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!

---

**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.

---

**Contact**

**Wilhelmshaven**
Nele Hellmold
Phone: +49 (0) 4421 – 985 – 2761
Email: nele.hellmold@jade-hs.de

**Oldenburg/Elsfleth**
Dr. Julia Blandfort
Phone: +49 (0) 441 – 7708 – 3114
Email: 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.
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: 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 4: Upload your documents**

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

**Attention:** Because of the Covid 19- pandemic it is possible to do an all online-application for now. You only need scans of your documents.

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 5: 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 6: 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:

**a) 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 so-called Studienkolleg in order to obtain a higher education entrance qualification. After one year of instruction, you will take the so-called 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.**

**b) 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 & Nele Hellmold