

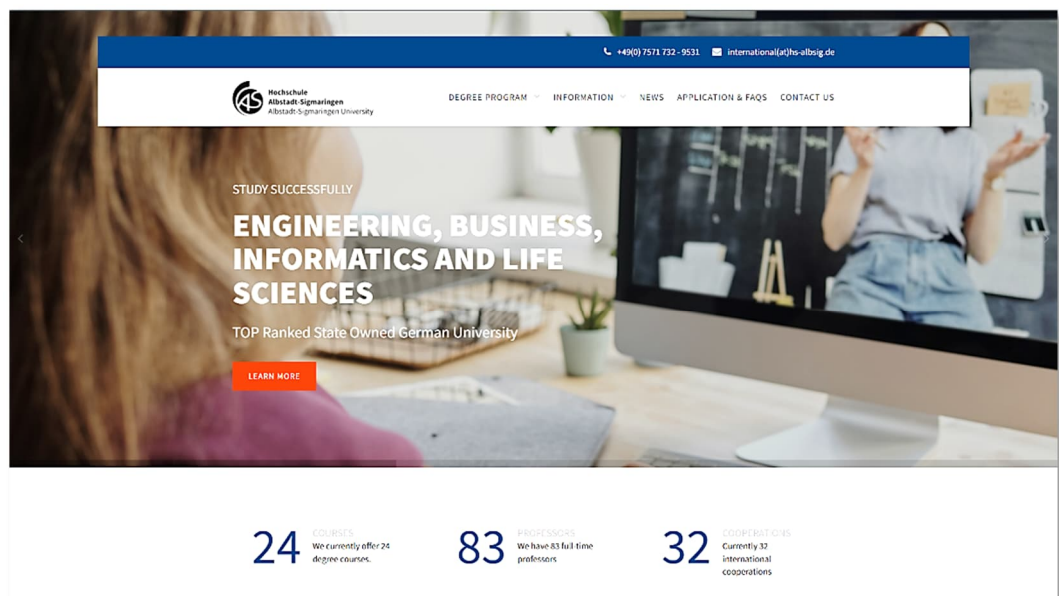
Version 6.0

Checklist – Application Process: **BACHELOR / MASTER DEGREE**

STEP 1: Research the Course and Application Deadlines

- o Visit the university's website from Albstadt-Sigmaringen University (ASU) and review the courses offered:

<https://www.hs-albsig-international.de/>



- o Check the application deadlines of ASU for the semester you wish to apply for (summer or winter semester):

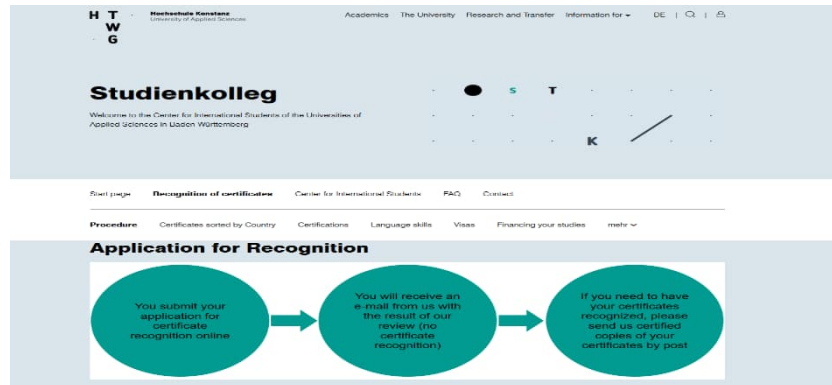
Normally from 5th May to 15th July at ASU (Winter term)

Normally from 5th November to 15th January at ASU (Summer term)

STEP 2: Check Admission Requirements and send documents

- o Verify if you meet the university's admission requirements for the course, such as:
 - Language proficiency for ASU (= English language requirements): B2-Level certificate in English or other equivalent certificates (e.g. University degree in English, School-leaving certificate as this certificate can also be used as proof of English language proficiency or other English language certificates)

- Grade qualifications for ASU: 2.5 or higher. ASU requires grades to be submitted in the German GPA format. To convert your grades:
 1. Send your academic documents – according to the requirements of **Studienkolleg Konstanz** - for grade conversion. Please submit your certificates in full: the degree certificate and the overview of subjects and grades. No parts of the certificate (e.g. a diploma appendix) or individual pages may be missing:



Link to Studienkolleg Konstanz:

<https://www.htwg-konstanz.de/en/academics/center-for-international-students-konstanz/recognition-of-certificates/procedure>

2. So that Studienkolleg Konstanz can calculate your grade, Konstanz needs the grading system that your university uses for your degree. They need the grading system that your university uses for your degree, not the grading system for an individual course.
3. This process typically takes approx. **4 months**.

Hint-1: Not mandatory for INDIAN Students to apply for grade conversion to Konstanz; an APS certificate is sufficient.

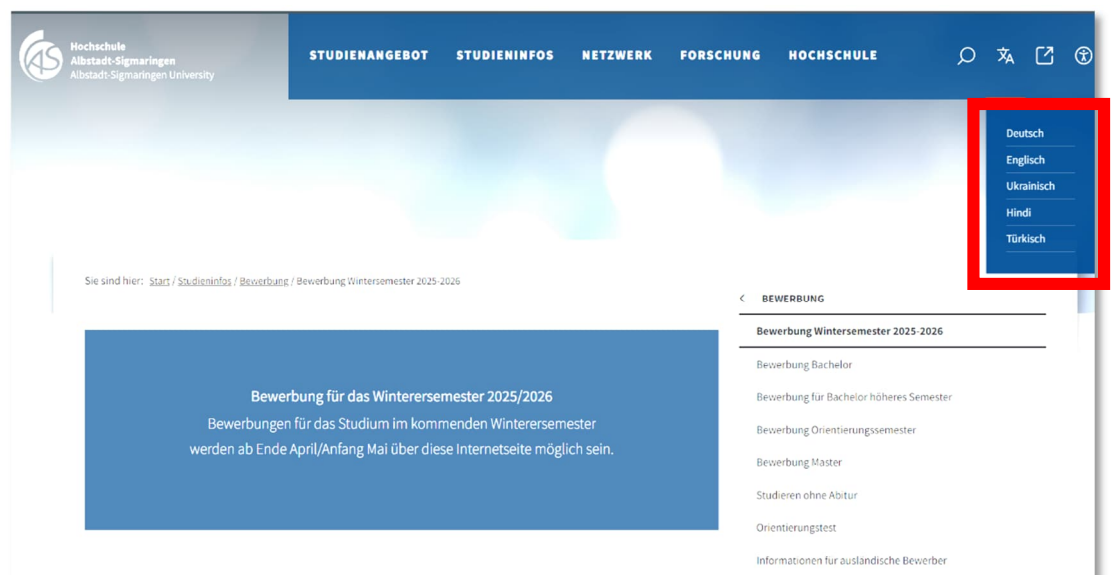
Hint-2 For **other international students**, you are requested to follow the process mentioned above. If the certificate is taking time, please provide us with **at least one proof that your application is in process**, i.e. maybe an email response from Studienkolleg Konstanz. In this case, your status will be marked as **“Temporarily Excluded,”** which simply means that the missing document must be submitted at a later date. You will remain in the application process and your application will continue to be processed.

Hint-3: If you have questions please go in contact with: sommer@hs-albsig.de

STEP 3: Direct application to ASU via Online Applicant Portal

- o Prepare all necessary documents, including:
 - (1) Grade conversion certificate from Studienkolleg Konstanz (Not for INDIAN students, APS certificate is more than enough)
 - (2) Academic transcripts, Bachelor's from your home university (translated in English)
 - (3) Letter of application and Curriculum vitae (translated in English)
 - (4) School-leaving certificate for university entrance qualification, as this certificate can also be used as proof of English language proficiency, for example, translated into English.
 - (5) Proof of English language skills (B2 or equivalent)
 - (6) Copy of passport and passport photograph
- o Registration on the **Online Applicant Portal** – Albstadt Sigmaringen University (= open in May for the winter term or November for the summer term):

<https://www.hs-albsig.de/studieninfos/bewerbung/bewerbung-wintersemester-2025/2026/>



- o Follow the instructions in the application portal
- o Upload your documents to our applicant portal. Once the application (incl. documents) has been submitted and processed by us, the applicant can no longer upload any document later. Please describe your problem and send any additional documents by e-mail to the following address, stating your name and applicant number:

Eppler, Nadine: epplern@hs-albsig.de

General Support: studienbewerbung@hs-albsig.de

Hint: If it takes longer for the Studienkolleg Konstanz to issue the grade conversion certificate, you can still upload your documents and submit the missing certificate later.

In case of questions, please don't hesitate to contact us:

E-Mail: studienbewerbung@hs-albsig.de

E-Mail: sommer@hs-albsig.de

Post address:

Albstadt-Sigmaringen University
Admissions Office
Poststrasse 6
72458 Albstadt
-GERMANY-

STEP 4: Wait for Application Processing

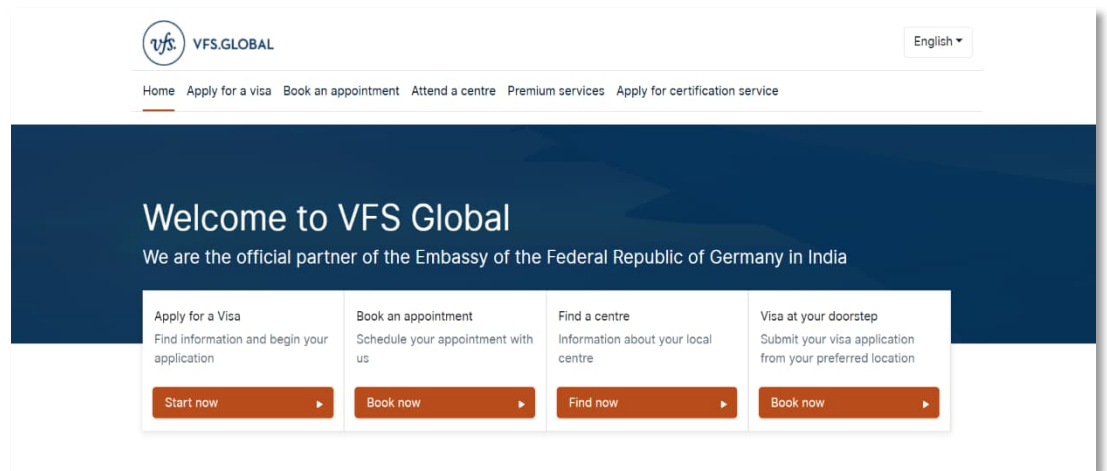
- o The university typically takes **4-6 weeks** to process your application.
- o Expect to receive a **decision from the university** around mid-July to September or earlier **by mail**
- o Hint: The application process may include a **one-on-one interview** online with a professor or an admissions officer (= it depends on the degree course). If needed, you will get an email from ASU to take part in the online interview.

STEP 5: Receive Confirmation and start the Visa Application Process

- o If accepted, you will receive an official confirmation letter from ASU – as mentioned - by mail, indicating that you have been admitted to the course.
- o If you have received the confirmation by mail from ASU, **please ask for an appointment for visa processing immediately**, because getting an appointment may take some time (e.g. 1 – 3 months)

- o For students, e.g. from India, you can use the following link:

<https://visa.vfsglobal.com/ind/en/deu/>



- o The visa process typically takes **4-6 weeks**.

Important Note:

The entire application process, including grade conversion, Uni-Assist submission, university processing, and visa application, can take up to **3-4 months**. It is crucial to plan your application well in advance to avoid delays.

More Information:

If you need more information or if you have any questions, please contact me by email:

Prof. Dr. Lutz Sommer
Albstadt-Sigmaringen University
Mail: sommer@hs-albsig.de