

## Important information for applications to higher semesters

The following documents must be uploaded to the online application portal by the deadline (for the summer semester no later than 15 January/ for the winter semester no later than 15 July):

1. **Higher education entrance qualification**
2. a) If the higher education entrance qualification was acquired abroad and not at a German school, current preliminary review documentation (**Vorprüfungsdocumentation**, further information at: <https://www.hswt.de/international/wege-an-die-hswt/internationale-studierende>)  
  
b) Additionally, proof of having passed an official German/English **language examination** (minimum level B2)
3. **Applications for academic assessments and examinations to be acknowledged** (see <https://www.hswt.de/en/study/during-study/study-organisation/recognition>)
4. a) **Grade sheet** showing all grades and academic achievements (if necessary, a grace period will be granted here; this will be published on our homepage)  
  
b) **Study plan and, for modules/courses already taken, the descriptions with details of the ECTS points and semester hours** from previous studies.
5. **Study (progress) certificate** with details of university semesters, subject and leave semesters
6. Depending on the progress of the studies and the semester applied for:  
Proof of completion of the practical study semester (copy)
7. Proof of **preliminary internship** (if prior practical experience is required, please see PDF "Information on the preliminary work placement" at [www.hswt.de/en/studium/vor-dem-studium/application](http://www.hswt.de/en/studium/vor-dem-studium/application)). If prior practical experience has not yet been completed, proof must be submitted after enrolment by the beginning of the programme at the latest).
8. Curriculum vitae in tabular form  
**Only complete applications received by the deadline will be processed!** If you apply for several degree programmes, the application for academic assessments and examinations to be acknowledged must be uploaded for each individual degree programme. Applications without documents cannot be processed!  
**We only require all documents in paper form after successful admission and enrolment.**

Binding information on the placement in the semester applied for cannot be given. The decision about the placement is made by the respective examination board of the respective degree programme.

Please note that some degree programmes also have admission restrictions in the higher semesters. In these cases, admission is only granted if the total number of enrolled students in the semester in question falls below the admission number specified for this purpose. You can expect to receive a corresponding decision (admission or rejection) for these degree programmes only in September (for the winter semester) or in March (for the summer semester).

It is not possible to apply for compensation for disadvantages (grade/waiting period).

The crediting of study and examination achievements is carried out in accordance with Art. 63 of the Bavarian Higher Education Act (*Bayerisches Hochschulgesetz*) and, where applicable, the selection in accordance with § 35 of the Higher Education Admissions Ordinance (*Hochschulzulassungsverordnung*).