

Information for foreign prospective students at Hochschule Merseburg – application for Studienkolleg



Studienkolleg is an institution that systematically prepares students for their studies in Germany during a one-year course. Depending on your educational background, you may need to complete a Studienkolleg (preparatory course) prior to taking up studies at Hochschule Merseburg.

Studienkolleg courses are offered for various subject areas:

- M-course (for medical, biological and pharmaceutical studies)
- T-course (for mathematical, science or technical studies)
- W-course (for business, economics and social science studies)
- S/G-course (for humanities, language or German studies)

How to apply:

You can apply for Studienkolleg by applying for the Bachelor's degree program you want to study at Hochschule Merseburg after having completed Studienkolleg.

Please apply via uni-assist (www.uni-assist.de).

Please note that you will need to attend a course in the same subject area of your desired degree program, e.g. if you want to study "Angewandte Informatik" (Applied Computer Science), you will need to take T-course at Studienkolleg.

Bachelor's degree program	Course at Studienkolleg
Angewandte Chemie (B.Sc.)	T or M
Angewandte Informatik (B.Sc.)	T
Automatisierungstechnik Informationstechnik (B. Eng.)	T
Betriebswirtschaft (Präsenzstudium) (B.A.)	W
Chemie- und Umwelttechnik (B.Eng.)	T or M
Green Engineering - Gestaltung nachhaltiger Prozesse (B. Eng.)	T
Ingenieurpädagogik (B.Eng.)	T
Kultur- und Medienpädagogik (B.A.)	G
Maschinenbau Mechatronik Physiktechnik (B.Eng.)	T
Soziale Arbeit (B.A.)	G
Technisches Informationsdesign (B.Eng.)	T or G
Wirtschaftsinformatik (B.Sc.)	T or W
Wirtschaftsingenieurwesen (Schwerpunkt Management) (B.Sc.)	T or W

1. Step by step instruction for the application via uni-assist:

- 1) Register to the online-portal at <https://my.uni-assist.de/>
- 2) Fill in your applicant information and educational history.
- 3) Select your university ("Hochschule Merseburg") and the chosen course under course catalogue (e.g. "Angewandte Informatik").
- 4) Fill in the application form. Make sure that you answer all questions without omissions.
- 5) Please upload each document only once. Give your documents an unambiguous name in German or English.
- 6) Submit your application online and pay the application fee.
- 7) Print the application form and send it together with the application documents (CV, diploma, language certificates etc.) to:

**Hochschule Merseburg
c/o uni-assist e. V.
D-11507 Berlin**

You will need to provide the following documents:

- Curriculum vitae with a passport photograph
- A certified copy of your diploma from your home country presenting your entrance qualifications for an institute of higher education
- If you have already studied in your home country: Diploma, university certificates and transcripts from your previous study program in your home country
- A certified copy of your language certificate in German - at least **successfully passed B1**.

Uni-assist requires a certified copy of your documentation with a certified translation into German - not the original document!

Application fees:

Uni-assist charges fees for the processing and evaluation of your application documents. Costs for the first desired course of study: 75.00 EUR

For each additional desired course of study: 30.00 EUR

Uni-assist will pre-check your application and let you know about the result of this pre-check as soon as possible. You will usually receive your evaluation result in 4 to 6 weeks.

After positive evaluation, you will get a Studienkollegsbescheid from Hochschule Merseburg. With this document, you can register for the entrance examination (Aufnahmetest) at Studienkolleg.

2. Studienkolleg - Entrance examinations:

1) Staatlich anerkanntes Studienkolleg Halle-Merseburg:

Entrance exams will be held in September (for winter semester) and in March (for summer semester)
For further information, please contact the Studienkolleg directly: www.studienkolleg-halle.de

2) Landesstudienkolleg Halle: Entrance exams will be held in August/September (for winter semester) and in February (for summer semester).

For further information, please contact the Studienkolleg directly: www.studienkolleg.uni-halle.de

3. Enrolment as Kollegiat at Hochschule Merseburg (for Staatlich anerkanntes Studienkolleg Halle-Merseburg only:

If you have received admission by the Staatlich anerkanntes Studienkolleg Halle-Merseburg, you can be enrolled as Kollegiat at the Hochschule Merseburg. You may then use the library, canteen or semester ticket.

In order to do so, please hand in the following documents:

1. Copy of the Studienkollegsbescheid by Hochschule Merseburg
2. Copy of the Immatrikulationsbescheid of the Staatlich anerkanntes Studienkolleg Halle-Merseburg
3. Application form of the HochschulCard

Hand in these documents to the Studierendensekretariat:

Hochschule Merseburg
Dezernat Akademische Angelegenheiten
Studierendensekretariat
Eberhard-Leibnitz-Str. 2
D-06217 Merseburg

For questions concerning the status of your application, please, contact the Studierendensekretariat:

E-Mail: studierendensekretariat@hs-merseburg.de

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