

# **Applying via uni-assist from Canada**

## **Useful information – single steps – personal advice**

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# Outline

- 1. Eligibility for study at German universities**
- 2. About uni-assist**
- 3. Initial assessment of your application (pre-check)**
- 4. Applying successfully – step by step**
- 5. What if...?**

# General information

- **To attend university in Germany, students must receive a school leaving certificate (Abitur) after 12 or 13 years of studying at an academic stream high school**
- **These schools teach a general education curriculum with focus on a wide range of independent general-education subjects including: Mathematics, German, Foreign Languages, Science, Humanities and the Social Sciences.**
- **For international high school graduates to gain entry to German university, they must demonstrate equivalent academic achievement in classes and level of study**

# University entrance qualification in Germany...

**...with Canadian high school or CEGEP diplomas  
(school leaving certificates)**

**Direct admission is *possible* with . . .**

**1) Diplomas from Ontario and Quebec \***

**2) Diplomas from other provinces/territories:  
only in combination with one successful year of study  
at a recognized university in Canada. Otherwise a  
preparatory course (*Studienkolleg*) is required.**

**\* Admission is possible only if the requirements for  
the School leaving certificate are met!**

# University entrance qualification in Germany...

**...with degrees from Canadian universities**

**A successfully-completed three or four year Bachelor degree from a recognized Canadian university**

**= direct admission to German universities to undergraduate or Master degree studies**

**Caution:**

**Diplomas or Certificates (study at colleges) usually do not qualify for admission to German universities**

# Canada - Requirements I

## Ontario

- 6 university preparation courses (UPCs) in year 12
- Mixed courses or College courses are not accepted
- minimum grade 65%

Within the 6 UPCs must be passed:

- 2 languages (English or French as native language and a second language)
- Mathematics
- Science (Chemistry, Physics or Biology)
- 2 additional subjects

= direct admission to German universities

- 3 UPCs with a minimum grade of 65% including one language and one mathematical or science subject

= eligible for the preparatory course (Studienkolleg)

→ Caution: Not all courses are recognized for the above mentioned subject areas!

# Canada – Requirements II

## Quebec

**DEC – Formation generale (24 – 28 successful courses)**

**DEC – different subject areas (some lead to direct admission for all courses, some don't)**

**= in general direct admission to German universities possible**

**DES + one successful year of study at a Collège de l'Enseignement Général et Professionnelle (24 – 28 successful courses)**

**= eligible for the preparatory course (Studienkolleg)**

# Canada – Requirements III

School leaving certificates from:

**Alberta / Northwest Territories, British Columbia / Yukon Territory,  
Manitoba, New Brunswick, Newfoundland, Nova Scotia, Prince Edward  
Island, Saskatchewan**

- Usually: Certain credits or courses in year 10, 11 and 12 with a certain overall grade
  - Often: 5 non-related general education subjects in year 12
  - 2 languages (one with a certain course number) with each two yearly courses (= 20 credits per subject)
  - Mathematics and a science subject (one with a certain course number) with each two yearly courses (= 20 credits per subject)
  - Often: subjects must be passed with certain grades (different in each state)
- **Caution: Not all courses are recognized for the above mentioned subject areas!**



# Canada – Where to get the information

The specific criteria for each state and each school leaving certificate can be found under the following website:

<http://anabin.kmk.org> (only available in German!)

- 1.) Schulabschlüsse mit Hochschulzugang > Suchen (select „Kanada“)
- 2.) Bildungswesen > Kanada → list of grading systems
- 3.) Institutionen > Suchen (select „Kanada“) → recognized universities

<https://www.daad.de/deutschland/nach-deutschland/voraussetzungen/en/6017-admission-requirements/>

All requirements for a university entrance qualification in Germany are set by the Central Office For Foreign Education in Germany (ZAB - Zentralstelle für Ausländisches Bildungswesen). Uni-assist is obliged to follow these criteria on behalf of its member universities.

Concerning the preparatory courses (Studienkolleg):

→ [www.studienkollegs.de](http://www.studienkollegs.de)

Concerning the specific subject related information:

→ Websites of the respective German university of your choice (international student offices)

# Calculation via the German grading system

Evaluation according to the guidelines from anabin

Applying the *Modified Bavarian Formula*:

$$\frac{N_{\max} - N_d}{N_{\max} - N_{\min}} * 3 + 1$$

- N<sub>max</sub> = maximum achievable points/ grade
- N<sub>min</sub> = minimum passing grade (for the award of the certificate)
- N<sub>d</sub> = grade point average achieved

## 2. uni-assist...

- **...is an association of 182 German universities, the German Academic Exchange Service (DAAD) and the German Rector's conference (HRK) based in Berlin**
- **...is entrusted by its member universities to pre-check international student applications**
- **...makes the admission process for international applicants easier, more efficient and customer-friendly**

### 3. uni-assist's pre-check in detail

<b>Regular procedure</b>	<b>so-called „VPD“-procedure</b>
You apply to a German university via uni-assist	You apply directly to a German university with a preliminary review documentation (VPD) issued by uni-assist
uni-assist determines whether your educational certificates qualify in principle for admission to university studies in Germany	
uni-assist calculates the German equivalent of your final grade	
uni-assist evaluates language competencies and course-specific criteria as set down by the university	
uni-assist electronically forwards your application to the university	uni-assist issues a VPD with which you then directly apply to the university
The university further processes your application and decides on your admission	

## 4. Apply successfully – step by step

**4.1 Check out the general and specific admission requirements**

**4.2 Apply online and submit the relevant documents**

**4.3 Pay the handling fees**

**4.4. Track your application**

# 4.1 Check the admission requirements (1/2)

## 1. Admission requirements

**...include prior education, subject requirements, language competencies, minimum grade, work experience, CV, recommendation letters etc.**

***As a general rule: You will have to meet the general requirements for higher education access in Germany („Hochschulzugangsberechtigung“) and course-related criteria as set down by the higher education institution***

## 2. Further formal requirements

**...such as officially authenticated hard copies, simple hard copies, digital copies of your certificates and further documents; handed in either by you or by the issuing institution**

***As a general rule: All documents need to be submitted in paper form. Certificates generally need to be authenticated if not sent by the issuing institution (see the uni-assist standards for official authentication: [http://www.uni-assist.de/standards\\_en.html](http://www.uni-assist.de/standards_en.html) )***

## 4.1 Check the admission requirements (2/2)

### 3. Application deadlines

...may vary from course to course and also for preparatory courses (such as Studienkolleg, German language course etc.)

*As a general rule: from around May to 15 July for winter semester enrollment; from the beginning of December to 15 January for summer semester enrollment*

### 4. uni-assist's scope of service

...uni-assist cooperates with 182 member universities, yet:

Please enquire at the university whether you need to apply via uni-assist as the universities determine which applicant groups and courses uni-assist is responsible for

## 4.2 Apply online and submit your documents

- **Get registered in the uni-assist online portal: <https://www.uni-assist.de/online/Frontend/Login/index?lang=en>**
- **Create online applications for each course at each university**
- **Submit your applications electronically to uni-assist**
- **Print, sign and send your application form along with the documents as required**



## 4.3 Pay the handling fees

- **75 EUR for first application per semester**
- **15 EUR for each additional application within the same semester**
- **Information on fees and payment options:**  
<http://www.uni-assist.de/fees-payment.html>

## 4.4 Track your application

- **uni-assist keeps you informed about the status of your application**
- **You will automatically receive both a confirmation of receipt of your application(s) and information on your pre-check results**
- **You can check the current status of your application(s) in your online account**
- **You will be contacted if there are documents missing**

## What if...

### **...your application was handed in incomplete or not in time?**

- Your application cannot be forwarded to the university resp. a VPD cannot be issued to you
- But: You can submit missing documents within the application period at any time
- The application will be reviewed again and a new result will be sent to you and the university

#### ***Our recommendation:***

1. Contact the university you want to apply to to get all the information on the admission criteria, deadlines etc.
2. Apply as soon as possible, at least six weeks before the deadline expires. You will then have the chance to add any missing documents to your application.

## Contact us!

In case of any further questions, please contact us:

Contact form:

<https://www.uni-assist.de/online/Frontend/Kontaktformular/index/?lang=en>

By telephone:

Monday to Friday | 9 a.m. to 3 p.m. (CET)

Phone: +49 30 666 44 345

Our address:

uni-assist e.V.

11507 Berlin

Germany

Thank you.