Application for Recognition of Certificates
for the Bachelor's program at Pforzheim University

I am hereby applying for admission to Pforzheim University:

Please choose:	Semester:	
	Field of Study:	

Personal details:			
Surname		First name	
Birth name			
Date of birth		Place of birth	
Nationality(ies)			
Gender		female	male

Contact details			
Email			

Other			
Are you a refugee?		yes	no
Have you been granted political asylum?		yes	no
Place:		Date:	
Signature:			

Please send the application form and the additional documents to be submitted (see page 2) to the following e-mail address:

degree-seeking(at)hs-pforzheim.de

Notes on the application

Application documents:

1. Application for recognition of certificates (for the Bachelor's program at Pforzheim University)

2. Curriculum vitae (C.V.) – complete list of previous education and training

3. Secondary School certificates
   (e.g. GCE A- and AS-level, Baccalaureat, Matura, High School Diploma, etc.)

4. Transcript of Records - complete list of secondary school subjects and grades

5. Applicants from **China**, **India** and **Vietnam** need to send the original certification of the Academic Evaluation Centers (Akademische Prüfstelle, APS) at the German Embassies in Beijing, New Delhi or Hanoi.

If available, please add:

6. Proof of having passed the university entrance examination

7. Proof of study periods (certificate of completion, proof of enrollment, transcript of records, overview of the grading system, etc.)

8. If applicable, proof of German language skills that entitle you to study
   (DSH-2, DSH-3, TestDaf (4), telc C1, Goethe C2, DSD II)

Proof of German language skills can be submitted by the time of enrollment at the latest.

Translations are not required if your documents are in English or French.

Please note that the original documents or certified copies of all your certificates, transcripts and other papers, must be presented at the time of enrollment.

Incomplete application documents cannot be processed.