

# How to apply

## Public and Nonprofit-Management

Degree	<b>Bachelor of Arts (B.A.)</b>
Type of study	<b>Full-time study</b>
Standard period of study	<b>6 semester</b>
Commencement of studies	<b>Winter semester (1 Oct), Summer semester (1 Apr)</b>
Credits (ECTS)	<b>180</b>
Language of instruction	<b>German</b>
Department / Central Institute	<b>Department of Public Administration</b>

## How to apply with a German university entrance qualification

**Please note: Changed application deadlines for the winter semester 2020/21**

Application for the 1st semester: 01.07.-20.08.2020

(also applies to applications via uni-assist)

- More information can be found here

## Admission requirements

## How to apply without a German university entrance qualification

Students with a Non-German Bachelor degree apply at uni-assist e. V.. It is a certification office founded to support German universities by converting foreign grades and degrees into their German equivalents. Once your application passes the uni-assist system check, it will be transferred to our university for further processing.

- [uni-assist](#)

Please note that uni-assist charges a processing fee according to the number of universities you want to apply to.

Please register online first and send your completed documents to the following address:

### **UNI-ASSIST e.V.**

(HWR Berlin – Master programmes)

Hochschule für Wirtschaft und Recht Berlin

Berlin School of Economics and Law

**c/o** uni-assist e.V.

## General information

### Student Counselling Service

+49 30 30877-1254

[studentcounselling@hwr-berlin.de](mailto:studentcounselling@hwr-berlin.de)

Telephone consultation hours

Tue, Thu 14.00-15.00

## Admission and enrolment

### Registration and Enrolment Service Lichtenberg Campus

[immaamt-lichtenberg@hwr-berlin.de](mailto:immaamt-lichtenberg@hwr-berlin.de)

Zuständigkeit nach Nachname

- [Andrea Wollenberg \(A-H\)](#)
- [Petra Schmutzler \(I-N\)](#)
- [Martina Böhm \(O-Z\)](#)

Öffnungszeiten

Mo 10.00-13.00 Uhr

Mi 10.00-13.00 Uhr

Do 12.30-15.00 Uhr

sowie nach telefonischer Vereinbarung.

Bitte beachten Sie:

Nach Bewerbungsschluss (15.07.) ist das Büro vom 16. Juli bis 31. Juli eines Jahres wegen Vorbereitungen der Zulassungsverfahren geschlossen und auch telefonisch nicht erreichbar.

11507 Berlin  
Germany

**Uni Assist recommends that applicants apply at least six weeks before the end of the application period**

### Admission requirements

University entrance qualification or an entrance qualification for a University of Applied Sciences

### Evidence of German language skills

For study courses in German international students have to prove their German proficiency through the "Test of German Language Ability for Foreign College Students (DSH 2)". Graduates of the Goethe-Zertifikats C2 (Großes Deutsches Sprachdiplom (GDS)) by the Goethe-Institut and Test-DaF-Graduates with the result of TDN degree 4 in all four tests do not need the DSH.

### Application documents

Uni ASSIST will check for the Berlin School of Economics and Law whether applicants have submitted the following basic documents:

- A completed application form together with a Curriculum Vitae (CV) including details of all all previous academic education
  - Officially authenticated copies and translations of the original certificates and all documents as specified by the Berlin School of Economics and Law
  - An official copy of the university entrance qualifications
  - Proof of German language proficiency as specified by the BSEL
  - If required, other test certificates
  - In addition to these basic requirements, the University regulations may require you to submit further documents; if so, these should be attached to your application when it is sent to ASSIST. All the documents as specified are required before your application can be processed and transferred to the Berlin School of Economics and Law. Once your application passes the ASSIST system check, it will be transferred to the BSEL for further processing. The decision on whether you will be admitted to a course of study rests with the Berlin School of Economics and Law (BSEL) .
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