

Checklist with first university degree

Please send the following documents by e-mail first and after admittance by post:

1. **Printout of your online-registration/ application for admission**
Please print out and sign the application for admission before you send it back to the zfh (as a scan by e-mail and later by post)
2. **Europass CV with a photo**
Do not forget the date and signature! You can add either a passport photo or a scanned photo.
3. **Proof of university entrance qualification**
Entry qualification for a university (of applied sciences): school leaving examination, e.g. Abitur/ Fachhochschulreife or equal qualification: admission according to the legal provisions in Rhineland-Palatinate
4. **Completed university degree (officially certified copies*)**
 - Degree certificate
 - Official academic transcript/record of results
 - Diploma supplement/module content from your institution for all completed modules
5. **Certified translations* in addition to the original version** of the degree certificate and the official academic transcript / record of results in case another language than German or English is used in the documents
6. **Proof of the required work experience after the first academic degree for a minimum of one year**
in business administration, technology or IT
e. g. an employer's reference, letter of recommendation, current confirmation of the employer, etc.;; the document must show your area of responsibility as well as the period of your employment.
7. **Proof of English language skills on at least level C1 CEFR**
e.g. IELTS score 7/ TOEFL score 95/ CAE, or other
8. **Certificate(s) of de-registration** (of all your previous enrolments at a university in Germany) and **Certificate(s) of non-objection** (in case you dropped out of a university in Germany)
9. **Certificate of health insurance** if you are younger than 30 years and have a residency in Germany. If you do not live in Germany but should visit Germany during your enrolment at the HWG Ludwigshafen, you are obliged to make sure that you have a health insurance during the duration of the complete affected semester.

Please note: If a change of name lead to different names given on your documents, please enclose an evidence of your change of name, e.g. a marriage certificate

*Requirements for certified copies and certified translations: see link below (we use the same standards as uni-assist)

www.uni-assist.de/en/how-to-apply/assemble-your-documents/certified-copies-and-translations/