

## Application process for international applicants for summer semester 2024

### Application for the *Studienkolleg Munich*

You apply for the Studienkolleg through the University you want to study at afterwards!

**Applicants  
with Non-EU nationality**

**Applicants with EU nationality (including:  
Norway, Liechtenstein, Iceland and  
Switzerland)**

**Application period:**

**December 2023 until January 15, 2024**

You can apply for the Studienkolleg, if:

- You do not yet fulfill the requirements for a direct application at the University
- You can prove your German language proficiency at least at level B2 (better: level C1).
- You intend to pursue a **degree course in Regensburg** after the Studienkolleg  
(Your chosen field of studies will be inquired during the online application).



Online registration and application through the UR Campusportal  
<https://campusportal.uni-regensburg.de>

In case you encounter difficulties during the online application process,  
we have also created a *video tutorial* and a *filling out guide*.

**For subjects, which start at the University of Regensburg only once a year (winter term), the application for the previous attendance of the Studienkolleg is as well only possible for the winter term.**

## Application documents in digital format for upload (pdf)

### Academic Degrees:

- School-leaving certificate (including transcript of grades)
- If applicable: **Certificate of university entrance exam** and **Certificate of studies** (transcript of records, degree)

Form of the Documents:

- If applying through the campus portal: digital documents (pdf)
  - original language document (pdf)
  - translation by a sworn translator (not necessary for documents issued in English or French)
- **Proof of German proficiency** (at least Level B2, better C1)\*
  - **Copy of passport**
  - **Curriculum Vitae in tabular form** (complete and without gaps with time data in the format month/year)
  - **Underage applicants: Declaration of consent of parents.** Template online:  
[UR Homepage](#) ► [Studium](#) ► [Studentenkanzlei](#) ► [Bewerbung/Einschreibung...](#) ► [Einschreibung](#)

\*When submitting certificates, all parts of the respective level must be passed, partial exams are not accepted. For example, if you have only passed the written part of the telc C1 exam, it is best to add a certificate of attendance for the B2 course to your application.

## What happens after your application has been sent online?

- 1. Examination of Application** by the Registrar's Office. Once the application is being processed, the portal states "valid". If documents are missing, you can see in the portal which documents you still have to submit online.
- 2. The results of your application** are available only online. A letter of admission or rejection can be printed out on the portal and is also valid for the German embassy without a signature. **Notices of admission or rejection will not be sent additionally by mailing services.**
- 3. The admission test** of the Studienkolleg takes place shortly before courses start. You will find the exact date of the test in the letter of admission.
- 4. The test results** are sent to you by the Studienkolleg München. If you receive a spot, you are enrolled at the University of Munich or the Technical University. You receive student status for the duration.
- 5. The Assessment test** is written at the end of the preparatory year at the Studienkolleg.

**6. After passing the assessment test**, you apply with this certificate (and the certificates from your home country) directly at your desired university, within or outside Bavaria, for admission to a course of study. Please note: After completing the Studienkolleg, you receive a subject-specific entrance qualification. This means that you cannot study all subjects.



**Contact in the International Office:**  
*international.degree-student@ur.de*