EVANGELISCHE HOCHSCHULE
RHEINLAND-WESTFALEN-LIPPE

Information for applicants with foreign academic qualifications

Information on applying via uni-assist.de

Only for degree-seeking students (not for Exchange students)

Dezernat II: Studentische & Akademische Angelegenheiten

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1. WHAT is uni-assist?

uni-assist e.V is the working service point for international student applications, situated in Berlin. On behalf of EvH Bochum, uni-assist processes all study applications from German and foreign prospective students who submit proof of education from abroad. uni-assist checks whether the certificates and documents submitted are complete and whether the formal requirements for admission to the desired course of study are met.

The examination by uni-assist costs a processing fee, which the applicants have to pay themselves (see "8. Costs"). In return they can apply to several uni-assist universities at the same time and do not have to submit their documents more than once. Further information: www.uni-assist.de

2. WHO has to apply for a study place via uni-assist?

- All German and foreign applicants,
  - who apply for a Bachelor's or Master's program with foreign educational certificates or academic qualifications
  - who did not acquire their university entrance qualification in Germany or at a school with German Abitur examination regulations
  - who apply with a passed Feststellungsprüfung/Studienkolleg (G or W course, degree courses in nursing also M course)

A university entrance qualification is an educational qualification that entitles the holder to study the desired subject area at a German university. University entrance qualifications from abroad are for example: Matura, A-Levels, High School, Diploma, Baccalauréat and others.

3. WHO does not have to apply through uni-assist?

- All German and foreign applicants
  - who are applying for a bachelor's or master's degree programme with foreign educational qualifications/certificates
  - who did not obtain their university entrance qualification in Germany or at a school with German Abitur examination regulations
  - who are applying with a passed assessment test/Studienkolleg (G or W focus course, for nursing programmes also M course)

These applicants apply via the EvH applicant portal.

4. REQUIREMENTS: What requirements do I need to meet?

To be able to study at EvH Bochum, applicants must fulfill the following requirements:

- They must have a **higher education entrance qualification** i.e. a school or university degree certificate that allows them to study a humanities or social sciences subject at a German university (for the BA nursing programmes also medical subjects).Applicants with educational certificates from abroad can check in advance whether their degree certificate meets the requirements here. Detailed information on the required certificates can be found under "6. Application documents".

- You must have advanced **German language skills at C1 level** (according to CEFR). Applicants who apply via uni-assist and are not German citizens must prove their German language skills with a recognized German language exam. An overview of the recognized German tests can be found under "6. Application Documents".

- **Special enrolment requirements** for the desired degree programme:
  - For most BA programmes: a pre-study internship
  - For BA programmes in nursing: a completed training
  - For Master's programmes: a Bachelor's degree in a closely related field of study

  For details see "6. Application Documents".

5. APPLICATION DEADLINES: When do I have to apply to uni-assist?

You can apply to uni-assist at EvH Bochum at the times listed below.

All application documents must be received by uni-assist in full by the application deadline.

NOTE: We strongly recommend that you submit your documents at the beginning of the deadline so that uni-assist has time for further inquiries and you have time to submit any missing documents before the application deadline.

	Degree Programmes	Application Deadline
Application to **winter semester** (Start September)	• **BA Social Work** • **BA Special Education and Inclusive Education** • **BA Early Childhood Education** • **BA Nursing Science** • **BA Health and Nursing Management** • **BA Nursing Education** • **BA Religious Education and Diaconia (Full-time) ->** Applicants should contact the Student Services Office at EvH Bochum directly: Studierendenservice@EvH-Bochum.de • **MA Management, Ethics, and Transformation of Social Organizations** • **MA Advanced Nursing Practice (ANP)** • **MA Nursing Education**	**01. May – 15. June**
Application to **summer semester** (Start March)	• **BA Social Work** • **BA Special Education and Inclusive Education** • **BA Religious Education and Diaconia (Part-time) ->** Applicants should contact the Student Services Office at EvH Bochum directly: Studierendenservice@EvH-Bochum.de • **MA Social Inclusion: Health and Education**	**01. November – 15. December**

6. APPLICATION DOCUMENTS: What documents must I submit?

The application documents must only be submitted **online** to uni-assist.

There is ***no need to send certified copies by post*** to uni-assist. You only have to submit certified copies when you enrol at our university.

You MUST submit these documents:
You must submit these documents so that your application is complete and can be processed further.

Documents	Note
Curriculum vitae in tabular form	Curriculum vitae with your signature
Copy of the passport	Pages with personal data
School leaving certificate entitling the holder to study (in some countries: additional documents)	Notes on the certificates to be submitted: information on certificates from uni-assist Please check whether additional documents have to be submitted for your country (e.g. university entrance examination, etc.): info country by country The following documents must be submitted: Original documents in the original language and the German translation by a certified translator. Original documents in English do not need to be translated.

	Applicants with Studienkolleg/Feststellungsprüfung: additionally Studienkolleg/Feststellungsprüfung certificate
Previous studies: Overview of subjects and grades, final certificate	If you have already studied: Transcripts, transcripts of grades or transcripts about your previous studies at a university Notes on the certificates to be submitted: information on certificates from uni-assist Original documents in the original language and the German translation by a certified translator. Original documents in English do not need to be translated.
Proof of sufficient knowledge of the German language	To study at EvH Bochum, applicants need a German language level on C1 (according to CEFR). The following examinations/certificates are recognized: • TestDaF exam with at least 16 points (four points per partial exam) • Deutsche Sprachprüfung für den Hochschulzugang (DSH) mit at least DSH-Stufe 2 • Exam telc Deutsch C1 Hochschule • Deutsches Sprachdiplom - Stufe II - der Kultusministerkonferenz (KMK) • Goethe-Zertifikat C2 • Feststellungsprüfung (examination part German) at a German state Studienkolleg or a private Studienkolleg with state recognition as well as externally at a competent district government The university may recognise other equivalent evidence. If you have other certificates/qualifications (e.g. qualified vocational training qualifications in Germany) that are equally suitable for proving German language skills at C1 level, please submit these to the Student Services Office (Studierendenservice@EvH-Bochum.de) for review before submitting your uni-assist application. The university will decide on the equivalence. If you have not completed the language test by the application deadline, you must submit your highest language certificate with your application (at least B2) and also prove that you are registered for one of the above-mentioned tests (confirmation of registration). The result of the language test can then be submitted to the EvH Bochum by 28.02. (application for the summer semester) or by 31.08. (application for the winter semester). If you do not submit an application for the exam, you will not be able to submit test results later.
B.A. programme Soziale Arbeit:	pre-study internship (420 - 460 hours = 12 weeks full-time or 24 weeks part-time) in a field of activity relevant to the program All criteria for the pre-internship can be found here. For proofs from abroad: original documents in the original language and the German translation by a certified translator. Original documents in English do not need to be translated. If you have a child that you are raising in your household, the pre-practical training does not have to be done. Please then submit the birth certificate and the registration certificate or the parental allowance certificate of a child. Proof of one child is sufficient.
B.A. programme Heilpädagogik und Inklusive Pädagogik:	pre-study internship (280 - 310 hours = 8 weeks full-time or 16 weeks part-time) in a field of activity relevant to the program All criteria for the pre-internship can be found here. For proofs from abroad: original documents in the original language and the German translation by a certified translator. Original documents in English do not need to be translated. If you have a child that you are raising in your household, the pre-practical training does not have to be done. Please then submit the birth certificate and the registration certificate or the parental allowance certificate of a child. Proof of one child is sufficient.
B.A.programme Elementarpädagogik/ Kindheitspädagogik:	pre-study internship (280 - 310 hours = 8 weeks full-time or 16 weeks part-time) in elementary school (day care centers 0-6 years) All criteria for the pre-internship can be found here.

	For proofs from abroad: original documents in the original language and the German translation by a certified translator. Original documents in English do not need to be translated. If you have a child that you are raising in your household, the pre-practical training does not have to be done. Please then submit the birth certificate and the registration certificate or the parental allowance certificate of a child. Proof of one child is sufficient.
B.A. programme Pflegewissenschaft:	3-year certified vocational training in nursing care for the sick, children, childbirth, elderly or curative education, surgical assistant, nurse practitioner, anaesthetic technical assistant If the training was completed abroad, recognition from the German district government is required (see https://www.anerkennung-in-deutschland.de/html/de/fachkraefte.php and https://www.bezreg-muenster.de/de/gesundheit_und_soziales/ausbildung_in_pflegeberufen/index.html) .
B.A. programme Pflegepädagogik:	3-year certified vocational training in nursing care for the sick, children, elderly care, surgical assistant, nurse practitioner, anaesthetic technical assistant If the training was completed abroad, recognition from the German district government is required (see https://www.anerkennung-in-deutschland.de/html/de/fachkraefte.php and https://www.bezreg-muenster.de/de/gesundheit_und_soziales/ausbildung_in_pflegeberufen/index.html).
B.A. programme Gesundheits- und Pflegemanagement:	2-year completed training in the health and/or care sector If the training was completed abroad, recognition from the German district government is required (see https://www.anerkennung-in-deutschland.de/html/de/fachkraefte.php and https://www.bezreg-muenster.de/de/gesundheit_und_soziales/ausbildung_in_pflegeberufen/index.html).
Master programmes:	Completion of at least 6 semesters of bachelor's studies in a social services programme

Additional documents (if available):

The proofs listed below are not mandatory. Your application is also complete with the application documents listed above.
However, if you are applying for one of the three study programs listed above and have evidence of the criteria listed below, you should definitely also submit these to uni-assist. This will increase your chances of getting a place at university (see "11. General Information" -> Award Criteria).

Unterlagen	Anmerkung
Certificate of completion of vocational training of at least 2 years	If the training was completed abroad, recognition from the German district government is required (see https://www.anerkennung-in-deutschland.de/html/de/fachkraefte.php and https://www.bezreg-muenster.de/de/gesundheit_und_soziales/ausbildung_in_pflegeberufen/index.html).
Certificates about full-time activities	**Only applicants on Master programmes:** Prerequisite: Confirmation of full-time employment of at least 6 months in a relevant field of work after completion of studies.
Proof of child rearing	If you have a child that you raise in your own household, the pre-study internship does not have to be done. In this case, please submit a birth certificate and a parental allowance statement. Proof of one child is sufficient.
Proof of care for relatives	Here only a certificate of the nursing care insurance is recognized.
Proof of honorary activity or voluntary work	in the church-area, with institutions of the free welfare service or at other institution under public or private law (no private individuals or private initiatives). Requirement: proof of at least 100 hours
Proof of completion of a recognized voluntary service	e.g. Freiwilliges Soziales Jahr (FSJ), Bundesfreiwilligendienst (BFD), Internationaler Jugendfreiwilligendienst (IJFWD), civil service
Motivation letter	Only applicants on Master programmes

7. PROCEDURE: How do I apply to uni-assist?

1. Check whether you meet the requirements for studying at our university (see "4. Admission requirements" and https://www.uni-assist.de/tools/check-hochschulzugang/). Collect all necessary application documents (see "6. Application documents").

2. **Only applicants on Bachelor programmes (otherwise continue with point 3): Register in the online portal for dialog-oriented service procedures (DoSV).** Site is in German only, click on the link "Zum Bewerbungsportal" to get to data entry). Here you enter your personal details to receive an applicant-ID (BID) and an applicant authentication number (BAN). These are needed for your application via the uni-assist portal "MyAssist". **Please note: Please register only once(!) – multiple registrations will result in exclusion.**

3. Inform yourself about the application procedure on the uni-assist website. Also watch the video tutorials here: video tutorials.

4. **Register in the online portal My assist from uni-assist** and create an online account:
   - Enter your applicant data and your educational history.
   - Select the university (Ev. Hochschule Bochum) and your desired course of study (desired degree program) under "Semesterangebote".
   - Make sure that you answer all questions in the application carefully.
   - Upload your documents (see "6. Application Documents") online. Please upload each document only once. Please name the documents clearly in German or English.

5. Pay the applicable application fees (see under "8. COSTS").

8. COST: How much is the application fee at uni-assist?

Costs for the first application in a semester	75,- EURO
Costs for each additional application (to the same or another university) in the same semester *This also applies if this additional application is submitted at a later date, but still within the application period of the same semester.*	30,- EURO

You can pay the fee by credit card, Sofort-Überweisung or bank transfer. Here you will find uni-assist's information on payment options and bank details.

Please note: The application fee must be received in full by uni-assist. You may have to pay additional bank transfer fees.

9. What happens after the application?

- **After your documents have been checked, uni-assist will inform you about the result. If your application was complete and you meet the formal admission requirements for the desired degree program,** uni-assist will forward your data to EvH RWL. From then on you will receive all further information from the student service of EvH RWL.
- In case of admission, you will receive a confirmation of admission via the EvH RWL application portal. Otherwise, can access a notice of rejection via the DoSV-portal (only applicants on Bachelor programmes). For the winter semester, notifications are sent out at the end of July, for the summer semester at the end of January. Please note: If you need a visa for study purposes to enter Germany, you can apply for it already with the message from uni-assist that your application has been forwarded to us.
- **If you do not meet the formal admission requirements,** uni-assist will inform you accordingly. You then have the opportunity to reapply for the next semester. The application fee must then be paid again. You can find information on reapplying via uni-assist here.
- If you receive a letter of admission from the EvH RWL, but do not enroll (register), you must also reapply if you have not accepted another study place.

- uni-assist stores your data on the computer for four years. During this time, it will only be made available to uni-assist itself and the universities you have selected. After this period the data will be destroyed.

10. | Where can I get further information and advice?

Uni-assist
Applicants can find all information on how to apply via uni-assist on the uni-assist website.

Studierendenservice
Information about the application procedure, enrollment requirements, deadlines, etc. can be obtained from the Student Service of the Protestant University RWL:

phone: +49 234 36901-158
e-mail: studierendenservice@EvH-Bochum.de
webpage: https://www.EvH-Bochum.de/bewerben.html

International Office
International applicants, refugees and other applicants with a migrant background who apply with foreign educational certificates are advised at the International Office - on questions about applying via uni-assist and on other issues such as language certificates:

Monika Hörr
phone: +49 234 36901-142
e-mail.: international@EvH-Bochum.de
webpage: https://www.EvH-Bochum.de/degree-seeking-students.html and https://www.EvH-Bochum.de/international-office.html

11. | General information

Awarding criteria

The study places at the EvH Bochum are assigned after a points ranking. This means that the applicants with the most points according to the criteria of the points catalog (see below) have the best chances for a study place.

For applicants who have obtained their university entrance qualification abroad and who are not citizens of the EU, 7% of first semester places are reserved. If fewer or the same number of applications are received from foreign students, all of them will receive a study place. If more applications are received from foreign students, the places will be allocated according to the points ranking.

Procedure: A ranking list is drawn up based on the number of points. The available study places will then be awarded in the order of the ranking list to the applicants with the most points. If the number of points is equal, preference is given to applicants who are taking up studies for the first time. Other cases will be decided by lottery.

Points are awarded for these criteria:

BA Social Work and BA Special Education/Inclusion:
- Academic achievement (average grade of the Abitur/specialized high school diploma) or result of the entrance examination
- (two-year) completed vocational training
- Self-organized assistance / personal budget
- Child rearing and/or care of relatives
- Proof of honorary activity or voluntary work
- Voluntary service / civil service
- Waiting period since obtaining the university entrance qualification

Master programmes
- Final grade (average grade achieved so far) from the qualified degree in social work or related fields
- Letter of Motivation
- Practical experience

- Professional activity in protestant or diaconal institutions
- Waiting time

For further information on the awarding of points see here.

Hardship application

An application for a hardship case (application for consideration as a so-called "hardship case" in the allocation of a study place) can only be submitted if it can be proven that the applicant has such serious health, social or family reasons that he/she cannot be expected to wait even one semester for admission, even when applying particularly strict standards. Recognition as a case of hardship is therefore only possible for a few people. The EvH Bochum applies the evaluation criteria of the Foundation for University Admission "hochschulstart.de" when examining applications.

The application for recognition as a hardship case can only be submitted for one course of study and must be submitted by the application deadline at the latest - also via uni-assist. The application must be made in writing on a separate form, must be carefully substantiated and must be accompanied by suitable documents (e.g. medical reports from a specialist).

Admission or rejection notice

After the end of the procedure (approx. end of July for the winter semester and end of January for the summer semester) all applicants receive a confirmation of admission or rejection. In case of admission, you will receive a confirmation of admission via the EvH Bochum application portal.

Only applicants on Bachelor programmes:
In case you receive a notice of rejection via the DoSV-portal, you may still be able to be allocated a spot via the waiting list. For this, you need to declare your participation in the coordinated waiting list procedure. You will receive an e-mail with the subject „Wichtiger Hinweis zum Koordinierten Nachrücken“. Here, you will find a link to confirm your participation in the waiting list procedure. Alternatively you can confirm your participation via the DoSV-portal by using the action-icons under “Meine Bewerbungen” (“My applications”).

Only applicants on Master programmes:
You will receive a notice of rejection from EvH Bochum and your timely and complete application will automatically be placed on the waiting list. You do not need to take further action.

With the notification of admission you will be given a deadline for acceptance, which you must meet, otherwise the place will be re-allocated. You will receive a date and further information on enrollment (registration) with the letter of admission.

The notice of admission is invalid if the enrollment is not made within the deadline or if the enrollment is refused or revoked according to the enrollment regulations of the EvH Bochum.

BAföG

Information on study support in accordance with the Federal Training Assistance Act (BAföG) can be obtained from the Akademisches Förderungswerk der Ruhr-Universität Bochum, Universitätsstr. 150, 44801 Bochum, which is also responsible for the study support of students at the Protestant University RWL.

Semester contribution / Tuition fees

The amount of the semester fee is currently 315 EURO, but this amount may change when enrolling for the next semester. This contribution currently includes the NRW-Ticket for the use of public transport. Tuition fees are currently not charged.