

# INFORMATION FOR PROSPECTIVE STUDENTS AT JADE UAS

## THE FUTURE IS INTERNATIONAL

Dear prospective student,

we appreciate your interest in studying at Jade University.

In this overview we explain the application process and the steps you need to take to apply. If you have more specific questions, please feel free to contact us.

We look forward to welcoming you at Jade University!



### Contact

#### Wilhelmshaven

Ilze Peksa

Tel.: +49 (0) 4421 – 985 – 2948

E-Mail: [ilze.peksa@jade-hs.de](mailto:ilze.peksa@jade-hs.de)

#### Oldenburg/Elsfleth

Dr. Julia Blandfort

Phone: +49 (0) 441 – 7708 – 3114

Email: [julia.blandfort@jade-hs.de](mailto:julia.blandfort@jade-hs.de)

#### **Homepage:**

[www.jade-hs.de/international](http://www.jade-hs.de/international)

**Please check the procedure directly before applying as there might be changes at short notice.**

## Step 1: Study course selection

- Get familiar with our [study programmes](#).
- Choosing the right degree programme is important, as the course contents may differ from study programmes in your home country. Please read all the information carefully and think about your career goals.
- If you are unsure about your choice, please contact us. We will be happy to advise you.

## Step 2: Get informed about the requirements

### a) Educational background

If you would like to know whether your educational background (school-leaving certificate, university degree, etc.) provides access to the German higher education system, please consult the [database anabin](#). There you will find information on the degrees awarded in your home country and their recognition in Germany.

### b) German skills

A good German level is not only essential for university studies, but also for the integration in Germany. Therefore, the prerequisite for admission to Jade University is at least DSH 1 or TestDaF 3 (a higher level may be required depending on the degree programme). Please check the [language requirements](#) for the respective study programme on our website

### c) Pre-study internship

Internships are important to gain insight into career opportunities. For this reason, many of our degree programmes require practical experience of several weeks before starting university. Please check if the [study course](#) you are interested in requires a [pre-study internship](#).

#### d) Further requirements

For some courses of study, further qualifications are a prerequisite (e.g. knowledge of English or French, work experience, etc.).

For more information, please refer to the [admission regulations](#) on our website.

If you do not yet meet the requirements, do not hesitate to contact us and we will be happy to advise you.

### Step 3: Study programme with free or limited admission

If the study programme you have chosen is free of admission (without NC)\*, please proceed directly to step 4. Only in the case of Bachelor's programmes with restricted admission (with NC)\*, please proceed as follows:

- a) Register at [Hochschulstart](#). There you will receive two codes (BID = applicant ID and BAN = applicant authentication number), which you must enter at uni-assist.
- b) Register at [uni-assist](#). Enter the BID and BAN number under "my account" > "applicant information" > "other information". Complete the registration. Then select "Jade University" and the course of studies you are interested in and complete your application.

\* NC: Latin for "Numerus clausus", which means limited number. In the case of study programmes with an NC, the number of applicants is greater than the number of available places at the university. Therefore, places are allocated according to the grades of the applicants.

### Step 4: Apply via uni-assist

Students with a foreign university entrance qualification (HZB) apply via uni-assist. To do so, [register on the website](#). Then log in and select "Jade Hochschule" and the respective degree programme. Then click on the icon "selection list" in the top right-hand corner. Answer any mandatory questions that may still be open. Then click on "Proceed to checkout" and pay the fee. This can be done by credit card or instant bank transfer ("pay now", *Sofortüberweisung*). Your application will only be processed after you have paid.

Note: Please mind the [application periods](#)! Applicants with a foreign HZB have to apply earlier than students with a German HZB. Applications submitted after the deadline will not be considered.

### Step 5: Upload your documents

Please upload your documents in PDF format under "My applications" > "Documents". All admission-relevant certificates must be translated (into German or English) and submitted as simple copies.

The following documents are required for your application:

- School-leaving certificate / university diploma with list of individual grades
- Certificate of passed university entrance examination (if required in your home country)
- [Recognised German certificate](#)
- Curriculum vitae in tabular form
- Copy of the page of the passport on which the name and photograph are located
- Proof of a pre-study internship ([if required](#))
- Additional certificates if required (see step 2, paragraph d)

## Step 6: Print and Send

After you have paid the service fee, you can download your online application as a PDF file. Please print out your application, sign it and send it by post to uni-assist (uni-assist e.V., 11507 Berlin, Germany).



## Step 7: Wait for an answer

After you have sent the application, uni-assist will take up to five weeks to review your application. If the result is positive, your application documents will be forwarded to Jade University where they will be reviewed again. This may take further weeks to process.

### a) Programmes with free admission:

If you meet the requirements, you will be contacted by e-mail by the [Enrolment Office](#) of Jade University and you will get an admission. Then you have to accept your place and enrol (see step 8).

### b) Programmes with limited admission:

Study places are allocated according to grades. The selection is carried out by Hochschulstart. From there you will be informed whether you have received a study place offer. If you have received an offer, please make sure you accept it! To do this, please go to the website of [Hochschulstart](#) and log in with your user data. You will then find the column "Action" in your user account. Click on the icon to accept the place. Caution: You can only accept one study offer! After accepting the place you have to enrol (see step 8).

## Step 8: Enrolment or further steps

### Enrolment

If your application was successful and you accepted the place, you must submit further documents, e.g. proof of health insurance. You must also pay the [semester fee](#). Once all the necessary documents have been submitted and the semester fee has been paid, you will be officially enrolled.

### Further steps

If your application was not successful, there are - depending on the case - different possibilities:

- If you do not have a school-leaving certificate that entitles you directly to study in Germany, in certain cases you can attend a university preparatory course at a [Studienkolleg](#) in order to obtain a higher education entrance qualification. After one year of instruction, you will take the [Feststellungsprüfung \(FSP\)](#). This corresponds to a subject-specific higher education entrance qualification (HZB) that enables you to study certain subjects at universities throughout Germany. If your school-leaving certificate entitles you to attend a [Studienkolleg](#), you will be informed by uni-assist after your documents have been examined. Jade University will then provide you with an invitation letter with which you may participate in the entrance test at the [Studienkolleg Hannover](#). The places for the [Studienkolleg](#) are limited. Places will be allocated according to a performance ranking in the entrance test.
- If your school or university certificate generally qualifies you for admission, you can apply again via uni-assist as soon as you meet all other requirements (e.g. the required German language skills) for the respective degree programme.

*See you soon at Jade University of Applied Sciences  
Julia Blandfort & Ilze Peksa*

