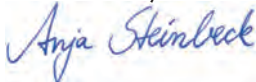
We are very pleased that you are interested in finding out about studying at Heinrich Heine University Düsseldorf.

This brochure will give you an initial overview of subjects and study programmes and answer any questions you may have regarding the application procedure as well as living and studying in Germany.

In deciding to study at Heinrich Heine University Düsseldorf you are making a good choice. Firstly, it is an attractive campus university with excellent conditions for studying and internationally renowned research facilities. True to the ideals of our namesake Heinrich Heine, the famous German poet and a son of the City of Düsseldorf, Heinrich Heine University stands for intellectual freedom, cultural diversity, tolerance and equal opportunity. Secondly, Düsseldorf has the flair of a modern metropolis. The federal state capital on the Rhine is characterized by its rich variety of cultural and recreational activities and colourful social life.

We look forward to welcoming you soon to Heinrich Heine University Düsseldorf and hope that studying with us will be a valuable experience for you!

Yours sincerely



Prof. Dr. Anja Steinbeck
President of Heinrich Heine University Düsseldorf



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A short portrait

Heinrich Heine University Düsseldorf (HHU) was founded in 1965. Today it numbers around 30.000 students, of which some 3.400 come from abroad. The University is structured in five faculties which are all united on the campus:

- Faculty of Law
- Faculty of Mathematics and Natural Sciences
- Faculty of Medicine
- Faculty of Arts and Humanities
- Faculty of Business Administration and Economics



Further information, pictures and impressions of the campus under:
www.hhu.de/home/universitaet.html
www.hhu.de/home/studium-und-lehre-an-der-hhu.html

As a campus university where all facilities are close to each other, all buildings, including the University Hospital, the canteen and the specialist libraries, are easily reached by foot within a few minutes.

Our departments enjoy an excellent reputation thanks to the many special research areas and an above-average number of graduate schools. Since 2012, Düsseldorf's renown as an important centre of research has increased still further: with the CEPLAS Cluster of Excellence on Plant Sciences HHU achieved great success in the Excellence Initiative of the German federal and state governments. Our students also profit from a good ratio of supervisors to students as well as various service facilities which support studying and orientation at HHU. With CEDUS, the Centre for Entrepreneurship Düsseldorf, we have established ourselves as "The Entrepreneurs' University" and opened up routes into self-employment and entrepreneurship for students from an early stage.

In addition, as the capital city of North Rhine-Westphalia Düsseldorf offers an attractive environment for our students.

Düsseldorf is home to many international enterprises and institutions as well as the stock exchange. Through the airport and the railway station, connections to national and international transport networks are ideal and the city offers numerous career opportunities.

As a metropolis of art and culture, Düsseldorf offers something to suit everyone's taste. A large number of cultural events take place each year, for example the Schumann Festival and Japan Day. There are over 26 museums and 100 galleries, the opera house, the concert hall, theatres and many more. In the creative city on the Rhine, which unites tradition and luxury, many trade exhibitions and events to do with fashion also take place.

Düsseldorf is also a centre of the multimedia, communication and media industries and home to several regional and national newspapers as well as radio and television companies. The capital city of "NRW - Media Land" offers a lot of creative job opportunities in this area too.



Further information about living in Düsseldorf under:
www.duesseldorf.de/en

Bachelor

With a Bachelor degree students acquire a first university qualification permitting entry into a profession. Our Bachelor programmes teach academic principles, methodical skills and profession-related qualifications.

Bachelor programmes can concentrate on one main subject ("Single-subject Bachelor") or subjects can be combined with each other ("Major-subject Bachelor"). In addition, there are Integrative Study Programmes which comprise several subjects.

Some of the Bachelor study programmes at HHU are subject to admission restrictions. This means that in some departments only a limited number of study places are available and a selection procedure takes place.

Masters

In the Masters study programmes students can deepen their knowledge of their subject still further and specialize in specific academic fields.

Admission to a Masters programme is conditional on a successfully completed Bachelor programme as well as "Evidence of special aptitude". Such a certificate can generally be obtained directly from the relevant contact persons in the individual departments.

Online applications are required in some cases.

Some study programmes in Germany lead to a State Examination. This is the case in Medicine, Dentistry, Pharmacy and Law.

State
Examination

After successful completion of a Masters programme or passing a State Examination, there is the possibility to commence Doctoral Studies.

Doctoral
Studies

Doctoral Studies lead to the awarding of the Doctor title. They are evidence of the ability for more in-depth academic work and are based on an independent academic paper (dissertation) which leads to significant new findings or know-how.

Lectures

An introductory overview of a broad topical field is given in the framework of lectures. Lecturers present a topic to a larger group of students and the students are invited to take notes or ask questions. Lectures generally, however, offer little scope for group discussions.

In order to prepare students well for written and oral examinations, HHU offers additional tutorials which take place frequently throughout the semester.

Tutorials

Most lectures are supplemented by tutorials within which students can deepen their existing knowledge and improve their analytical skills. The groups are normally far smaller than in a lecture, so that important questions can be discussed with the help of the tutors – mostly students from higher semesters.

Seminars

The aim of seminars is to study an academic topic in greater depth. They can be on any theme within a subject. A seminar generally comprises a smaller group of about 20 students, who acquire skills and know-how through interactive work with the seminar leader. Instruments frequently used here are papers, group exercises and discussions.

Practical exercises

Practical exercises are very important in many subjects, in particular in Natural Sciences. Students learn important skills, such as how to set up and carry out natural science experiments, evaluate empirical data, etc.

In Germany, the academic year is made up of a winter semester and a summer semester:

- Winter semester: 1st of October to 31st of March
- Summer semester: 1st of April to 30th of September

Courses do not, however, take place throughout the whole semester. What is known as the “lecture-free period” lasts from the start of February to the end of March and from mid July to the end of September. Term papers and exams are however often written in the lecture-free period and/or internships undertaken.

An overview of all study programmes in alphabetical order as well as further information can be found under:

www.hhu.de/study-programmes

Information about higher education institutions in Germany and the wide range of study programmes offered can be found here:

www.hochschulkompass.de

www.studienwahl.de



Please note:

- It is imperative that you adhere to the application closing dates! Applications which arrive later cannot be considered.
- Applications which are incomplete will not be processed. You should therefore check your documents thoroughly and only submit your application once all the necessary documents are ready for inclusion.
- It is not possible to submit documents at a later date which are required for your application, e.g. evidence of German language proficiency. The certificate must be available at the time of application and submitted together with the application form. "Conditional acceptance" is unfortunately not possible.
- Please check whether all your certificates are certified and if necessary have been translated and certified by a sworn translator.
- It is not necessary to send a passport photograph. Please only submit those items which are stated in the checklist. Other documents, e.g. internship certificates or employment references, do not increase your chances of a study place.
- From experience, checking the documents after the end of the application closing date generally takes six to eight weeks.

Please check the exact application and semester dates under:

www.hhu.de/semester-dates

Please check first whether you fulfil all the conditions for admission to a study programme at HHU.

Excellent German-language proficiency is required for all Bachelor study programmes and State Examinations. It is therefore essential that you submit one of the following German language certificates when applying:

German
language
proficiency

- German Language Test for Admission to Higher Education for Foreign Applicants (DSH – Deutsche Sprachprüfung für den Hochschulzugang), Level 2 or 3
- Standard or Advanced German Language Diploma (Kleines oder Großes Deutsches Sprachdiplom), Goethe Institute
- Central Advanced Level Examination (Zentrale Oberstufenprüfung), Goethe Institute
- Goethe Certificate (Goethe-Zertifikat) C2 – Advanced German Language Diploma
- German Language Diploma, Level II (Deutsches Sprachdiplom, Stufe II) of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany
- German as a Foreign Language Test (TestDaF) with a grade of 4 or 5 in all sub-examinations
- telc Deutsch C1 Hochschule
- Proof of a completed vocational training course in accordance with the Vocational Training Act (Berufsbildungsgesetz) or the Crafts Ordinance (Handwerksordnung) or another vocational training course undertaken in Germany and governed by federal or regional (Länder) law which last at least two years and of which the examination language and the language of instruction is German.

Information under:

- www.daad.de/deutschland/nachdeutschland/voraussetzungen/en/6221-german-language
- www.goethe.de/en/index.html
- www.testdaf.de
- www.kmkg.org

University entrance entitlement

If you have obtained a certificate which entitles you to study at a university in your home country and is essentially equivalent to the German Abitur, then you fulfil the criterion for studying and may apply for a study place. You can check here whether your school-leaving qualification is sufficient:

www.anabin.de and www.daad.de/deutschland/nach-deutschland/voraussetzungen/en/

If you hold a certificate which entitles you to study at a university in your home country but is only comparable to the German Abitur to a limited extent, then you must take the University Entrance Assessment Test (Prüfung zur Feststellung der Hochschulreife) at a college (Studienkolleg) prior to applying for a study programme. The colleges offer preparatory courses in various areas of specialization, which then also only permit access to programmes in specific disciplines or fields:

- M Course Study programmes in Medicine, Biology and Pharmacy
- T Course Study programmes in Mathematics, Natural Sciences or Engineering
- W Course Study programmes in Economics and Social Sciences
- G Course Study programmes in the Humanities and German Studies
- S Course Study programmes in the field of languages

An overview of the colleges can be found under: www.studienkollegs.de/home.html

College attendance ends after two years with the Assessment Test (Feststellungsprüfung). You may also take the Assessment Test elsewhere, i.e. without attending a college first. Details can be obtained from the individual colleges and Cologne District Government. Please note that you must apply for a preparatory course directly to the college and not to HHU!

Once you hold one of the German-language certificates listed above and a recognized qualification entitling you to university entrance, then you may apply for a study place at HHU.

Are you an EU citizen or do you come from Iceland, Norway or Liechtenstein?

In this case please apply as follows:

Check whether admission to your study programme is restricted

1

- Look in the overview of the study programmes to see if it says “restricted admission” behind the title of your chosen programme: www.hhu.de/study-programmes
- If it says “Unrestricted admission” („Zulassungsfrei“) next to the title of your chosen programme, please proceed to Point 2.
- If it says “DoSV” (Dialogue-oriented Service Procedure), “Nationwide restricted admission” („NC-Bundesweit“) or “Local restricted admission” („Orts-NC“) next to the title of your chosen programme then admission is restricted. The application procedure depends on the individual subject. Please proceed to Point 3.

Admission to the study programme is unrestricted

2

- For study programmes where admission is unrestricted, please apply by the beginning of October or the beginning of April respectively using the following form:

“Application for a university place as a foreign student” (Antrag auf Zulassung ausländischer Studienbewerber/innen) which can be found under: www.hhu.de/international-students-application

In addition to the application form for admission to study (duly signed and completed in full), the following documents must be submitted:

- Evidence of German language proficiency (see P. 11)
- Officially authenticated copy of your school-leaving certificate in the original language
- Officially authenticated copy of the German translation of your school-leaving certificate (by a sworn translator; English and French certificates do not need to be translated)
- Evidence of study achievements to date in the original language as an officially authenticated copy
- Evidence of study achievements to date translated into German as an officially authenticated copy (by a sworn translator; English and French certificates do not need to be translated)
- If you have already commenced studies at a German university, please submit your latest certificate from the university which shows subject, qualification and number of semesters
- Postage stamps to the value of € 1.45 (available from the post office)

The following additional documents might be required:

- If you have attended a preparatory course at a college in Germany:
Officially authenticated certificate from the college with a list of the subjects studied and grades achieved
- If you have changed your name (e.g. through marriage):
Officially authenticated copy of the marriage certificate or other evidence

- All the required documents must be included as officially authenticated copies.

Documents in German can be authenticated on the campus at the Student Union (AStA) of HHU or by Düsseldorf Student Services (Studierendenwerk):

Student Union

Building 25.23, Level U1, Room 43 (see map on P. 60)

Information under:

www.asta.hhu.de

Düsseldorf Student Services

Information desk in Building 21.12 (see map on P. 60)

Information under:

www.stw-d.de/en/

Official authentications can also be obtained from the Residents' Registration Office (Einwohnermeldeamt).

Endorsements which have been copied again are not sufficient. Only those endorsements are accepted which are written in German, English or French. Foreign-language endorsements (except those in English or French) must be translated into German by the embassy or a sworn translator.

We recommend that you apply for study programmes with unrestricted admission by mid September or mid March respectively, as processing the documents can take several weeks and start of study might be delayed as a result.

Admission to the study programme is restricted

Only a limited number of study places are available for study programmes where admission is restricted. Unlike those study programmes where admission is unrestricted, there is no guarantee of a study place in these programmes even if all admission conditions are fulfilled. Places are allocated on the basis of specific admission criteria.

The application procedure depends on the chosen subject:

1. Applications for Dialogue-oriented Service Procedure („DoSV“) subjects (Business Administration, Psychology and Law):

- Application closing date: 15th of July
- Application procedure:

a) Registration with “Hochschulstart”

First of all please register under: www.hochschulstart.de/dosv

To register please enter your personal data. You will be allocated an ID number (Bewerber-Identifikations-Nummer) and an authentication number (Bewerber-Authentifizierungs-Nummer). Please keep these numbers in a safe place as you will need them again later in the application procedure!

You may only register once with www.hochschulstart.de/dosv. If you register more than once,

only those applications will be considered which were submitted at the time when you last registered. Any further registration will be deleted together with all applications and not be part of the subsequent procedure.

Once deleted this cannot be reversed.

The user account which you set up when registering on www.hochschulstart.de/dosv can be used later for other applications.

If you have any questions about how to register please consult: www.hochschulstart.de/dosv or send an email to: service@hochschulstart.de.

b) Applications to HHU

Once you have registered successfully with hochschulstart.de/dosv, you can apply for DoSV study programmes via HHU's special DoSV application portal which you can find under:

<https://dosv.zulassung.hhu.de>

Further information can be obtained from the HHU Student Services:

Telephone +49 (0)211 81-12345

Email studierendenservice@hhu.de

2. Applications for Medicine, Dentistry and Pharmacy

There are nationwide admission restrictions in Germany for study programmes in Medicine, Dentistry and Pharmacy.

- For these study programmes please apply before the closing date to the University Admission Foundation: www.hochschulstart.de

How the application process takes place and the criteria according to which study places are allocated are explained in detail on the website.

- Applications for Medicine and Dentistry are only possible for the winter semester.
Closing date for applications: 15th of July
- Applications for Pharmacy are possible for both the winter semester and the summer semester.
Closing dates for applications: 15th of July and 15th of January
- If you wish to apply for the winter semester and have obtained your university entrance entitlement prior to the 16th of January of the year in which you wish to apply, then a different closing date applies for you.
Closing date for the winter semester: 31st of May

You must already provide evidence of proficiency in the German language at the time of enrolment for the study programmes in Medicine, Dentistry and Pharmacy.

3. Applications for programmes with “Local restricted admission” („Orts-NC“)

- Application closing date: 15th of July
- Application procedure:

Please apply online via the Applications Portal which you can find under the following link:

www.hhu.de/admission-restriction

Once you have entered all your data online, you will receive a control sheet which you should print out and keep in a safe place.

Please send a copy of this sheet by the 15th of July to the address stated on the application form, together with the following documents:

- Evidence of German language proficiency (see P. 11)
- Officially authenticated copy of your school-leaving certificate in the original language
- Officially authenticated copy of the German translation of your school-leaving certificate (by a sworn translator; English and French certificates do not need to be translated)
- Evidence of study achievements to date in the original language as an officially authenticated copy
- Evidence of study achievements to date translated into German as an officially authenticated copy (by a sworn translator; English and French certificates do not need to be translated)

Further information can be obtained from the HHU Student Services:

Telephone +49 (0)211 81-12345

Email studierendenservice@hhu.de

You are not an EU citizen?

In this case please apply as follows:

1

Check whether admission to your study programme is restricted or unrestricted

- Look in the overview of the study programmes to see if it says “restricted admission” behind the title of your chosen programme: www.hhu.de/study-programmes
- If it says “Unrestricted admission” („Zulassungsfrei“) next to the title of your chosen programme, please proceed to Point 2.
- If it says „restricted admission“ (Local admission restrictions/Orts-NC, Nationwide admission restrictions/NC-bundesweit, DoSV) then the number of study places is limited. Please proceed to Point 3.

2

Admission to the study programme is unrestricted

- For study programmes where admission is unrestricted, please apply by the beginning of October or the beginning of April respectively using the following form:

“Application for a university place as a foreign student” (Antrag auf Zulassung ausländischer Studienbewerber/innen) which can be found under:

www.hhu.de/international-students-application

In addition to the application form for admission to study (duly signed and completed in full), the following documents must be submitted:

- Evidence of German language proficiency (see P. 11)
- Officially authenticated copy of your school-leaving certificate in the original language
- Officially authenticated copy of the German translation of your school-leaving certificate (by a sworn translator; English and French certificates do not need to be translated)
- Evidence of study achievements to date in the original language as an officially authenticated copy
- Evidence of study achievements to date translated into German as an officially authenticated copy (by a sworn translator; English and French certificates do not need to be translated)
- If you have already commenced studies at a German university, please submit your latest certificate from the university which shows subject, qualification and number of semesters
- Postage stamps to the value of € 1.45 (available from the post office)

The following additional documents might be required:

- If you have attended a preparatory course at a college in Germany:
Officially authenticated certificate from the college with a list of the subjects studied and grades achieved
- If you have changed your name (e.g. through marriage):
Officially authenticated copy of the marriage certificate or other evidence

- **Applicants from China** must present in the original the certificate from the Academic Assessment Office (Akademische Prüfstelle (APS)) which can be contacted via the German Embassy in Beijing:

German Embassy
Department of Arts and Culture, Academic Assessment Office
Landmark Tower 2, Office 0311
8 North Dongsanhuan Road
Chaoyang District
100004 Beijing
People's Republic of China

Further information under: www.aps.org.cn

- **Applicants from Mongolia** must present evidence of their registration at the German Embassy in Ulan Bator.

Further information under: www.ulan-bator.diplo.de

- **Applicants from Vietnam** must present in the original the certificate from the Academic Assessment Office (Akademische Prüfstelle (APS)) which can be contacted via the German Embassy in Hanoi:

Further information under: www.hanoi.diplo.de

- All the required documents must be included as officially authenticated copies.

Documents in German can be authenticated on the campus at the Student Union (AStA) of HHU or by Düsseldorf Student Services (Studierendenwerk):

Student Union

Building 25.23, Level U1, Room 43 (see map on P. 60)

Information under:

www.asta.hhu.de

Düsseldorf Student Services

Information desk in Building 21.12 (see map on P. 60)

Information under:

www.stw-d.de/en/

Official authentications can also be obtained from the Residents' Registration Office (Einwohnermeldeamt).

Endorsements which have been copied again are not sufficient. Only those endorsements are accepted which are written in German, English or French. Foreign-language endorsements (except those in English or French) must be translated into German by the embassy or a sworn translator.

We recommend that you apply for study programmes with unrestricted admission by mid September or mid March respectively, as processing the documents can take several weeks and start of study might be delayed as a result.

Admission to the study programme is restricted

For study programmes where admission is restricted, you must apply online and it is essential that you observe the closing date!

- 15th of July for the winter semester
15th of January for the summer semester
- Applications from non-EU citizens for all study programmes where admission is restricted are submitted directly to the University using the following form: “Application for a university place as a foreign student” (Antrag auf Zulassung ausländischer Studienbewerber/innen) which can be found under: www.hhu.de/international-students-application

Please note:

Applications for the 1st academic semester in Medicine, Dentistry and Pharmacy are only possible if no university semester has been completed in the same study programme at another German university.

Applications for the 1st academic semester in Medicine/State Examination are not possible if at the time of applying the First Examination in Medicine (Physikum) has already been taken or previous study achievements count towards Part I of the Medical Examinations. In this case applications may only be submitted for the clinical semesters.

Complete the application form in full and send it before the closing date to the address stated on the form. Include the following documents:

- Evidence of German language proficiency (see P. 11)
- Officially authenticated copy of your school-leaving certificate in the original language
- Officially authenticated copy of the German translation of your school-leaving certificate (by a sworn translator; English and French certificates do not need to be translated)
- Evidence of study achievements to date in the original language as an officially authenticated copy
- Evidence of study achievements to date translated into German as an officially authenticated copy (by a sworn translator; English and French certificates do not need to be translated)
- If you have already commenced studies at a German university, please submit your latest certificate from the university which shows subject, qualification and number of semesters
- Postage stamps to the value of € 1.45 (available from the post office)

The following additional documents might be required:

- If you have attended a preparatory course at a college in Germany:
Officially authenticated certificate from the college with a list of the subjects studied and grades achieved
- If you have changed your name (e.g. through marriage):
Officially authenticated copy of the marriage certificate or other evidence

- **Applicants from China** must present in the original the certificate from the Academic Assessment Office (Akademische Prüfstelle (APS)) which can be contacted via the German Embassy in Beijing:

German Embassy
Department of Arts and Culture, Academic Assessment Office
Landmark Tower 2, Office 0311
8 North Dongsanhuan Road
Chaoyang District
100004 Beijing
People's Republic of China

Further information under: www.aps.org.cn

- **Applicants from Mongolia** must present evidence of their registration at the German Embassy in Ulan Bator.

Further information under: www.ulan-bator.diplo.de

- **Applicants from Vietnam** must present in the original the certificate from the Academic Assessment Office (Akademische Prüfstelle (APS)) which can be contacted via the German Embassy in Hanoi:

Further information under: www.hanoi.diplo.de

- All the required documents must be included as officially authenticated copies.

Documents in German can be authenticated on the campus at the Student Union (AStA) of HHU or by Düsseldorf Student Services (Studierendenwerk):

Student Union

Building 25.23, Level U1, Room 43 (see map on P. 60)

Information under:

www.asta.hhu.de

Düsseldorf Student Services

Information desk in Building 21.12 (see map on P. 60)

Information under:

www.stw-d.de/en/

Official authentications can also be obtained from the Residents' Registration Office (Einwohnermeldeamt).

Endorsements which have been copied again are not sufficient. Only those endorsements are accepted which are written in German, English or French. Foreign-language endorsements (except those in English or French) must be translated into German by the embassy or a sworn translator.

German language proficiency

Please check first whether you fulfil all the conditions for admission to a Masters study programme at HHU:

Excellent German language proficiency is required for most of our Master study programmes. It is therefore essential that you submit one of the following German language certificates when applying:

- German Language Test for Admission to Higher Education for Foreign Applicants (DSH – Deutsche Sprachprüfung für den Hochschulzugang), Level 2 or 3
- Standard or Advanced German Language Diploma (Kleines oder Großes Deutsches Sprachdiplom), Goethe Institute
- Central Advanced Level Examination (Zentrale Oberstufenprüfung), Goethe Institute
- Goethe Certificate (Goethe-Zertifikat) C2 – Advanced German Language Diploma
- German Language Diploma, Level II (Deutsches Sprachdiplom, Stufe II) of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany
- German as a Foreign Language Test (TestDaF) with a grade of 4 or 5 in all sub-examinations
- telc Deutsch C1 Hochschule
- Proof of a completed vocational training course in accordance with the Vocational Training Act (Berufsbildungsgesetz) or the Crafts Ordinance (Handwerksordnung) or another vocational training course undertaken in Germany and governed by federal or regional (Länder) law which last at least two years and of which the examination language and the language of instruction is German.

Information under:

- www.daad.de/deutschland/nachdeutschland/voraussetzungen/en/6221-german-language
- www.goethe.de/en/index.html
- www.testdaf.de
- www.kmk.org

Only for the English-language Masters study programmes listed below is no knowledge of German required, provided candidates are sufficiently proficient in English.

- Comparative Studies in English and American Literature (M.A.)
- European Studies (M.A.)
- International Biology (M.Sc.)
- Physics (M.Sc.)

Please ask the contact person responsible in the relevant department in good time which language level is required.

Enrolment in a Masters programme is conditional on evidence of special aptitude. The University checks whether your pre-qualification (generally a relevant Bachelor degree) is sufficient to start a Masters study programme at HHU.

Evidence
of special
aptitude

Evidence of special aptitude

- Please apply first to the contact persons in the relevant department.

When you apply, they will check whether your pre-qualification is sufficient for you to start a Masters programme. If your pre-qualification is sufficient, you will receive a certificate as evidence of “special aptitude”.

All information can be found under:

www.hhu.de/master-application

Please note:

Closing dates and application procedures vary from programme to programme. Online applications are required in some cases. You should please therefore check in good time about the application process on the website of the department concerned.

- More information about the application procedure and contact details can be obtained from the HHU Student Services and the Master Studies Advisory Service.

HHU Student Services

Telephone +49 (0)211 81-12345

Email studierendenservice@hhu.de

Master Studies Advisory Service

www.hhu.de/master

Application procedure

- Once you receive your “Special Aptitude” certificate from the relevant department, you may enrol up until the beginning of October or the beginning of April respectively.
- If you have German university entrance entitlement or have completed your Bachelor study programme at a university in Germany, please proceed to Point 3.
- If you do not have German university entrance entitlement and have completed your Bachelor study programme (or comparable studies) at a university abroad, please proceed to Point 4.

Enrolment with German university entrance entitlement or a Bachelor qualification obtained in Germany

- If you have German university entrance entitlement or have completed your Bachelor study programme at a university in Germany, please apply using the following form:

“Application for enrolment to a Masters study programme” to be found under:

www.hhu.de/master-application

Please print out the application form and send it together with all the required documents to the address stated on the form.

Do not forget to include your “Special Aptitude” certificate!

- All the required documents must be included as officially authenticated copies.

Documents in German can be authenticated on the campus at the Student Union (AStA) of HHU or by Düsseldorf Student Services (Studierendenwerk):

Student Union

Building 25.23, Level U1, Room 43 (see map on P. 60)

Information under:

www.asta.hhu.de

Düsseldorf Student Services

Information desk in Building 21.12 (see map on P. 60)

Information under:

www.stw-d.de/en/

Official authentications can also be obtained from the Residents' Registration Office (Einwohnermeldeamt).

Endorsements which have been copied again are not sufficient. Only those endorsements are accepted which are written in German, English or French. Foreign-language endorsements (except those in English or French) must be translated into German by the embassy or a sworn translator.

We recommend that you submit your documents by mid September or mid March respectively, as processing them can take several weeks and start of study might be delayed as a result.

Enrolment without German university entrance entitlement or with a study programme completed abroad

- If you do not have German university entrance entitlement and have completed your Bachelor study programme (or comparable studies) abroad, please apply using the following form: “Application for a university place as a foreign student” (Antrag auf Zulassung ausländischer Studienbewerber/innen) which can be found under:

www.hhu.de/international-students-application

Please include the following documents:

- “Special Aptitude” certificate
- Evidence of German language proficiency, exceptions (see P. 28)
- Officially authenticated copy of your school-leaving certificate in the original language
- Officially authenticated copy of the German translation of your school-leaving certificate (by a sworn translator; English and French certificates do not need to be translated)
- Evidence of study achievements to date in the original language as an officially authenticated copy
- Evidence of study achievements to date translated into German as an officially authenticated copy (by a sworn translator; English and French certificates do not need to be translated)
- If you have already commenced studies at a German university, please submit your latest certificate from the university which shows subject, qualification and number of semesters
- Postage stamps to the value of € 1.45 (available from the post office)

The following additional documents might be required:

- If you have attended a preparatory course at a college in Germany:
Officially authenticated certificate from the college with a list of the subjects studied and grades achieved
- If you have changed your name (e.g. through marriage):
Officially authenticated copy of the marriage certificate or other evidence

- **Applicants from China** must present in the original the certificate from the Academic Assessment Office (Akademische Prüfstelle (APS)) which can be contacted via the German Embassy in Beijing:
German Embassy
Department of Arts and Culture, Academic Assessment Office
Landmark Tower 2, Office 0311
8 North Dongsanhuan Road
Chaoyang District, 100004 Beijing, People's Republic of China
Further information under: www.aps.org.cn

- **Applicants from Mongolia** must present evidence of their registration at the German Embassy in Ulan Bator.
Further information under: www.ulan-bator.diplo.de

- **Applicants from Vietnam** must present in the original the certificate from the Academic Assessment Office (Akademische Prüfstelle (APS)) which can be contacted via the German Embassy in Hanoi:
Further information under: www.hanoi.diplo.de

- All the required documents must be included as officially authenticated copies.

Documents in German can be authenticated on the campus at the Student Union (AStA) of HHU or by Düsseldorf Student Services (Studierendenwerk):

Student Union

Building 25.23, Level U1, Room 43 (see map on P. 60)

Information under:

www.asta.hhu.de

Düsseldorf Student Services

Information desk in Building 21.12 (see map on P. 60)

Information under:

www.stw-d.de/en/

Official authentications can also be obtained from the Residents' Registration Office (Einwohnermeldeamt).

Endorsements which have been copied again are not sufficient. Only those endorsements are accepted which are written in German, English or French. Foreign-language endorsements (except those in English or French) must be translated into German by the embassy or a sworn translator.

If you have already studied at another university in Germany or have started studying abroad and now wish to continue and complete the same or a similar study programme at HHU, then you should apply for admission to a higher academic semester.

Applications are possible for both the winter semester and the summer semester.

First of all you must have the study achievements credited to you which you have accomplished so far. The University will check whether these study achievements can be recognized within your chosen programme at HHU and in which semester you can be graded. For each programme there is a contact person in charge of the recognition of study achievements. For Medicine, Dentistry and Pharmacy, the federal state examination bodies are responsible.

- You are welcome to obtain the contact details from the HHU Student Services.

HHU Student Services

Telephone +49 (0)211 81-12345

Email studierendenservice@hhu.de

In addition, a differentiation is made when applying, depending on whether admission to the study programme is restricted or unrestricted in a higher semester. The HHU Student Services is happy to advise you on this point. Please proceed to Point 1 or 2 accordingly.

Admission to the study programme is unrestricted in a higher semester

If admission to the study programme is unrestricted, by the beginning of October or the beginning of April respectively you must have the study achievements credited to you which you have accomplished so far. You must then submit one of the following application forms, together with the Transfer of Credit Notice:

- If you do not have German university entrance entitlement or a German university qualification, please use the following application form: "Application for a university place as a foreign student" (Antrag auf Zulassung ausländischer Studienbewerber/innen) which can be found under:
www.hhu.de/international-students-application
- If you have German university entrance entitlement or a German university qualification, you require the form entitled "Application for admission to study with German university entrance entitlement or a German university qualification".

In this case please contact the HHU Student Services:

HHU Student Services

Building 21.02 (Student Services Centre)

Universitätsstraße 1, 40225 Düsseldorf

Telephone +49 (0)211 81-12345

Email studierendenservice@hhu.de

Opening hours Monday to Friday from 8 a.m. - 6 p.m.

You can collect the application form there or request it by email from the address above.

Admission to the study programme is restricted in a higher semester

If admission to the study programme is restricted, you can only be allocated a study place if places become available in the corresponding semester.

- If you are graded in a higher semester, please apply before the closing date, i.e.:

15th of September for the winter semester

15th of March for the summer semester

You can find further information about the application procedure as well as the application forms here:

www.hhu.de/higher-semester-application

At HHU, doctoral researchers will find an excellent scientific climate in the shape of five faculties strong in research as well as a springboard for a future academic career in a university or non-university environment. The Heine Research Academies (HeRA) with the faculty-based graduate academies of the Faculty of Mathematics and Natural Sciences (iGRAD), the Faculty of Medicine (medRSD) and the Faculty of Arts and Humanities (philGRAD) offer all doctoral researchers organized support and opportunities for further training.

In the following section, we would like to give you an overview of all the most important features of doctoral research in Germany as well as of conditions for admission to doctoral studies, application procedures and ways to finance your dissertation at HHU.

Detailed information about services for international doctoral researchers can also be found on the HeRA website: www.hera.hhu.de/en

There are different ways to undertake doctoral studies in Germany and at HHU and a variety of doctor grades. These differ both between the individual disciplines and faculties as well as between the types of doctorate. In general, a doctorate can take the shape either of an individual doctorate or a doctorate within a structured programme.

■ **Individual doctorate:**

In the case of an individual doctorate, the doctoral researcher works mainly alone and independently on his or her dissertation theme under the supervision of an individual professor. This type of doctorate permits a great deal of freedom and flexibility, but demands a high level of personal initiative and responsibility from the researcher.

The doctoral researcher is responsible for finding a supervisor for his or her dissertation. Supervising a dissertation is always an individual agreement between the doctoral researcher and the supervisor.

■ Structured graduate programmes

In structured graduate programmes, doctoral researchers and their research topics are part of a larger scientific framework in which they deal with a joint area of specialization or a methodology. These programmes are often interdisciplinary and/or have an international focus with English as the working language. As a rule, they offer a subject-specific curriculum and an opportunity to acquire transferable skills and additional qualifications in the framework of further training.

Doctoral researchers are generally supervised by teams of several professors involved in the programme.

Further information about doctoral studies at HHU can be found under:

www.hera.hhu.de/en/doctoral_studies

Applying for doctoral studies

In order to be successful in your application for doctoral studies at HHU, you should please proceed as follows:

1. Check the admission conditions for doctoral studies

Conditions for admission to doctoral studies vary from faculty to faculty. As a rule, you must have a very good and internationally recognized Masters qualification or a Diplom in the relevant subject. In some disciplines you may also (under certain conditions) be admitted to doctoral studies with a Bachelor degree.

Proficiency in the German language is not necessarily required for doctoral studies. In most departments you may also write your dissertation in English. In general, you must produce evidence of the required language skills through a recognized language certificate. The Dean's Office of the respective faculty is responsible for admission.

Further information about the recognition of qualifications from higher education institutions in Germany and abroad and the required language certificates can be found under:

www.hera.hhu.de/en/admission-for-doctoral-studies

2. Choosing a topic for your doctorate

In the case of an **individual doctorate**, you must define your research topic yourself or apply for a specific research theme offered by a professor. It is important here that you are first of all very clear about your own research interests. You must then find a professor at HHU who is willing to supervise your doctorate. Information about the research fields in which HHU professors are working is available on the websites of the individual faculties and departments:

www.hera.hhu.de/en/research_hhu

To complete your doctorate in the framework of a **structured graduate programme**, you must first of all identify a programme relevant to your subject and field of research. You can find an overview of structured graduate research programmes at HHU under:

www.hera.hhu.de/en/graduate-research-programmes

Current opportunities for positions/thesis topics at HHU can be found on the HeRA job portal:

www.hera.hhu.de/en/job-portal

3. Contacting professors/structured graduate research programmes

Before contacting a professor, you should please familiarize yourself thoroughly beforehand with his or her research priorities. The better informed you are, the higher your chances of a positive response.

In Germany, great store is laid on a personalized letter with appropriate reference to a specific topic. Sending a general letter to a large number of different professors creates a very negative impression. You should include a short summary of your envisaged research theme and a clearly structured CV with details of your qualifications and expertise. Please also state clearly in your letter whether you are able to fund your doctorate yourself or require financial support from the department.

If you apply for a specific research topic offered by a professor or within a structured graduate research programme, please ensure that you adhere to the application closing dates and submit the application documents required. In many cases, special application forms are provided. Applications which are incomplete or not submitted before the closing date cannot generally be taken into consideration in the selection procedure.

Further details about the application process can be found under:

www.hera.hhu.de/en/application-for-doctoral-studies

If you have found a supervisor for your doctorate, the University must still nevertheless check whether your university qualification is equivalent to one from HHU. If necessary, the Examining Board or the Doctoral Commission will initiate a recognition procedure. This applies particularly often to university qualifications from abroad, but may also be necessary for special qualifications from study programmes at higher education institutions in Germany too.

In general, such a recognition procedure must take place if the candidate:

- Holds a German qualification from a study programme which is not offered at HHU
- Holds a qualification which does not correspond to the doctoral subject
- Holds a foreign qualification

The time period for the recognition procedure varies from faculty to faculty; candidates should generally allow for 2-4 weeks.

Please enquire at your Faculty or consult the relevant Doctorate Regulations regarding the exact requirements and rules on the procedure for admission to doctoral studies.

In general, applicants whose native language is not German also need to produce evidence of sufficient language proficiency in either German or English.

Only once you have been admitted to doctoral studies by the Dean's Office may you enrol for doctoral studies at the Student and Examination Administration Office.

Further information on the rules for admission to doctoral studies can be found under:

www.hera.hhu.de/en/application-for-doctoral-studies

Details of the contact persons in the Dean's Offices responsible for admission to doctoral studies in the various faculties can be found under:

www.hera.hhu.de/en/contact

Enrolling for doctoral studies

In most departments, you must have been enrolled for at least two semesters at HHU in order to be able to commence doctoral examination proceedings.

You may only enrol for doctoral studies **once you have been admitted by the relevant Dean's Office**. Doctoral researchers may enrol at HHU at any time and are not bound by the semester closing dates.

If you are enrolled as a doctoral researcher, you have student status, accident insurance cover during your working hours at HHU and are entitled to the NRW Travel Card, with which you can use all the local transport buses, trams and trains in North Rhine-Westphalia free of charge. You will receive a university identifier which allows you to access IT services at HHU (email account, literature databases etc.), you may use the specialist libraries and pay reduced student prices in the canteen.

Scholarship holders are urgently recommended to enrol as doctoral researchers, since they otherwise have no accident insurance cover during their working hours at HHU. If you are employed at HHU during your doctoral studies, you automatically have accident insurance cover.

For each semester that you are enrolled as a doctoral researcher you must pay a social contribution fee. The exact amount of this fee and an overview of the documents and forms required for enrolment can be found under:

www.hera.hhu.de/en/enrolling-for-doctoral-studies

Doctoral researchers at the Faculty of Mathematics and Natural Sciences, the Faculty of Medicine and the Faculty of Arts and Humanities can apply for membership of the graduate academy in the respective faculty and participate in its training measures.

Please contact the relevant contact person in the respective academy for further information:

www.hera.hhu.de/en/graduate_academies

For all other enquiries you are welcome to contact the Heine Research Academies directly:

Heine Research Academies

hera@hhu.de

www.hera.hhu.de/en/

Registration
of doctoral
researchers in
the faculties'
graduate
academies

LIVING AND STUDYING IN GERMANY



Once you have been allocated a study place in Germany, there are a few formalities to observe. It is important that you inform yourself at a sufficiently early stage about entering the country and residence regulations, cost of living and the local accommodation market.

The following websites provide a lot of useful information on the topic of living and studying in Germany:

www.daad.de/en/

www.study-in-germany.de

www.internationale-studierende.de/en/home

www.goethe.de/en/index.html

Visa, registration and residence permit

Visa

A visa is the permission to enter Germany. The following applies: As an EU citizen, you do not require a visa, however all non-EU citizens fundamentally do. The visa is issued by Germany's missions abroad (embassy, consulate) in the country of origin, i.e. it is imperative that you apply for it in good time before entering Germany!

Should you wish to enter the Federal Republic of Germany in order to apply for a study place from here, you have the possibility to apply for a visa at the relevant authorities in your home country for a study applicant's visa (not a tourist visa!). The applicant's visa has the advantage that you will generally be given a residence permit for the purpose of study without any great difficulty once you have been admitted to the University. A tourist visa cannot be converted into a student visa if you are allocated a study place without you having to return to your home country in order to apply for a resident permit from there.

Further information on the application procedure and fees can be found on the Foreign Office's website:
www.auswaertiges-amt.de/EN/Startseite_node.html

Registration

For EU citizens as well as non-EU citizens the following applies: Once you have entered the country and have a fixed place of abode, you must register at the Residents' Registration Office within one week.

Further information is available on the website of Düsseldorf's Residents' Registration Office:
www.duesseldorf.de/buergerinfo/33/06/101.shtml

Residence permit

If you are not an EU citizen, after entering the country you must apply for a residence permit, i.e. for permission to remain in Germany for a specific purpose for a period longer than three months. For this you should please go in person to the Immigration Office within the first three months of your stay.

Further information can be found on the website of the Municipal Immigration Office in Düsseldorf:
www.duesseldorf.de/auslaenderamt/index.shtml

Further information can be found on these websites:

- Municipal Immigration Office Düsseldorf
www.duesseldorf.de/buergerinfo/33/03/33ae02.shtml
- International Student Orientation Service (iSOS) of HHU
www.hhu.de/isos

Health insurance

If you wish to study in Germany, it is essential that you have health insurance cover. Exception: You are 30 years of age or older. There are various possibilities to insure yourself, e.g. at a cheap student rate. Please clarify before leaving home whether the health insurance scheme in your home country is recognized in Germany.

Further information can be found on these websites:

www.internationale-studierende.de/en/gerade_angekommen/krankenversicherung

www.eu-patienten.de/en/startseite/startseite.jsp

www.hhu.de/isos

Accommodation

You should start looking for suitable accommodation as early as possible, best of all whilst you are still in your home country. In Germany there are various types of accommodation: Student hall of residence, shared flat or private flat/apartment.

- Please note that admission to the University does not mean that you are automatically allocated a place in a hall of residence!

Please note too that places in halls of residence are scarce and you must expect to wait. In order to be allocated a place in a student hall of residence you must apply to Düsseldorf Student Services (Studierendenwerk).

You can do this online under: www.stw-d.de/en/

The internet is the simplest way to look for accommodation whilst still in your home country. The International Student Orientation Service (iSOS) is happy to answer any questions (see P. 57).

Living costs

You must prove to the German mission abroad or the Immigration Office that you can finance your stay in Germany yourself.

Information can be found under:

www.internationale-studierende.de/en/prepare_your_studies/entry_into_germany/proof_of_financing/
www.internationale-studierende.de/en/prepare_your_studies/financing/

Study guidance

At the start of the semester, numerous events take place which help to give students a smooth start to their studies. In the framework of introductory events, the lecturers in the various study programmes provide important tips about studying and examinations. Finding your way around the campus and within your study programme is also made easier by the numerous events organized by the Student Committees (Fachschaften), i.e. students in higher semesters.

You can find further information under: www.hhu.de/studienstart

Many departments additionally offer special tutorials for students from abroad. The tutorials address topics such as studying techniques, methodical approaches as well as examination and study regulations, but also support students in organizational and everyday issues. In addition, the material covered in the lectures and seminars is reviewed and revised throughout the semester under special consideration of the interests of international students.

Further information can be found under: www.hhu.de/io-tutorials

Recreation

A large range of recreational activities offered on and around the campus help you to establish social contacts and meet other students, e.g. choir and orchestra, university sport, university radio, parties and regular pub evenings organized by the Student Committees, etc.

More information can be found under:

www.hhu.de/home/en/international

www.asta.hhu.de

www.unichor.hhu.de

www.uniorchester.hhu.de

www.hhu.de/hochschulsport

www.hochschulradio.de

www.debate.de

www.khg-duesseldorf.de

www.esg-duesseldorf.de

www.botanischergarten.hhu.de

www.stw-d.de/Internationales

OTHER ADVICE SERVICES AT HHU



HHU Student Services

As the primary and central point of contact, the HHU Student Services makes available a wide range of services for prospective students:

- Information about study programmes at HHU
- Information about place allocation procedures
- Individual advice on subject choice under consideration of your particular strengths
- Material on all study programmes as well as on topics related to studying
- Personal appointments possible

Further information about our service offer and current news can be found under:

www.hhu.de/ssc

www.facebook.com/studierendenservice.hhu

Personal academic advice

Monday to Friday from 8 a.m. - 6 p.m.

Building 21.02, HHU Student Services Centre (SSC)

Universitätsstraße 1, 40225 Düsseldorf

During our opening hours, you are welcome to drop in for personal advice without making a prior appointment. Our team of advisors happily takes the time to help you find the right study programme.

In order to avoid waiting and if you require assistance in English, French, Spanish or Turkish, we recommend that you arrange an appointment.

Appointments by email under:

studienorientierung@hhu.de

■ Master Studies Advisory Service

With a range of 36 study programmes, the spectrum of Masters degrees at HHU is very broad and some-times it is not so easy to choose the right one. That is why we are happy to assist and advise you in making your own personal choice!

Apart from concrete information about the Masters study programmes at HHU, admission conditions and professional prospects, we can also give you individual help with making your choices and decisions. This also applies if you are not sure whether you should enter a profession directly after completing your Bachelor degree or else first undertake a Masters programme. Our advice services in this area are available in English and German.

Further information can be found under: www.hhu.de/master

■ Chat advice (German, English, French, Spanish, Turkish)

In addition to personal advice about studying, we also offer you the possibility to get in touch with us “virtually”. From the comfort of your own home or from anywhere else with internet access, you can ask questions about choice of subject or anything else to do with studying via web-based chat. If requested, advice via chat is also available in English, French, Spanish or Turkish.

Please arrange an appointment by email for individual advice via chat: orientierungschat@hhu.de

■ Hotline and email service for information and enquiries

Telephone +49 (0)211 81-12345

Email studierendenservice@hhu.de

International Office

The International Office provides international students with:

- iSOS – International Student Orientation Service
www.hhu.de/isos
- Orientation and academic tutorials for students from abroad
www.hhu.de/io-tutorien
- HHU Welcome Week - Intercultural preparation for studying at HHU
www.zsu.hhu.de/interkulturelles/welcome-week.html
- Scholarships for students from abroad who unexpectedly find themselves in financial difficulties
- Advice and scholarships for visits abroad for HHU students
www.hhu.de/auslandsstudium
- Buddy Programme “Mate-For-You” to bring one student from abroad (World-Mate) together with a local student (Home-Mate)
www.hhu.de/mate-for-you | www.facebook.com/buddy.mateforyou
- Welcome Guide for International Students
www.hhu.de/feel-at-home
- Newsletter
www.hhu.de/io-news

International Office

Building 21.02 (HHU Student Services Centre)

Telephone +49 (0)211 81-11582

Email isos@hhu.de

Information, current news, details of opening hours etc. under:

www.hhu.de/home/en/international | www.facebook.com/hhu.international

iSOS (International Student Orientation Service)

The International Office offers a special service for students from abroad should they encounter any problems before and during their studies, such as:

Information & counselling on

- language courses
- visa and residence (no legal advice!)
- finding accommodation
- working as a student / side jobs

Assistance with

- completing forms
- finding the right contact person

International Student Orientation Service (iSOS)

Building 21.02 (Student Services Centre)

Telephone +49 (0)211 81-11582

Email isos@hhu.de

Office Hours	Monday	9-12 a.m
	Tuesday	4-6 p.m and
	Wednesday, Thursday, Friday	9-12 a.m 2-5 p.m
	and by appointment	

Arrival

Arriving by air

Düsseldorf's Rhine-Ruhr Airport is one of the largest in Europe. There is an easy connection to the Main Station by suburban rail and from there with the tram (No. 707) or else with the city train (No. U79) to the Uni-Ost/Botanischer Garten stop.

Arriving by train

Düsseldorf Main Station is linked to all international long-distance routes. Both the city train (No. U79) and the tram (No. 707) go directly from the station to the University: In the direction of the University get off at Uni-Ost/ Botanischer Garten. The journey from the Main Station takes 10 and 20 minutes respectively. The Uni-Ost/Botanischer Garten stop is marked on the University map.

The Uni-Kliniken, Christophstraße and Südpark stops are all just a few minutes' walk from the University and can be reached with the 701, 707 and 713.

Arriving by bus

The 735, 827, 835, 836 bus routes all go to the University.

You can get off No. 735 and 827 at the Universität Mensa, Universität Mitte and Universität Süd stops.

If you take No. 835 or 836, you can get off at the Universität West, Universität Mitte or Universität Süd stops.

Arriving by car

From the east

The University can be reached from Hilden Interchange (A 3 / A 46) via the Düsseldorf-South junction (A 46). Leave the A 46 in the tunnel (exit: Zentrum / Universität). From the first set of traffic lights, follow the Universitätsstraße, which runs through the whole campus.

From the west

The A 46 and the A 57 motorways intersect at the Neuss-South Interchange. After crossing the bridge over the Rhine (Fleher Bridge) take the Bilk/Zentrum/Hafen/Benrath exit. Then take the right-hand exit (Benrath/ Universität).

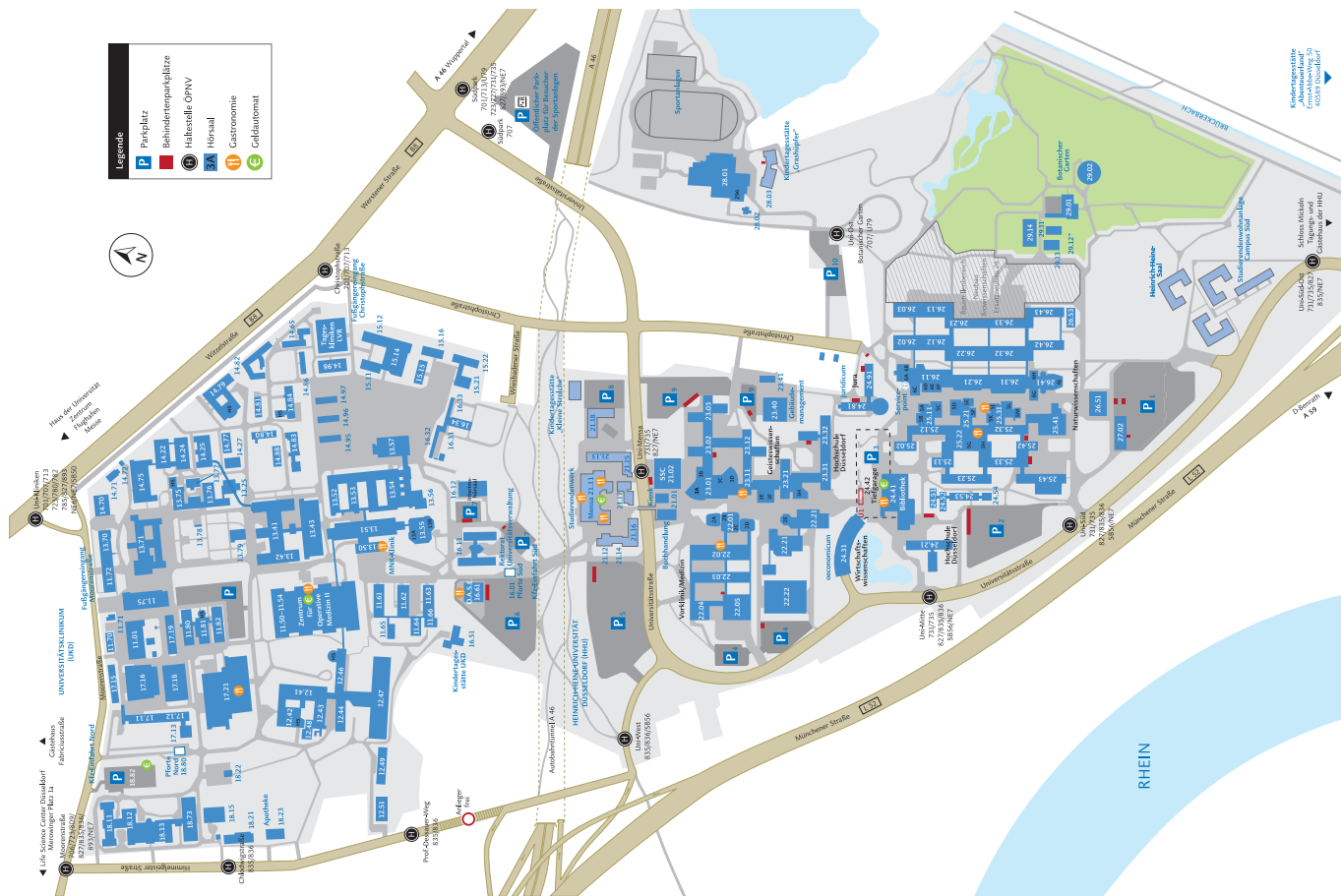
From the city centre

Proceed along Corneliusstraße and Witzelstraße (in the direction of Wuppertal, A 46), then turn right onto Universitätsstraße where you will find parking spaces.

- The University's address is:
Heinrich Heine University Düsseldorf
Universitätsstraße 1
D-40225 Düsseldorf

Address
and
building
numbers

In order to find your way around the campus, it is important that you take note of the building numbers. The two-figure number is found at the top of each building section and is also marked on the map. Counting for the first part of the number starts with 11 at the University Hospital in the north and ends with 29 in the Botanical Garden in the south of the campus. The second number corresponds to the direction of the building or building sections along the east-west axis.



Heinrich Heine University Düsseldorf
HHU Student Services
Universitätsstraße 1, Building 21.02
40225 Düsseldorf

www.hhu.de