

## How to apply

### International Business Administration Exchange (IBAEx)

Degree	Bachelor of Arts (B.A.)
Type of study	Full-time study
Standard period of study	8 semesters
Commencement of studies	Winter semester (1 Oct)
Credits (ECTS)	240
Language of instruction	German / English
Department / Central Institute	Department of Business and Economics

### How to apply without a German university entrance qualification

Applicants without a German university entrance qualification OR with an **assessment exam (Feststellungsprüfung) from a Studienkolleg (only W or WW course)** must apply via Uni-Assist. After the registration and submitting the documents Uni-assist will check whether the educational qualifications are equivalent or equal to the appropriate German qualification and forward the application to us.

To apply, please, follow these steps:

1. Register at [Hochschulstart](#) first;
2. Once you have registered, you will receive a BID and a BAN number.
3. Then register at [UniAssist](#).

### Admission requirements

- Academic qualifications meeting the general requirements for admission to a University or University of Applied Sciences according to [Central Office for Foreign Education](#)  
(You can use the [Uni-Assist tool](#) to check which criteria apply in your case)
- Completion of an assessment exam at a Studienkolleg (W or WW course) as an alternative
- Proof of German language proficiency (C1 level)
- Proof of English language proficiency according to Common European Framework of Reference (CEFR) (B2 level)

### Evidence of German language skills

German language proficiency is one of the most important requirements for the application and can be proven by following certificates:

- Test of German Language Ability for Foreign College Students (DSH-2 or DSH-3);
- Test German as a Foreign Language (Test DaF) with at least TDN4 in all areas;
- German Exam as a part of the assessment test at a Studienkolleg;
- Goethe Certificate C2 (Großes Deutsches Sprachdiplom);
- telc German C1 (Hochschule).

### General information

ZR Studierendenservice

### Allgemeine Studienberatung

+49 30 30877-1919

- [Contact form](#)
- [On-site consultation](#)

### Admission and enrolment

### Büro für Bewerbung, Zulassung und Immatrikulation

+49 30 30877-1800

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

Office hours:

Mon 14.00-16.00

Wed 10.00-12.00

Thu 14.00-16.00

You don't have to submit a proof of German language proficiency, if:

- you apply for a study program that is taught completely in English;
- you are a holder of foreign school leaving certificate that is based on bilateral agreements or other agreements made by KMK and HRK and is recognised as sufficient proof of German language proficiency.

### Proof of English language proficiency

English language proficiency can be proven through:

- TOEFL (Test of English as a Foreign Language) min. 543 points PBT (Paper Based Test), min. 72 points iBT (Internet Based Test);
- IELTS (International English Language Testing System), min. 5.5;
- TOEIC (Test of English for International Communication), min. 785 points;
- CPE (Cambridge Certificate of Proficiency in English), all levels;
- BEC Higher (Cambridge Certificate C1 Business Higher);
- CAE (Cambridge Certificate in Advanced English), all levels;
- FCE (Cambridge First Certificate of English), min. level C;
- any B2 certificate that complies with the Common European Framework of Reference (CEFR);
- confirmation about visiting an English-speaking school, university or other institution for at least a year;
- confirmation about completed training as a translator or interpreter;
- native speaker.

### Application documents

Following documents must be submitted/uploaded to Uni-Assist:

- ID-card or passport
- CV
- University entrance qualification, e.g. school leaving certificate, assessment exam at a Studienkolleg and other document that apply in your case;
- Translated and officially authenticated copies of the original certificates in German or English
- German language certificate
- English language certificate
- Transcript of records from the previous university if you studied before.

### Application for a higher semester

If you are currently enrolled or have previously been enrolled at a German university, university of applied sciences, other university in the EU or EEA in a related degree program, you may be eligible for admission to a higher semester.

To be eligible, you need credits or examination results of at least 20 ECTS at the time of application. For credit transfer, you must provide documentation of the course content and scope (semester hours per week) of the courses/modules, as well as the form and results of the examinations. We also require the relevant study and examination regulations. If the course content is not detailed in the aforementioned regulations, additional documentation such as detailed course



catalogs, concepts, outlines, lecture notes, and similar materials must be submitted.

Placement is generally based on the total credits or examination results that can be transferred. It will be verified individually and only after we receive your application.

Participation in the admission process for a higher semester requires that you have not lost your right to take examinations and that you have not definitively failed any examinations (certificate of no objection/Unbedenklichkeitsbescheinigung).

**This applies only to German Universities!**

Should you want to apply for higher semester, please, submit your application via Uni-Assist (only 1<sup>st</sup> semester possible) and send us ([bbzi\(at\)hwr-berlin.de](mailto:bbzi@hwr-berlin.de)) an e-mail together with the transcript of records AND your uni-assist application number that you would like to be considered for this admission process.

If not enough credits can be recognized for a higher semester, you will automatically participate in the admission process for the 1st semester.

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