

FOR INTERNATIONAL
STUDENTS

Your guide to applying

FOR A PLACE ON A MASTER'S DEGREE
COURSE AT HAW HAMBURG



Step by step to your
place with us



Why not take your first step into a successful future by applying to study at HAW Hamburg?

Welcome

Located at the heart of a fabulous, dynamic city which people from right across the globe call home, HAW Hamburg is Germany's fourth largest vocationally-focused higher education institution, with a wide range of Bachelor's and Master's degree courses on offer in subjects as diverse as engineering, business studies, life sciences, design, media and practice-based social sciences. We'd love to welcome you soon as one of our approximately 17,000 students.

Studying at HAW Hamburg means small classes, plenty of practical experience, and lecturers with strong track records in the real world of work. You'll benefit from teaching in accordance with the latest insights, innovative research methods, down-to-earth explanation of complex issues, and an environment where your ideas count – whether you want to design aeroplanes, develop computer games, care for people or conduct nutritional research. Our students and staff are looking forward to you joining us.

We've compiled this guide specially to help you, as an international student, navigate the application process for a place on a Master's degree course at HAW Hamburg. Our Student Center teams are always on hand if you need a little extra help – you can contact us by email, give us a call, meet us at one of our information events, or make an appointment for a one-to-one chat.

[Our Student Admissions and Registration Office](#) (Studierendensekretariat, StS) can help you on all admissions-related matters, while our [Student Counselling Team](#) (Zentrale Studienberatung, ZSB) can guide you in picking the course that's right for you. The [International Office](#) (IO) has all the answers on issues like funding your studies, residence permits, finding accommodation, life on campus, and language courses. If you are or have been a refugee, our [Centre for Migration Research and Integration Practice](#) offers courses and programmes to help you prepare for your studies and support with the transition to full student life.

Your application journey: ready, set, go!

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Unsuccessful



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HAW Hamburg: all about us

HAW Hamburg is northern Germany's leading higher education institution with a focus on real-world, sustainable solutions to today's and tomorrow's societal challenges, undergirded by academic reflection and first-class research. Delivering outstanding degree courses via top-quality teaching is our key priority and commitment to our students, and we are also currently consolidating our growing research reputation. People from over 100 nations across the globe are shaping our institutional present and future – we believe that our diversity is our strength.

**HAW HAMBURG:
WHO WE ARE
IN 120 SECONDS**



<https://youtu.be/q0h5lomi5sw>

HAW HAMBURG IN FIGURES

37

Bachelor's degree courses to choose from (three in cooperative form and a further ten available as cooperative programmes)

3

Bachelor's degree courses run jointly with the University of Shanghai for Science and Technology

35

Master's degree courses (including four continuing education courses)

approximately
17,000

students

almost

170

partnerships with higher education institutions worldwide

about
2,200
international students from over 100 countries

412

professors

468

employed research and teaching lecturers

552

technical and administrative staff

(Figures correct as of winter semester 2022/23)

DECISIONS, DECISIONS

Sara:
I'd like to go on to a Master's degree when I've finished my Bachelor's course. How do I apply?

HAW Hamburg:
There are various different application processes for the degree courses offered by HAW Hamburg. Please check the website of the course you're interested in to find out the details of the procedure. For some degree courses in the Faculty of Design, Media and Information, you will also need to take a test of artistic aptitude. This guide sets out the key stages of getting your application ready and submitting it online to us.

Ahmad:
I'm hoping to do my Master's degree at HAW Hamburg.

HAW Hamburg:
Great – we're really pleased you're interested in joining us. Do you know which Master's degree courses would work best with your Bachelor's degree? Are you thinking about applying for a particular course? Why not reach out to our Student Counselling Team? They'll be happy to help you with your choices.

LET'S GET GOING! – THE FIRST 10 STEPS TO YOUR DEGREE COURSE

Getting ready



1. KNOW THE DATES AND DEADLINES

Please make sure you check our website to find out the periods in which we accept applications and current application deadlines for your [chosen degree course](#).

Don't forget to check whether new entrants can join the course in summer or winter semester or both.

General application periods and deadlines:

For the winter semester:

1 June – 15 July

For the summer semester:

1 December – 15 January

Please note: Some degree courses have different application periods and deadlines. Make sure to check them specifically for your chosen course!

Important info:

Applicants for some degree courses in the Faculty of Design, Media and Information need to take a test of artistic aptitude. This takes place before the application period begins. Make sure to check the dates in advance!



2. GET PROOF OF YOUR LANGUAGE SKILLS

Before you apply, you need to have the required level of proficiency in the language your degree course is taught in, and you need to be able to demonstrate this in your application. Click on your chosen degree course on our [website](#) and check which language it is taught in and what level of proficiency you need. With your application, you will have to submit proof of [German](#) or [English](#) proficiency in one of a number of approved forms.

Make sure you know the dates of proficiency tests in the relevant language. You need to take the test at least one month before the application period begins in order to ensure you receive your certificate of proficiency in time to submit it online with your application. You can find details of accepted proof of language proficiency on pages 26 and 27 of this guide.

Please note:
You need to start preparing your application at least three months before the official application period



3. CHECK YOUR ELIGIBILITY

You can find details of the documents you will need to upload with your online application on the [website](#) of your chosen degree course under the heading *Bewerbungsvoraussetzungen* (admission requirements). In general, the documents you'll need to submit when applying for a place on a Master's degree course with us are:

- Your Bachelor's degree certificate and your Diploma Supplement/Transcript of Records
- Your Vorprüfungsdocumentation (VPD) from uni-assist (see point 4 below)
- Proof of the required level of proficiency in the language of instruction (see point 2 above). Some Master's degree courses that are taught in English additionally require proof of proficiency in German.
- [APS](#): Applicants from China or Vietnam who studied in those countries have to have their application documents checked by the *Akademische Prüfstelle* (APS) of the German Embassies in Peking, Shanghai or Hanoi. Please then submit a copy of the certificate issued by the APS to uni-assist.

- Your CV
- A letter of motivation that gives information on:
 1. Why you wish to study your chosen subject
 2. Why you want to study it at HAW Hamburg
- Any written references you have from jobs, internships or work placements
- If you completed your first degree outside the EU, you may have to take the GRE (Graduate Record Examination) General Test before applying for your chosen Master's degree course. The GRE institution code for HAW Hamburg is 7031.

The GRE General Test has six parts, taken over a total duration of three hours and 30 minutes. At the beginning of each part, those sitting the test are given information about the number of questions and the time period allowed for answering them, alongside instructions for completing the test. Follow this [link](#) to access helpful tools for preparing for the test. You will have to wait six weeks after taking the GRE Revised General Test to get the results. Find out more by visiting the GRE's website: www.gre.org

- The GMAT is a standardised test to check applicants' abilities in:
 - Mathematics
 - Verbal skills
 - Analytical writing

The principal use of the [GMAT](#) is as an entrance examination for MBA programmes. You can find [practice tests](#) on the GMAT website. As a rule, the test can only be taken online.



4. APPLY FOR YOUR VPD FROM UNI-ASSIST

Uni-assist is an association of German higher education institutions whose principal task is to check qualifications attained outside Germany for purposes of admission to institutions in Germany. Uni-assist will check your academic qualifications to determine whether they meet HAW Hamburg's entry requirements, and translate the grade you achieved into its German equivalent.

Note: Some institutions use uni-assist for their entire applications and admissions procedures. HAW Hamburg doesn't; all uni-assist does is issue the VPD. You apply online to HAW Hamburg.

Applicants to HAW Hamburg who attained their first degrees outside Germany need to make sure they [apply](#) for 'preliminary review documentation', or *Vorprüfungsdocumentation* (VPD), from uni-assist eight weeks before the application period commences.

A VPD documents the process of checking that the qualifications held by an applicant make them eligible for admission to the Master's degree course. You will need to present certified copies and certified translations (into German or English) of the certificates of all your qualifications that you attained outside Germany – that includes your school-leaving qualifications, the certificate of your first degree (Bachelor's degree), and your Diploma Supplement/Transcript of Records. 'Certified' means that an official authority, such as an embassy, has confirmed that the copies of the certificates are true and accurate copies of the originals.

You will need to register for the VPD process, pay the required fee, and send your certified copies of your documents to uni-assist in Berlin. Applicants from China or Vietnam will additionally need to have their documents checked by the *Akademische Prüfstelle* (APS) of the German Embassies in Peking, Shanghai or Hanoi. Once this is done, you will receive an APS certificate which you will need to send to uni-assist.

You can find the address for sending your documents on the uni-assist website. You don't need a VPD if you completed your Bachelor's degree at an institution in Germany or you have a note of recognition issued by an official German authority that includes a conversion of the final grade you received in your higher education entrance qualification into the German system.

[Digital Communication](#)
[Sound – Vision – Games](#)
[Illustration](#)
[Communication Design](#)
[Fashion, Costume and Textile Product Design](#)



5. APPLYING FOR AN ART OR DESIGN COURSE?

Applicants for Master's degree courses in art and design subjects have to take a test of artistic aptitude before submitting their regular application online. Part of the test involves submitting a portfolio of approximately 20–30 samples of your work (such as drawings, sketches or compositions in colour). Deadlines for portfolio submission differ from course to course, so make sure you check them on your chosen course's website:

bewerbung.design.haw-hamburg.de/.

You'll be notified if you pass the test of artistic aptitude – but this doesn't mean you've been accepted for a place on the course yet. You'll then still need to submit your regular application via our [myHAW gateway](#). Check the application processes for art and design courses by using the links below.

6. ENTRY AND RESIDENCE RULES



If you are a national of a non-EU country, you will need to book an appointment to apply for a '[prospective student visa](#)' (*Visum zum Zweck der Studienbewerbung*) as soon as you have begun the application process for your chosen degree course. In some instances, you will have to wait for around three months for your [visa](#) application to be processed.

We recommend commencing this process as soon as you can, to give yourself a good chance of being able to enter Germany in time for the beginning of your course. Once you are admitted, you will be able to have your prospective student visa converted into a 'visa for study purposes' (*Visum zu Studienzwecken*).



People from more than 100 countries help make HAW Hamburg what it is, and our diversity is our particular strength.

Time to apply



7. SUBMIT YOUR ONLINE APPLICATION

You need to make sure you submit your online application within the relevant application period. To submit an online application, you will need to create a [myHAW account](#).

You can only apply for one degree course with us. The online application system is only available within the published application periods.

Before submitting your application, you should make sure that your first degree makes you eligible to study your chosen Master's degree course. You can check this in the Admissions and Selection Regulations for the course.

You will now need to complete the online application process, for which you will need copies of all the required documents in PDF format. You can save your application during the process and come back to it later. Don't forget, though, that the online application gateway is only available during the published application periods. Make sure to take a note of your application number and remember your password, as you will need both of these later on.

The application process now takes place online for all of our courses. Please make sure you upload all of your application documents.

NOTES

After applying



1. ACCEPTING YOUR PLACE

Once you have submitted your online application, our colleagues in the Student Admissions and Registration Office will check it carefully and process it. We receive several thousand applications each semester, so this may take some time. There is also an admissions committee for non-EU applicants made up of a range of HAW Hamburg members, whose job it is to choose applicants for the available places. Please be patient and understand that this process takes time. As soon as your application has been decided upon, you will receive notification to check your application account in the myHAW system, for which you'll need your login data from step 7 of the application procedure.

If you're among those who receive an offer of a place, you will need to accept it within a specific timeframe, by filling in the acceptance form (don't forget to sign it!)

and submitting any further documents requested – the Student Admissions and Registration Office will tell you if this is the case and what you need to submit. You'll also need to pay your [semester contribution](#). If you don't accept your place within the specified period, it will go to someone on the waiting list.



2. SORTING OUT FUNDING

You'll need to consider carefully how you are going to [fund](#) your course. Part of the visa application process involves proving you have sufficient funds (in a blocked account, via a scholarship or someone else's formal declaration that they will support you). You will require funds of around 11,000 Euro per year for expenses like your rent, your health insurance (see below), food, your semester ticket, and so on. You will be allowed to undertake paid work for a few hours per week, but you need to remember that your studies will take up a lot of your time and you may not find a suitable job immediately.



3. HEALTH INSURANCE – A MUST

You need proof of adequate health insurance to register at a German higher education institution. Your insurance should meet the standard stipulated by Hamburg's *Ausländerbehörde* (office for residents of non-German nationality). If you are privately insured, your insurer should complete a [certification of private health insurance coverage](#) to submit to the *Ausländerbehörde*.

You will need to submit confirmation of health insurance when enrolling as a student of HAW Hamburg. EU students who wish to remain with their home system or insurer will need to present their European Health Insurance Card (EHIC) to a German state health insurer, such as the Techniker Krankenkasse or AOK, which will then issue a *Befreiungsbescheinigung* (confirmation of exemption).

If you are from a non-EU country, you can present proof of travel health insurance when enrolling, but you will need to take out German health insurance within two months of your arrival in Germany. We strongly recommend you choose a state (as opposed to private) health insurer.

If you do choose a private insurer, you will need to additionally go to a state health insurer, show them proof of your private policy, and get a *Befreiungsbescheinigung* (confirmation of exemption), which you then submit to the Student Admissions and Registration Office. You can only get a *Befreiungsbescheinigung* in the first two months after you enrol at HAW Hamburg. If you miss this deadline, you may be deregistered, which will invalidate your visa or residence permit. (You'll need to prove health insurance to get a residence permit – see below).

NB: Private and travel health insurance policies often fail to meet this standard. We recommend that international students take out [state health insurance](#) (*gesetzliche Krankenversicherung, GKV*). Make sure you are able to cover the premium, which in the case of GKV will be around 95 Euro a month. If you don't pay for two months running, your insurer may inform us and we may be forced to deregister you, which will lead to the loss of your student status and consequently of your residence permit. In other words, your insurance will be one of your most essential bills while you are in Germany.



4. YOUR RESIDENCE STATUS AND APPLYING FOR THE CORRECT VISA

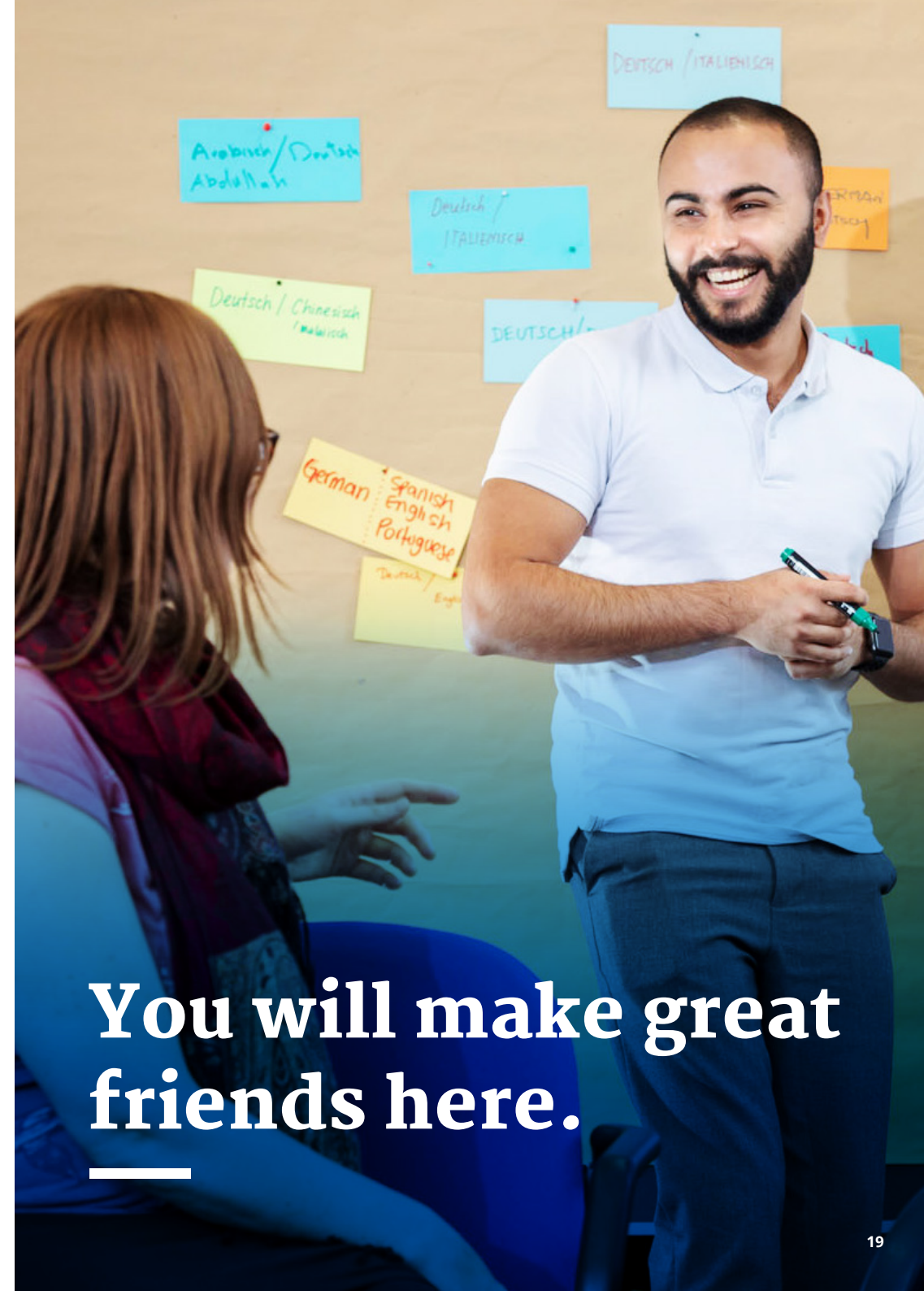
Students from EU countries don't need a [visa or residence permit](#) to study in Germany, but they do (as do all Germans) need to register their address with their local *Einwohnermeldeamt*, which in Hamburg may be called a 'customer service centre'. Students from outside the EU will need a residence permit in order to study in Germany. If you already have a student applicant visa (*Visum zur Studienbewerbung*) (see step 6 on page 11), you will now be able to convert it into a student visa (*Visum zu Studienzwecken*). If you don't have any visa or residence permit yet, make an appointment as soon as possible with your nearest [German Embassy or German Consulate-General](#).



5. FINDING ACCOMMODATION

Start looking as early as possible for [somewhere to live](#) during your course. It's very difficult indeed to find affordable accommodation in Hamburg. You should register your interest in a room in the student residences (*Studentenwohnheime*) run by the [Studierendenwerk](#) as soon as you've sent off your application for a place at HAW Hamburg, because waiting lists are often up to six months long. You should also look for private rentals or rooms in privately rented shared flats or houses (called *Wohngemeinschaften*, or WGs). But never pay for a viewing and never transfer money to a landlord, prospective flatmate or agent until both you and they have signed a rental agreement. Ensure you understand the contract's terms and ask the International Office or the AStA (HAW Hamburg's student representation body) for help if you're worried.

When you have registered your address with the *Einwohnermeldeamt*, which you need to do within two weeks of arriving in Hamburg, you will be given a *Meldebescheinigung* (proof of address, or proof of residence). This is an important document; you will need it for a lot of things as you set up your life in Hamburg, such as getting a mobile phone contract, sorting out health insurance, opening a bank account or accessing your blocked account. The *Meldebescheinigung* confirms that you have a fixed, registered address in Germany.



You will make great friends here.

Welcome! Your future starts here.



GETTING STARTED

GETTING STARTED

Now you've arrived in Germany, are enrolled on your degree course with us, and have sorted out all the formalities – time to turn your attention to your studies.

YOUR TIMETABLE AND PREPARATORY COURSES

Shortly before the start of the new semester, your department will publish timetables and details of preparatory courses and induction and orientation events on their [website](#). Make sure you check your HAW Hamburg email regularly, because you will receive important information this way.

Please note for the Information Engineering degree course: A preparatory course in mathematics will be offered at the beginning of September. Make sure to sign up for it.

OE WEEK

Each department puts on its own induction events, called Orientierungseinheiten (OEs). Often OEs last about a week (hence the name 'OE Week') and include information briefings, events to help you to get to know other students and staff, lectures and talks, faculty tours and leisure activities.

INTERNATIONAL WELCOME WEEK

[The International Welcome Week](#) takes place a week before the OE events. It gives you the chance to meet students from other faculties and home nations, explore Hamburg, and find out important information on issues relating to your degree course and your residence in Germany.

OUR WEBUDDY PROGRAMME

[weBuddy](#) is a programme that matches international students just starting their courses at HAW Hamburg with a 'buddy' – a more advanced student from the same faculty. Your buddy can help you find your feet here, answer any questions you might have, and support you in building your social life. There are numerous events each semester for participants in the scheme, helping you get to know people and perhaps make new friends.

SCHOLARSHIPS AND FUNDING

If you do well in your course, get good grades and are involved in supporting intercultural life at HAW Hamburg in particular or in Hamburg in general, you are eligible to apply for an academic scholarship ([Leistungsstipendium](#)) or an 'Engagement-Stipendium' for international students committed to helping others.



**We are here
to help!**

Useful links

General information for international applicants and students

<https://www.haw-hamburg.de/en/international/international-students/>

HAW Hamburg's Facebook page for international students

[bit.ly/HAWHHFacebook-Seite](https://www.facebook.com/HAWHHFacebookSeite)

Information on admissions, admissions quotas, and admission criteria at HAW Hamburg (in German)*: <https://www.haw-hamburg.de/fileadmin/Studium/Studierendensekretariat/PDF/Vergabeverfahren.pdf>

Information on student finance and funding, scholarships/support, and the HAW Hamburg semester contribution
<https://www.haw-hamburg.de/en/study/tuition-fees-living-expenses-and-scholarships/>

Our faculties and departments

<https://www.haw-hamburg.de/en/university/>

Dates of semesters and teaching periods (in German)

(A semester is the higher education term for half of the calendar year; there is the winter semester (1 September–28/29 February) and the summer semester (1 March–31 August). Within these, there are teaching periods (*Vorlesungszeiten*). The rest of the time is known as the *vorlesungsfreie Zeit*)
<https://www.haw-hamburg.de/en/study/organising-your-studies/>

Forms for registering your address and applying for a residence permit

<https://www.hamburg.com/welcome/forms/>

Finding the appropriate Hamburg authority for your needs (in German)

[bit.ly/Behördenfinder-Hamburg](https://www.behördenfinder-hamburg.de/)

Studierendenwerk website

(where you can register for a room in a student residence and find out about studying and living in Hamburg)
<https://www.studierendenwerk-hamburg.de/en/>

Browse ads for rooms in shared flats/houses here (in German)

[bit.ly/Wohngemeinschaften](https://www.wohngemeinschaften.de/)

Website of Hamburg's public transport service (HVV), with timetables, network and journey planner

<https://www.hvv.de/en/>

* The information in this link is valid only for *Bildungsausländer*innen*, that is, school leavers without German citizenship who attained their *Hochschulzugangsberechtigung* in Germany via the regular route (not at a *Studienkolleg*), and for citizens of EU states.

Further info



DEMONSTRATING YOUR LANGUAGE PROFICIENCY

You'll need to make sure your language abilities meet the level required to study with us.

ENGLISH LANGUAGE PROFICIENCY

We accept the recognised language proficiency certificates awarded on successful completion of the TOEFL, IELTS und Cambridge language exams. They are based on [the Common European Framework of Reference for Languages](#). Please check the Admissions and Selection Regulations for your chosen degree course to find out which tests are accepted and the required minimum score in each case.

TOEFL TEST

The [TOEFL Test](#) measures proficiency in academic English of the type and level you will encounter in the lectures and classes you will take during your degree course. This means that the institution you are applying to can use your result to identify whether you have the level of language proficiency you will need in order to study successfully. The test consists of four sections, Reading, Listening, Speaking and Writing, with combined tasks that check your level in these skills.

You can take the online test at a [test centre](#) or at home. There are various options to help you [prepare](#) for the TOEFL Test; they include courses, practice exercises, seminars and apps.

IELTS TEST

The [IELTS](#) Academic Test is accepted for admission to Bachelor's and Master's degree courses. It assesses your ability to follow a degree course in English and covers language proficiency requirements that are typical of degree courses. Scoring is by a nine-band scale of proficiency. Note that there is a general and an academic version of the IELTS Test; the Academic Test is designed for degree course admissions purposes. You can take the IELTS Test by computer or on paper at a [test centre](#). There are various ways to [prepare](#) for the IELTS Test.

CAMBRIDGE EXAMS

[Cambridge English assessment exams](#), administered by the University of Cambridge, assess the language proficiency of speakers of English as an additional language. Around three million people from a total of 130 countries take one of the Cambridge exams each year. A Cambridge language certificate at the correct level demonstrates that you have an appropriate level of English for your course and is recognised by

educational institutions and employers around the world. If you pass a Cambridge exam, you get a certificate specific to the test you took, which is valid indefinitely and shows that your English proficiency is at a particular level in line with the CEFR. You can take the test online at a Cambridge [exam centre](#).

You can prepare to take a Cambridge exam using [free-of-charge resources](#) or by taking a [preparatory course](#).

Other proof of English language proficiency that we recognise:

- a higher education entrance qualification issued by a school in an English-speaking country
- proof of at least two years of successful study at a higher education institution in an English-speaking country

GERMAN LANGUAGE PROFICIENCY

We accept the following certificates of German language proficiency for admissions purposes:

- [Goethe Institut Zertifikat C1](#)
- [TestDaF \(minimum scores 16 points overall, with at least 4 points in each section of the test\)](#)

– [Telc C1 Hochschule](#)

– [DSH2 or DSH3](#) issued by a German higher education institution (please note that we do not accept DSH1)

– [Deutsches Sprachdiplom \(Zweite Stufe\)](#) issued by the Kultusministerkonferenz (Standing Conference of the Ministers of Education and Cultural Affairs of the German States)

– [Kleines or Großes Deutsches Sprachdiplom](#) issued by the Goethe-Institut

– [Proof of vocational training completed in Germany](#)

– [Proof of having completed year 7 \(or higher\) at a German-medium school](#)

– [Completion of a degree course in linguistics \(i. e. with German as principal subject\)](#)

– [Proof of completion of a Studienkolleg](#)

WHERE TO GET ADVICE ON STUDYING AT HAW HAMBURG AND CHOOSING A COURSE

→ Student Counselling Team

Rooms 121/122
Stiftstraße 69 / 20099 Hamburg
T +49 151 212 548 93
studienberatung@haw-hamburg.de

Telephone counselling hours:
Mondays and Tuesdays 10 am – 1 pm
Thursdays 1 pm – 5 pm

INFORMATION ON APPLICATIONS, ADMISSIONS AND ENROLMENT

→ Student Admissions and Registration Office

Ground floor
Stiftstraße 69 / 20099 Hamburg
T +49 40 428 75 - 9898
studierendensekretariat@haw-hamburg.de

For information on current office and opening hours please see
→ haw-hamburg.de/en/study/contact-form/contact-information/

All reasonable care has been taken to ensure the information in this guide is correct.

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HAW HAMBURG

Student Center
Stiftstr. 69 / 20099 Hamburg

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Hamburg University of Applied Sciences

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