

to study at the University of Mainz

Johannes Gutenberg-Universität Mainz, Abteilung Internationales • Incoming, D-55099 Mainz  
incoming@international.uni-mainz.de; [www.uni-mainz.de/incoming](http://www.uni-mainz.de/incoming); Telefon: ++49(0)6131/39-22525

**I am interested in the following area(s) of study:**

(Please cross off one or more area of study.)

- |   |   |
|---|---|
| <input type="radio"/> Languages               | <input type="radio"/> Biology, Medicine                   |
| <input type="radio"/> Humanities              | <input type="radio"/> Mathematics, Information Technology |
| <input type="radio"/> Technology              | <input type="radio"/> Graduate Studies                    |
| <input type="radio"/> Natural Sciences        | <input type="radio"/> Doctoral Studies                    |
| <input type="radio"/> I have not yet decided. | <input type="radio"/>                                     |

Other Subject

**PERSONAL DETAILS** (exactly as in passport)

Surname

[illegible]

Forename(s)

[illegible]

Date of birth

[illegible]

Gender

**O O**

Nationality(Nationalities)

Date		Month		Year			Gender		Age		Nationality (if not American)	
							0	0				

Day

Month

Year

Male

female

## CORRESPONDENCE ADDRESS

C/O

[illegible]

Street, house number

[illegible]

Postcode/ Zip code

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Place and Postal district

[illegible]

Country

Telephone/Fax

E-Mail

**HOME ADDRESS** (if different from 3.)

Street, house number

[illegible]

Postcode/Zip code, Place and Postal district







[illegible]

Country

## 5.

## DETAILS OF PREVIOUS EDUCATION

All certificates must be presented with official accreditation and officially certified translations in German or English. It is imperative that these are enclosed with this application. Please write in block capitals.

Education	From-until (month/year)	Your certificates
 <b>School education</b> (University see below ↓)	_____	_____
Length of school education (Primary school until high school completion)	_____	_____
	_____	_____
 School leaving certificate	Date: _____	Original name of qualification: e.g. Baccalauréat, Lise diplomasi, Maturität
	_____	Country: _____
 Have you taken a <b>university entrance exam</b> in the country where you went to school?	<input type="radio"/> yes  <input type="radio"/> no	Original name of qualification: e.g. ÖSYS, Pruebas, College Scholastic Ability Test
If yes, please give date and result.	Date: _____	Country: _____
 <b>Eligibility exam</b> of a Studienkolleg (preparatory course) in Germany	Date: _____	Location of Studienkolleg, Course grade: _____
 <b>University education</b> Within and outside Germany	from – until (month/year):	Subject area, city/location and country:
	_____	_____
	_____	_____
	_____	_____
	_____	_____
 1. Degree	Date: _____	Original name of qualification e.g. Bachelor, Licence, Lisans
2. Degree	Date: _____	Original name of qualification: e.g. Master, Maîtrise, Yüksek Lisans
	_____	_____

Official accreditation (State law on the accreditation authority GVBl 21.07.78 and changes)

In Rhineland-Palatinate, an officially accredited copy can only be made by the following public offices: Town mayors and chairpersons of parish councils, local authorities and town administrations (town hall), county councils, courts, notaries. Certificates in foreign languages can lead to difficulties. Please discuss this with your country's embassy or consulate.

Certified accreditation may not be made by: charities, clergy, health insurance offices, banks, building societies, AstA, the student union, Studentenwerk etc.

Schools, state Studienkollegien or universities may only accredit certificates which they themselves have issued.

Outside Germany, the following places have the authority to make official accreditation: diplomatic representatives of the Federal Republic of Germany and authorities who have the same power of accreditation in their own country.

A copy of an officially certified copy must itself be officially certified.

Qualification grades

If the pattern of grades used on the qualifications are not listed at [www.anabin.de](http://www.anabin.de), a certificate from the awarding body must be enclosed showing the best (=highest) and lowest possible pass marks. This certificate must be presented as an officially certified copy in the original language and as an officially certified copy in translation (German or English).

Acknowledgement fee, Processing period, Exceptions

The University of Mainz levies a fee for the acknowledgement of foreign qualifications according to the state law of 24.10.2001 regarding fees in the areas of learning, further education and research (special list of fees), Lfd Nr 1.4 (Assessment fee).

The average processing period once payment has been received is usually about six weeks in the periods March 1 through June 1 and September 1 through November 30. Outside of these time periods it might take longer, depending on the number of applications received. Please keep this in mind when applying for admission to the university (Application deadline for restricted subjects: 15.07. for the Winter semester and 15.01. for the Summer semester).

Rules regarding exceptions to the payment are to be found on the "Hinweisblatt".

<p>➤ I confirm that I have enclosed my entire qualification certificates as certified copies with grade lists. If the original language on my certificates is not German, English or French, I enclose official translations in either the German or English language. I have also enclosed documentation regarding courses that I have failed or not completed.</p> <p>➤ I confirm that I have not handed in original certificates as I understand that the University of Mainz will take no responsibility for the loss or damage of original documents. If it should become necessary for an original certificate to be seen, the University of Mainz will contact me.</p> <p>➤ I hereby declare that I agree to having my qualifications from my native country verified if the University of Mainz has any doubt about their authenticity.</p> <p>➤ I accept that my APPLICATION FOR THE RECOGNITION/VALIDATION OF FOREIGN CERTIFICATES to study at the University of Mainz will only be processed when the fee has been verifiably paid into the University of Mainz's account. Payment has to have been received no later than eight weeks after the receipt of my application. – If the University of Mainz has not received a payment within eight weeks of receipt of the application, the application will not be processed and the documents will be shredded.</p> <p>➤ The sum of</p> <p style="text-align: center;"><b>50 Euro + relevant transfer fees</b></p> <p>is to be paid into the following account:</p> <table> <tr> <td>Receiver:</td> <td>Universität Mainz, Abt. INT</td> </tr> <tr> <td>Name of Bank:</td> <td>Sparkasse Mainz</td> </tr> <tr> <td>Account Number:</td> <td>10868</td> </tr> <tr> <td>Bank sort code/routing number:</td> <td>550 501 20</td> </tr> <tr> <td>Swiftcode:</td> <td>MALA DE 51 MNZ</td> </tr> <tr> <td>IBAN (electronic):</td> <td>DE60550501200000010868</td> </tr> <tr> <td>IBAN (postal):</td> <td>IBAN DE60550501200000010868</td> </tr> <tr> <td><b>Purpose:</b> (Details must be completed)</td> <td>Surname (as in 2. PERSONAL DETAILS) and date of birth (DD.MM.YYYY)</td> </tr> </table> <p>If you pay the fee in cash at a bank, "Sparkasse" or post office, you must enclose proof of payment.</p> <p>Mainz University accepts no currency other than Euros, no cash, no credit cards and no German cheques.</p> <p>➤ I accept that there will be no reimbursement of my payment if I have not enclosed all qualifications or have not presented officially certified copies, since an incomplete application cannot be processed. Submission of an application results in duty of payment. (§ 11, LGebG).</p> <p>➤ I hereby confirm that I have completed all requirements in full and truthfully to the best of my knowledge and conscience. I am aware that deliberate or accidentally false applications are illegal and will not lead to recognition or, if discovered subsequently, will lead to withdrawal of recognition.</p> <p>➤ I am in agreement with the University of Mainz to saving my data electronically, insofar as this is necessary for the recognition accreditation. Stored data are completely subject to the currently valid data protection regulations of the Rhineland Palatinate.</p>	Receiver:	Universität Mainz, Abt. INT	Name of Bank:	Sparkasse Mainz	Account Number:	10868	Bank sort code/routing number:	550 501 20	Swiftcode:	MALA DE 51 MNZ	IBAN (electronic):	DE60550501200000010868	IBAN (postal):	IBAN DE60550501200000010868	<b>Purpose:</b> (Details must be completed)	Surname (as in 2. PERSONAL DETAILS) and date of birth (DD.MM.YYYY)	<p>If you cannot pay the fee by bank transfer from your country, please send a <b>cheque for 65 Euro</b>.</p>
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Place	Date	Authentic signature															

# PROCESSING REMARKS OF THE UNIVERSITY OF MAINZ (not to be completed by applicant)

Not to be completed by the applicant!

<b>0</b>	<b>Feststellungsprüfung nach:</b> <input type="radio"/> Schule <input type="radio"/> HAP <input type="radio"/> Studienjahre _____ Datum: _____ Note: _____																						
	<input type="radio"/> ohne Fachbindung <div style="border: 1px solid black; display: inline-block; padding: 2px 5px;"><input type="radio"/> außer Gr. I</div>																						
	<input type="radio"/> Sprach-, Geistes-, Rechts-, Sozial-, Wirtschaftswissenschaften <input type="radio"/> mathematisch-naturwissenschaftliche und medizinische Fächer <input type="radio"/> technische Fächer <input type="radio"/> analog des Studienkollegkurses M T W G S <input type="radio"/> fachgebunden für _____	<input type="radio"/> Gruppe/Serie: _____ <input type="radio"/> Goldmedaille <input type="radio"/> Silbermedaille <input type="radio"/> Note < _____ % <input type="radio"/> sonstiges: _____																					
<b>0</b>	<b>Direkte HZB nach</b> <input type="radio"/> Schule <input type="radio"/> HAP <input type="radio"/> Studienjahre _____ Datum: _____ Note: _____																						
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<b>0</b>	<b>Bemerkungen für die Anerkennungsurkunde</b> <input type="radio"/> Noten des/r [ersten] _____ Studienjahre(s) nicht ermittelbar <input type="radio"/> Hinweis zum STK einfügen <input type="radio"/> sonstiges: _____																						
<b>0</b>	<b>Notenberechnung</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td colspan="3"><i>Note des Schulzeugnisses</i></td> </tr> <tr> <td>Gesamtnote _____</td> <td>Max _____</td> <td>Min _____</td> </tr> <tr> <td colspan="3"><i>Note der Hochschulaufnahmeprüfung</i></td> </tr> <tr> <td>Gesamtnote _____</td> <td>Max _____</td> <td>Min _____</td> </tr> <tr> <td colspan="3"><i>Note des Studiums</i></td> </tr> <tr> <td>Gesamtnote _____</td> <td>Max _____</td> <td>Min _____</td> </tr> <tr> <td colspan="3">Notenberechnung erfolgte aufgrund _____ von _____ Studienjahren oder des Abschlusszeugnisses</td> </tr> </table>		<i>Note des Schulzeugnisses</i>			Gesamtnote _____	Max _____	Min _____	<i>Note der Hochschulaufnahmeprüfung</i>			Gesamtnote _____	Max _____	Min _____	<i>Note des Studiums</i>			Gesamtnote _____	Max _____	Min _____	Notenberechnung erfolgte aufgrund _____ von _____ Studienjahren oder des Abschlusszeugnisses		
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<b>0</b>	<b>Sonstige Entscheidungen</b> <input type="radio"/> „No-Bescheid“ <input type="radio"/> „Kein-Bescheid“																						
<b>0</b>	<b>Interne Bemerkungen</b> _____ _____																						
<b>0</b>	<b>Bearbeitung</b> Bearbeitung länger, da _____ <input type="radio"/> ZAB am _____ <input type="radio"/> Reklamation am _____ <input type="radio"/> Echtheitsüberprüfung am _____																						
<b>0</b>	<b>Anerkennungsgebühr</b> Betrag _____ Euro gebucht am: _____ zugeordnet am: _____ <input type="radio"/> Nachforderung erforderlich <input type="radio"/> Rückerstattung erforderlich Handzeichen der/s Sachbearbeiterin/s: _____																						

Mainz

Datum

Unterschrift der/s Sachbearbeiterin/s