

Leaflet for international applicants with foreign educational credentials who wish to study at the Universities of Cooperative Education (UCE) of the State of Baden-Wurttemberg

1. The international applicant files a request of assessment of his foreign educational credentials as an equivalent to the German university entrance examination (Abitur). This request should be submitted with the materials below to the Office for International Affairs (Ms. Ayfer Sen; Tel. +49 / 711/ 1849-801; e-mail: sen@ba-stuttgart.de; Ms Losberger, Tel: +49 / 711 / 1849-871; e-mail: losberger@ba-stuttgart.de).

3. Requests for the assessment of foreign educational credentials of German applicants and for applicants with dual citizenship (German and another citizenship = so-called Doppelstaatler) must be addressed to the Oberschulamamt Stuttgart (www.oberschulamamt-stuttgart.de). Further information can be provided by the Office for International Affairs (Ms Ayfer Sen, Tel. +49 / 711 / 1849 - 801; e-mail: sen@ba-stuttgart.de; Assistant: Ms Losberger, Tel: +49 / 711 / 1849-871; e-mail: losberger@ba-stuttgart.de).

2. Admission to one of the UCE's will be determined after:

- (1) a positive review of the international credentials,
- (2) the proof of required German language proficiency (see below) and
- (3) signing a training contract with a partner institution of one of the UCE.

Important for all Requests of Assessments

1. The following documents need to be attached to the request:

- A complete Curriculum Vitae
- Official certified copies of your original graduation diploma from upper secondary school
- Official certified copies of a translation of your leaving certificate from upper secondary school (including all Transcripts) (with the exception of documents written in German, English and French)
- If applicable: Notification of a university qualifying examination
- If applicable: Confirmation of enrolment and transcript of all coursework completed and/or in progress
- If applicable: Diploma

Please note:

- (1) Translations need to be composed by a sworn translator (öffentlich bestellter Urkundenübersetzer).
- (2) All documents (certificates, translations, deeds, notifications, etc.) must be publicly certified (no originals, no unauthenticated copies).
- (3) If the name on the documents varies from the current name: Please attach an official document that proves the change of name (e.g. marriage-certificate etc.) plus a translation of this document.

2. Before admission to a UCE the applicant must show proof that s/he has required German language proficiency. Any required language certificates should be attached to the request. The following German language tests are accepted as a notification of required German language proficiency:

- DSH – Deutsche Sprachprüfung für den Hochschulzugang ausl. Studienbewerber (German language university entrance exam for foreign students).
- TestDaF (www.testdaf.de) with TDN 4 in all four subtests
- GDS – Großes Deutsches Sprachdiplom
- KDS – Kleines Deutsches Sprachdiplom
- ZOP – Zentrale Oberstufenprüfung (Advanced Level Examination)
- Deutsches Sprachdiplom der KMK (2.Stufe)

The ZMP - Zentrale Mittelstufenprüfung (Intermediate Examination) and a degree in German Studies are not considered as sufficient notifications.