

Application for the 1<sup>st</sup> semester of a  
**Master's degree program**  
Information for applicants with foreign certificates

winter semester 2024/25

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# STUDIENANGEBOT

## Architektur und Bauingenieurwesen

Kurt-Schumacher-Ring 18, 65197 Wiesbaden

### Bachelorangebot

|                        |                     |
|------------------------|---------------------|
| → Architektur          | (7) / WS, SoSe / NC |
| → Bauingenieurwesen    | (6) / WS, SoSe      |
| → Baukulturerbe        | (6) / WS, SoSe      |
| → Immobilienmanagement | (6) / WS / NC       |
| → Mobilitätsmanagement | (7) / WS            |

### Masterangebot

|   |                |
|---|----------------|
| → Architektur   Bauen mit Bestand                               | (4) / WS, SoSe |
| → Baukulturerbe   Bauen mit Bestand                             | (4) / WS, SoSe |
| → Konstruktiver Ingenieurbau/Baumanagement                      | (4) / WS, SoSe |
| → Nachhaltige Mobilität   | (3) / WS       |
| → Real Estate   | (4) / WS / NC  |
| → Umweltmanagement und<br>Stadtplanung in Ballungsräumen (UMSB) | (4) / WS, SoSe |
| → UMSB (berufsbegleitend)                                       | (7) / WS, SoSe |

## Design Informatik Medien

Unter den Eichen 5, 65195 Wiesbaden

### Bachelorangebot

|                                  |                     |
|----------------------------------|---------------------|
| → Angewandte Informatik          | (7) / WS            |
| → Angewandte Informatik (dual)   | (7) / WS / dual     |
| → Technische Informatik          | (7) / WS            |
| → Technische Informatik (dual)   | (7) / WS / dual     |
| → Innenarchitektur               | (7) / WS, SoSe / NC |
| → International Media Management | (7) / WS, SoSe / NC |
| → Kommunikationsdesign           | (7) / WS, SoSe / Bp |
| → Media: Conception & Production | (7) / WS, SoSe / Bp |
| → Media Management               | (7) / WS, SoSe / NC |
| → Medieninformatik               | (7) / WS / NC       |
| → Medieninformatik (dual)        | (7) / WS / dual     |
| → Wirtschaftsinformatik          | (7) / WS / NC       |
| → Wirtschaftsinformatik (dual)   | (7) / WS / dual     |

### Masterangebot

|   |                     |
|---|---------------------|
| → Screen Arts   | (3) / WS, SoSe      |
| → Kommunikationsdesign – Crossmedia Spaces                                | (3) / WS            |
| → Medieninformatik – Intelligente und<br>interaktive Systems              | (3) / WS, SoSe      |
| → Informatik – Software und System Engineering                            | (3) / WS, SoSe      |
| → Innenarchitektur – Conceptual Design                                    | (4) / WS            |
| → Media & Design Management   | (3) / WS, SoSe / NC |
| → Wirtschaftsinformatik – Information Systems<br>& Digital Transformation | (3) / WS, SoSe      |

## Ingenieurwissenschaften

Am Brückweg 26, 65428 Rüsselsheim

### Bachelorangebot

|  |                       |
|--|-----------------------|
| → Angewandte Mathematik <sup>4</sup>                     | (6) / WS              |
| → Angewandte Physik <sup>1</sup>                         | (7) / WS, SoSe        |
| → Physikalische Technik                                  |                       |
| → BIS <sup>2</sup> -Elektrotechnik                       | (7) / WS              |
| → BIS <sup>2</sup> -Maschinenbau                         | (7) / WS              |
| → Elektrotechnik <sup>7</sup>                            | (7) / WS, SoSe        |
| → Elektro- und Luftfahrttechnik                          | (8) / WS, SoSe        |
| → Interdisziplinäre Ingenieurwissenschaften <sup>1</sup> | (7) / WS, SoSe        |
| → Internationale Technische Zusammenarbeit               |                       |
| → Mechatronik  |                       |
| → Medizintechnik   |                       |
| → Smart Energy Management                                |                       |
| → Internationales Wirtschaftsingenieurwesen <sup>7</sup> | (7) / WS              |
| → Kooperatives Ingenieurstudium Elektrotechnik           | (8) / WS / dual       |
| → Kooperatives Ingenieurstudium Mechatronik              | (8) / WS / dual       |
| → Kooperatives Ingenieurstudium Medientechnik            | (7) / WS, SoSe / dual |
| → Maschinenbau <sup>1</sup>                              | (7) / WS, SoSe        |
| → Allgemeiner Maschinenbau                               |                       |
| → Fahrzeugtechnik  |                       |
| → Virtuelle Produkt- und Prozessentwicklung              |                       |

|  |                |
|--|----------------|
| → Medientechnik                          | (7) / WS, SoSe |
| → Umwelttechnik                          | (7) / WS, SoSe |
| → Wirtschaftsingenieurwesen <sup>7</sup> | (7) / WS       |

### Masterangebot

|   |                |
|---|----------------|
| → Advanced Media Technology                                     | (3) / WS, SoSe |
| → Angewandte Mathematik <sup>4</sup>                            | (4) / WS, SoSe |
| → Angewandte Physik   | (3) / WS, SoSe |
| → Bio- und Umwelttechnik  | (3) / WS, SoSe |
| → BIS <sup>2</sup> -Elektrotechnik und Management               | (4) / WS, SoSe |
| → BIS <sup>2</sup> -Product Development & Manufacturing         | (4) / WS, SoSe |
| → BIS <sup>2</sup> -Wirtschaftsingenieurwesen                   | (4) / WS, SoSe |
| → Electrical Engineering – Connected Systems                    | (3) / WS, SoSe |
| → Fahrzeugentwicklung, Energietechnik und<br>Produktionsplanung | (3) / WS, SoSe |
| → Medizintechnik  | (3) / WS, SoSe |

#### Legende

|          |   |   |
|----------|---|---|
| (Zahl)   | = | Regelstudienzeit in Semestern                         |
| WS, SoSe | = | Beginn zum Wintersemester bzw. Sommersemester möglich |
| NC       | = | zulassungsbeschränkter Studiengang                    |
| Bp       | = | Begabtenprüfung                                       |
| A        | = | Auswahlverfahren                                      |

Stand: 16.04.2024

## Sozialwesen

Kurt-Schumacher-Ring 18, 65197 Wiesbaden

### Bachelorangebot

|  |                      |
|--|----------------------|
| → Soziale Arbeit   | (7) / WS, SoSe / NC  |
| → Soziale Arbeit BASA-online <sup>3</sup>  | (8) / WS, SoSe / A   |
| → Soziale Arbeit – Bildung in Kindheit und Jugend                                    | (7) / WS / NC        |
| → Soziale Arbeit: Gesundheit, Soziales Recht<br>und Soziales Management <sup>1</sup> | (7) / WS, SoSe       |
| → Gesundheitsbezogene Soziale Arbeit   |                      |
| → Soziales Management  |                      |
| → Soziales Recht   |                      |
| → Soziale Arbeit Teilzeit  | (14) / WS, SoSe / NC |

### Masterangebot

|  |                 |
|--|-----------------|
| → Soziale Arbeit   | (3) / SoSe / NC |
| → Soziale Arbeit mit dem Schwerpunkt Bildung <sup>6</sup>                                      | (5) / SoSe      |
| → Soziale Arbeit mit dem Schwerpunkt<br>Sozialraumentwicklung und -organisation <sup>5,6</sup> | (5) / SoSe / NC |

## Wiesbaden Business School

Bleichstraße 44, 65183 Wiesbaden

### Bachelorangebot

|   |                     |
|---|---------------------|
| → Business Administration                   | (6) / WS, SoSe / NC |
| → Business & Law in Accounting and Taxation | (8) / WS, SoSe      |
| → Digital Business Management               | (6) / WS, SoSe / NC |
| → Financial Services (dual)                 | (6) / WS / dual     |
| → Gesundheitsökonomie                       | (6) / WS, SoSe      |
| → Insurance and Banking                     | (6) / WS, SoSe      |
| → International Management                  | (8) / WS, SoSe / NC |

### Masterangebot

|                                  |                     |
|----------------------------------|---------------------|
| → Controlling and Finance        | (4) / WS, SoSe      |
| → Digital Business Management    | (4) / WS, SoSe / NC |
| → Insurance and Banking          | (4) / WS, SoSe      |
| → International Management       | (2) / WS, SoSe      |
| → Management im Gesundheitswesen | (4) / WS, SoSe      |
| → Sales and Marketing Management | (4) / WS, SoSe      |

<sup>1</sup> Studiengang mit den folgenden Studienrichtungen

<sup>2</sup> Berufsbegleitendes Ingenieurstudium

<sup>3</sup> Fernstudiengang

<sup>4</sup> aktuell keine Neueinschreibung möglich

<sup>5</sup> Bewerbung über Hochschule Fulda

<sup>6</sup> berufsbegleitend

<sup>7</sup> Studium der angepassten Geschwindigkeit (Time4ING) möglich

## PRELIMINARY REMARK

In this document you will find all information needed to apply for the first semester of a master's degree program with a first professional degree (bachelor's degree) from abroad (also German nationals with foreign certificates).

The RheinMain University of Applied Sciences (HSRM) is a member of the uni-assist association (service point for international student applications). All applicants who earned their higher education entrance qualification in a foreign country must apply through uni-assist, regardless of their nationality.

Please read this application information sheet carefully and apply through the uni-assist online portal My assist (<https://my.uni-assist.de/>).

### Exceptions to the uni-assist procedure:

For the master's degree program 'Soziale Arbeit mit dem Schwerpunkt Sozialraumentwicklung und -organisation' (Social Works with focus on the Development and Organization of Social Spaces), please apply directly through the [Fulda University of Applied Sciences](#).

Applicants who wish to apply for a higher semester due to study periods at a **German** university apply directly via the online portal of the university [HSRM COMPASS](#). More information at: [www.hs-rm.de/bewerbung](http://www.hs-rm.de/bewerbung) → 'Bewerbung mit deutschen Zeugnissen'

You can find an overview of all the undergraduate and graduate programs on the previous page.

## 1. GENERAL ADMISSION REQUIREMENTS AND INFORMATION

Applicants who earned their first professional degree (e.g. bachelor's degree) in a foreign country can apply for a master's degree program in Germany if their foreign degree is equivalent to a German degree and if they can prove sufficient German language skills.

### 1.1. Proof of foreign university degree

The foreign degree must have been obtained at a recognized university in accordance with the prescribed study standard actually completed in accordance with the prescribed study standard and, as a rule, on a full-time basis. Depending on the special requirements of the individual master's degree program, this qualification must be equivalent to a six to eight-semester bachelor's degree obtained in Germany.

The following website provides information on whether your university or degree can be recognized: <http://anabin.kmk.org> (only in German, official data base of 'Zentralstelle für ausländisches Bildungswesen' (Central Office for Foreign Education – ZAB), then check 'Institution' and 'Hochschulabschlüsse'. The institutions marked 'H+' are recognized in Germany.

For the evaluation of your university degree, you must submit the following documents: (see also the [checklist](#) and information about translation):

- University transcript of the bachelor's degree/ diploma)
- Transcript of records or list of all graded courses, including periods of study
- Diploma Supplement (if available)

If you do not yet have a final degree certificate yet, you have to submit a current and complete transcript of records. In some cases you have to hand in the provisional average grade; in other cases, the last examination of the bachelor's degree must have been taken before the start of the first semester of study in the master program. If it becomes apparent at the time of enrollment or during the subsequent submission of the degree certificate required within the first master's semester that the last examination of the bachelor's degree program was taken after the start of the master's degree program, enrollment will be denied or retroactively invalidated.

## 1.2. Application deadlines

| Deadline   | master's degree program   |
|--|---|
| June 15  | Interior Design – Conceptual Design (only winter intake)  |
| <b>Summer:</b><br><b>January 15</b><br><br><b>Winter:</b><br><b>July 15</b>  | <ul style="list-style-type: none"> <li>• Architectural Heritage Conservation</li> <li>• Architecture   Building Revitalization and transformation</li> <li>• Civil Engineering &amp; Construction Management</li> <li>• Communication Design - Crossmedia Spaces</li> <li>• Controlling and Finance</li> <li>• Creative Media Conception</li> <li>• Digital Business Management (NC)</li> <li>• Health Care Management</li> <li>• Insurance and Banking</li> <li>• International Management (<b>English taught program</b>)</li> <li>• Media &amp; Design Management (NC)</li> <li>• Real Estate (NC) (only winter intake)</li> <li>• Sales and Marketing Management</li> <li>• Screen Arts (<b>German- or English taught program</b>)</li> <li>• Social Work with focus on Education) (only summer intake)</li> <li>• Social Works (NC) (only summer intake)</li> <li>• Sustainable Mobility (NC) (only winter intake)</li> <li>• UMSB, Environmental Management and Urban Planning in Metropolitan Areas (also as cooperative program)</li> </ul> |
| <b>Summer:</b><br><b>March 1</b><br><br><b>Winter:</b><br><b>September 1</b> | <ul style="list-style-type: none"> <li>• Advanced Media Technology</li> <li>• Applied Physics</li> <li>• Automotive Engineering, Energy Technology and Production Planning</li> <li>• Biological and Environmental Technology</li> <li>• Business Informatics – Information Systems &amp; Digital Transformation</li> <li>• Computer Science – Software and System Engineering</li> <li>• Cooperative degree in Electrical Engineering and Management</li> <li>• Cooperative degree in Product Development and Manufacturing</li> <li>• Cooperative degree in Industrial Engineering</li> <li>• Environmental and Biological Process Engineering</li> <li>• Electrical Engineering – Connected Systems</li> <li>• Media Computer Science – Intelligent and Interactive Systems</li> <li>• Medical Engineering</li> </ul>  |

## 2. GERMAN PROFICIENCY

### 2.1. Proof of German proficiency

Applicants with a foreign degree must prove that they have sufficient German language skills with level C1 to study in Germany, regardless of their nationality. When applying, you do not have to submit a C1 level, but you must be able to prove proficiency at level B2 at least. Please refer to the following table which language certificates and attestations the university accepts for application and which you need to submit for enrollment. You will find an exhaustive list in Annex 1 of the [Enrollment Rules](#) for Hochschule RheinMain (only in German). This applies to all master's degree programs at the university with the exception of the master program in International Management and the master program in Screen Arts with the option to study in English.

| <u>For application (minimum requirement):</u><br>To submit by the application deadline.   | <u>For enrollment (minimum requirement):</u><br>To submit by the March 15 for a summer semester or by September 15 for a winter semester, respectively by the application deadline in the case of an application via the lottery procedure (Losverfahren) |
|---|---|
| DSH-1 (issued by a university/Studienkolleg registered with the German Rectors' Conference HRK)   | DSH-2 (issued by a university/Studienkolleg registered with the German Rectors' Conference HRK)   |
| TestDaf: at least level 3 in all parts of the exam  | TestDaF: at least level 4 in all parts of the exam  |
| telc Deutsch B2   | telc Deutsch C 1 Hochschule   |
| Goethe Zertifikat B2  | Goethe-Zertifikat C2  |
| Zentrale Mittelstufenprüfung from Goethe Institute  | Zentrale Oberstufenprüfung (Goethe-Institute)<br><br>Großes oder Kleines Sprachdiplom (Goethe-Institute)  |
| ÖSD B2 Zertifikat   | ÖSD C2  |
| A certificate of a completed German course with at least level B2 according to the Common European Framework of Reference for Languages | Deutsches Sprachdiplom der Kultusministerkonferenz – 2. Stufe (DSD II)  |
| Proof of at least 1,000 hours of German lessons   | Zertifikat der Deutsche Sprachprüfung II des Sprachen- und Dolmetscher-Instituts München<br><br>Feststellungsprüfung at Studienkolleg (German language part passed!)  |

### **Exemption:**

Those applicants who present the following evidence are exempt from a German language examination:

- A completed a degree in German (also teaching first or second foreign language) abroad, or
- A completed vocational apprenticeship (or education) in Germany, or
- A period of 10 years at a German school (intermediate certificate of secondary education 'Realschulabschluss' alone does not qualify)!
- German citizens who have obtained their International Baccalaureate (IB) in Germany are exempt from the DSH examination if they took German as Language A or Language B HL.

If you apply for the master program '**International Management**', you do not need any German skills for studying. You must hand in proof of your English skills at the C1 level of the Common European Framework of Reference for Languages (CEFR), documented by a [standardized language test](#). You have to hand in the certificate at the latest with your enrollment documents, should you be admitted. You have the possibility to take an English test at the Wiesbaden Business School of Hochschule RheinMain.

If you apply for the master program Screen Arts, you have the option to study in German (in this case the above information applies) or in English. For the English option, you will have to hand in proof of level B2 with a standardized test score, or take the Oxford Online Placement Test (OOPT) at the [Language Center](#) of Hochschule RheinMain.

## **2.2. C1 German preparatory course with TestDaF exam training**

Hochschule RheinMain offers a TestDaF preparatory course twice a year. Applicants register for the preparatory course directly at Hochschule RheinMain, not via uni-assist! You can find the registration form and information about the course here: [www.hs-rm.de/testdaf](http://www.hs-rm.de/testdaf).

Hochschule RheinMain is TestDaF test center since 2024. This means you can take the exam on the campus premises. You have to register for the digital exam directly through the TestDaF Institute: [www.testdaf.de](http://www.testdaf.de). First search under "Participants > Find test center" for Hochschule RheinMain by entering the city of Wiesbaden.

## **3. SPECIAL ADMISSION REQUIREMENTS FOR INDIVIDUAL PROGRAMS**

In addition to the general and formal admission requirements, further subject-related or language admission requirements must be met for individual Master's programs. You can find detailed information about content and requirements of the individual Master's programs on our homepage at: [www.hs-rm.de/studienangebot](http://www.hs-rm.de/studienangebot).

Please read this information carefully and submit the required documents with your application in the uni-assist application portal My assist.

After the formal review by uni-assist, the respective admission committee at RheinMain Hochschule will check the subject-specific admission requirements.

## **4. HAVE YOU ALREADY STUDIED IN GERMANY?**

If you have previous study periods at a German university (NOT language courses or Studienkolleg) and have definitively failed a performance in the same or a study program with comparable content, which is mandatory for the completion of the intended study program at Hochschule RheinMain, you will be excluded from the application procedure for this study program.

Whether your degree program is comparable in terms of content is assessed based on the classification into a subject group. The corresponding subject groups can be found in [Appendix 1](#). If the subject group of the degree program is the same as the subject group of the intended degree program, the university has to review the failed performance.

For this reason, you must indicate the corresponding degree program, the performance(s) and the university at which you were enrolled for the degree program in the mandatory questions in My assist. In addition, the version of the examination regulations (PO) of the degree program and a link to the module manual are required.

## **5. INFORMATION FOR APPLICANTS FROM CHINA, INDIA AND VIETNAM**

Applicants who have obtained their first university degree in China, India or Vietnam must undergo the APS procedure at the Academic Evaluation Center ('Akademische Pruefstelle', APS) for preliminary assessment purposes. If this procedure is combined with a Test-AS procedure, the result of the Test-AS must also be submitted with the APS certificate

### **5.1. China**

Chinese applicants are required to undergo APS procedure at the Academic Evaluation Center in Beijing or Shanghai for preliminary assessment purposes. Please submit the APS certificate with your application. This also applies to applicants who are already in Germany. Further information can be found at: [www.aps.org.cn](http://www.aps.org.cn).



## 5.2. India

Applicants from India have to go through an APS procedure via the Academic Evaluation Center (APS) at the German Embassy in New Delhi. Please submit the APS certificate with your application. This applies to applicants from the summer semester 2023 onwards.

For more information, please visit: <https://aps-india.de/>.

## 5.3. Vietnam

Applicants from Vietnam are also required to undergo the APS procedure at the Academic Evaluation Center at the German embassy in Hanoi. Please submit the APS certificate with your application. For more information, please visit: <https://vietnam.diplo.de/vn-de/willkommen/aktuelles/aps/1236800>.

# 6. INFORMATION ABOUT THE UNI-ASSIST APPLICATION PROCESS

Please read carefully in advance all information about applying via the online application portal of uni-assist: [www.uni-assist.de](http://www.uni-assist.de).

1. Register in the uni-assist applicant portal My assist (<https://my.uni-assist.de/>). If you would like to see the study programs offered by Hochschule RheinMain in My assist, please enter only the name of the university, without any further details.
2. Select one or more study programs,
3. answer all mandatory questions (also questions to [study periods in Germany](#)) and then
4. upload all required documents (see [checklist](#)).
5. Submit the application online and
6. Pay the uni-assist fee.

As part of the application process, uni-assist checks whether the degree obtained abroad is formally equivalent to a course of study at a German university. In addition, uni-assist calculates the overall average grade of your foreign degree. uni-assist also checks the German language skills.

Your application will be reviewed on the basis of the admission requirements of the university. If you do not yet meet the formal admission requirements, uni-assist will inform you accordingly and ask you to submit the required document(s).

Please be sure to state your e-mail address so that uni-assist can contact you quickly and easily to clarify any questions!

We advise to apply well in advance so that you still have the possibility to send missing documents within the deadline if necessary.

You are responsible for the documents to be submitted in full by the deadline (see [checklist](#))

Should the experts' assessment be positive, uni-assist will forward your application to the university, which will then decide whether to admit you.

You only have to submit the documents online on the uni-assist portal My assist. However, you must be able to submit the original document or a certified copy of it upon request.

## 6.1. Application Fees

The fees cover registration, handling and checking of your documents and the assessment of your educational certificates, irrespective of the results of this procedure. You will find out how much you have to pay directly in My assist as soon as you submit one or more applications.

uni-assist will only process your application once the fee has been paid.

You will find everything you need to know about payment and fees on the uni-assist web site:

[www.uni-assist.de/en/how-to-apply/pay-all-fees/handling-fees/](http://www.uni-assist.de/en/how-to-apply/pay-all-fees/handling-fees/) and

[www.uni-assist.de/en/how-to-apply/pay-all-fees/payment-options/](http://www.uni-assist.de/en/how-to-apply/pay-all-fees/payment-options/).

## 6.2. Any questions?

If you have any questions about the online application process, whether the fee has been received or the status of your application, please contact uni-assist directly. Further explanatory comments on the uni-assist process can be found at: [www.uni-assist.de/en/contact/](http://www.uni-assist.de/en/contact/)

For all content-related questions pertaining to the application and admission requirements, please [contact](#) RheinMain University of Applied Sciences directly.

## 7. AFTER UNI-ASSIST FORWARDED YOUR APPLICATION TO THE UNIVERSITY

After a positive evaluation, uni-assist will automatically forward your application in electronic form to Hochschule RheinMain. When your application has been accepted, your data will be transferred to our Campus Management System [HSRM COMPASS](#) and you will receive your personal access data by e-mail. This is important for the further admission process. You can check your application status under HSRM COMPASS and see further information concerning admission

### 7.1. Enrollment

If your application is successful, you may be admitted to the desired degree program. In this case, you will find the admission letter online in the Inbox ('Postfach') of your HSRM COMPASS account. Enrollment is an online process; you complete your enrollment electronically by uploading all required documents to the HSRM COMPASS portal by the deadline specified in the admission letter.

The admission letter will describe the steps on how to enroll and what documents you still need to upload. You can find information on the [enrollment process](#) on the web site.

### 7.2. Enrollment fees

The fees per semester are approx. 300 euros (including the fee for the 'Studentenwerk' which provides the student dorms, cafeterias etc. and the 'Deutschlandticket' which allows you the free use of regional public transportation in Germany). Find out more about the [semester fee](#) on the web site. Beyond that, there are no further tuition fees.

### 7.3. Storage period for applications

Should you not enroll at Hochschule RheinMain, we hereby inform you that uni-assist will store your digital documents for a period of three years, during which time it will only be accessible to uni-assist and our university.

All your data on HSRM COMPASS will be deleted before the start of the next application procedure for the next semester and any paper document will be destroyed, should you not enroll at HSRM. See also the section on [data collection](#).

## 8. CHECKLIST FOR YOUR DOCUMENTS

IMPORTANT: all the information about your personal data that you provide in the application must exactly match the information in your passport (all first and last names, exact date of birth according to the format DD.MM.YYYY, exact indication of the place of birth).

Please upload all documents in PDF format. The documents should be black and white, not in color, to reduce the volume of the file.

### 8.1. Documents

#### By application deadline

Online application form from the uni-assist portal (please answer all mandatory questions)

Foreign university certificates, university transcript with list of subjects and grades, diploma supplement, if available

If you do not yet have a degree certificate yet, please submit proof of all achievements to date (grade extract, collective certificate, provisional certificate or similar).

Translation of the foreign university certificates and transcripts in German or English.\*

Proof of German proficiency (for all programs with the exception of the program 'International Management', see also [Required German skills for application](#))

University transcripts of [previous periods of study in Germany](#) and, if applicable, eventually disenrollment certificates. If you studied the same program or a program comparable to the one you are applying for, you have to hand in the proof that you are still entitled to take exams for this program (to hand in at the latest at enrollment)

Proof of additional documents for the chosen master's program: see [www.hs-rm.de/studienangebot](http://www.hs-rm.de/studienangebot)

Eventually documentation of payment of the application fee to uni-assist

Proof of English for master programs, see information at the [Language Center](#).

### By enrollment deadline

Secondary school leaving certificates (High School Certificate, Abitur, Lise Diplomas, Baccalauréat, etc.) with translation.

If you studied in Germany:

- proof of disenrollment ('Exmatrikulationsbescheinigung') including proof of study period
- If you studied the same program or a program comparable to the one you are applying for: final proof that you are still entitled to take exams (see also information on [study periods in Germany](#) and [appendix](#)).

If not already submitted by application deadline: final university certificate with translation. Should the foreign university not have issued the certificate by enrollment, you have to hand in the certificate by the deadline indicated on the admission letter.

Proof of [German proficiency for studying](#) (level C1) by March 15 for a summer semester or by September 15 for a winter semester, except for the master program in International Management and the master program in Screen Arts with the English taught variant.

It is sufficient to upload the required documents on the uni-assist portal. However, you must be able to submit the original document or a certified copy of it upon request.

### 8.2. Notes on translation

You must submit the transcripts in the original language of the country they were issued in and additionally as an English or German translation. We accept bilingual certificates in English and another language.

- For translations performed in Germany: translation by a state sworn and authorized translator. You can search for suitable translators in your area on the website of the Federal Association of Interpreters and Translators (Bundesverband der Dolmetscher und Übersetzer, web site in German): <https://bdue.de/der-beruf/beeidigte>.
- For translations performed abroad: translation by an authorized body that produces the equivalence of certified translations in the respective country.

## 9. FURTHER INFORMATION AND IMPORTANT ADDRESSES

### 9.1. Admissions Office (Studienbüro) / Team International

Information about the application procedure, evaluation of transcripts, DSH (German) examination, German course C1, enrollment:

Ms. Ursula Haque

Ms Laure Leuschner

Office hours: only by appointment. We also offer calls by appointment. Please call beforehand.

**Telephone hours:**

Monday to Thursday: 9:00 – 12:00

Phone: +49 611 9495-1550

[Contact](#)

Internet: [www.hs-rm.de/international-bewerbung](http://www.hs-rm.de/international-bewerbung)

**9.2. Student Counseling Office / Zentrale Studienberatung**

Information and advice about studying in general, about specific degree programs and planning one's studies:

Office hours: only by appointment.

Phone: +49 611 9495-1555

[Contact](#)

Internet: [www.hs-rm.de/studienberatung](http://www.hs-rm.de/studienberatung)

**9.3. Information Desk / i-Punkt**

You can find the information desk i-Punkt at Kurt-Schumacher-Ring Campus in Wiesbaden, in the foyer of building A, at garden level. It is your first point of contact if you have questions about studying, application, admission and enrollment. You can also hand in application/enrollment documents and other documents here.

Kristin Marx, Beatrix Riedel, Polina Shchepanovskaya und Katrin Zachmann are happy to answer your questions about the RheinMain University of Applied Sciences.

Phone: +49 611 9495-1555

[Contact](#)

**Opening hours:**

Monday – Thursday: 09:00 – 15:00

Friday: 09:00. – 13:00

**Correspondence Address:**

Hochschule RheinMain  
Studierendenservice und Internationales  
Postfach 3251  
65022 Wiesbaden Germany

**Visiting Address:**

Kurt-Schumacher-Ring Campus  
Building A, ground level  
Kurt-Schumacher-Ring 18  
65197 Wiesbaden

**10. INFORMATION ON DATA COLLECTION**

Who is responsible for data collection at RheinMain University of Applied Sciences and whom can you contact?

The President of RheinMain University of Applied Sciences, Prof. Dr. iur. Eva Waller, Unter den Eichen 5, 65195 Wiesbaden, is responsible for data collection. The university data security officer is Prof. Dr. iur. Jürgen Sauer, Kurt-Schumacher-Ring 18, 64197 Wiesbaden.

What data do we collect from you?

- Surname(s) and first name(s), former name(s), date, place and country of birth
- Gender
- Address, telephone number, e-mail address, nationality
- Type and extent of higher education entrance qualification, date and place of acquisition

- Overall and average grades as well as individual grades of the higher education entrance qualification
- Selected degree program
- Information on enrollment in the chosen degree program at another university
- Semesters studied at a German university
- Degree(s) obtained at a German university or abroad
- Information on and documentation of service, practical training, internships or study-related extracurricular activities, if applicable
- If applicable, documents confirming the date the certificate of vocational qualification was acquired, periods of professional activity after acquisition of the higher education entrance qualification, reasons and extent of improvement of average grade or waiting period, special social, family and economic reasons, result of the first degree and reasons for a second degree.

Within the framework of the automated admission procedure for the degree programs with restricted admission, the following personal data of the applicants will be processed and stored:

- Organizational features of the Stiftung für Hochschulzulassung (University Admissions Foundation), in particular identification and authentication number
- Result of the procedure

Within the framework of the automated admission procedure for the master's degree programs with unlimited admission, the same data as for the Master Media & Design degree program are processed and stored, based on the regulations for the allocation of study places with restricted admission.

Within the framework of the automated admission procedure for the bachelor's degree programs with unlimited admission, the following personal data of applicants will be processed and stored:

- Surname(s) and first name(s), former name(s), date, place and country of birth
- Gender
- Address, telephone number, e-mail address, nationality(s)
- Selected degree program, selected degree, selected regular semester of study
- Faculty in which the right to vote is to be exercised
- Name, address and type of previously attended or simultaneously attended other state or state-recognized higher education institutions and vocational academies in Germany and abroad, the semesters studied there with the year and semester including the semesters with leave of absence, and the respective degree programs and training courses selected at higher education institutions abroad, including the name of the country
- Results of the preliminary, intermediate, final or module examinations taken so far as well as the course certificates acquired during the course of study
- Date of acquisition, type and result of the qualification entitling the applicant to study and, in the case of acquisition in Germany, the country and district; in the case of acquisition abroad, the country in which it was acquired; if applicable, the number of semesters completed in a Studienkolleg (preparatory course) in Germany.
- Special knowledge and skills related to the course of study which the applicant must have when beginning the course of studies in accordance with §54 (4) of the Hessian Higher Education Act
- In the case of a degree sought in Germany, the university and the study location of the degree sought; in the case of a degree sought abroad, the country of the degree sought.

What is the legal basis for data processing?

Pursuant to Article 6 paragraph 1 e of the General Data Protection Regulation (GDPR, 'Datenschutzgrundverordnung' - DSGVO), one public-law task of RheinMain University of Applied Sciences is to collect and process the personal data of all applicants in an automated file.

For the admission procedure, the university collects data according to the regulations of the Hessian University Admission Ordinance – 'Hessische Hochschulzulassungsverordnung', HHZV. The university collects data for the enrollment procedure in accordance with the ordinance on the procedure for enrollment, re-registration, leave of absence and de-registration, study as a guest auditor, part-time study and the processing of personal data of students and doctoral candidates at the universities of the State of Hesse ('Hessische Immatrikulationsverordnung') (for the enrollment procedure). The Hessian Data Protection and Freedom of Information Act ('Hessisches Datenschutz- und Informationsfreiheitsgesetz' - HDSIG) and the Higher Education Statistics Act ('Hochschulstatistikgesetz') also apply.

What is the purpose of the data collection?

The purpose of data processing is:

- the allocation of study places and
- the preparation of admission letters and rejection notifications in the course of the respective

procedure.

- Implementation of the enrollment
- Handling of the studies

If enrollment takes place, the requested personal data will be processed and stored in automated files for the following purposes:

- student administration
- examination administration
- Preparation of voter lists (§ 40 Hessian Higher Education Act ('Hessisches Hochschulgesetz'))
- Anonymous statistical evaluations (§ 8 (2) Hessian Higher Education Act, provisions of the 'Hochschulstatistikgesetz' (Higher Education Statistics Act) and 'Hessisches Landesstatistikgesetz' (Hessian State Statistics Act))

To which bodies will data be forwarded?

Data concerning applications for degree programs whose places are allocated via the dialogue-oriented service procedure are passed on to the 'University Admissions Foundation' ('Stiftung für Hochschulzulassung' - SfH) (HHZV). There is an order data processing contract with SfH, which ensures that SfH only uses the data for the purpose of carrying out the application procedure and for statistical purposes. SfH will only forward data to third parties, such as institutions, public organizations or research institutes, in anonymized form.

Within the university, the Admissions Office (Studienbüro) has access to your data, the study program offices additionally have access to the data required for the implementation of the study program and, depending on the responsibility, data is passed on to further departments in the university

The university transmits personal data of the insured students to the responsible health insurance company in accordance with § 4 of the 'Studentenkrankenversicherungs-Meldeverordnung' (student health insurance registration decree (HImV § 20)).

The university transmits personal data to the library to handle lending procedures (HImV § 18).

In addition, your data may be transferred to third parties if this is specified for by law (e.g. official requests for assistance in processing Bafög, Immigration Office) or if you have given your consent to this

For how long will your data be stored?

If you have not been enrolled, your data from the application process will be deleted before the start of the next application process for the next semester and any paper documents will be destroyed or returned to you.

After successful enrollment, the data will be deleted in accordance with § 15 (2) of the Hessian Enrollment Act ('Hessische Immatrikulationsverordnung' – HImV):

- For data relating to studies at the university in accordance with § 15 (2) HImV, 60 years after the student's disenrollment.
- For all other personal data no later than twelve months after the student's disenrollment.
- For persons who do not enroll, for a summer semester by September 30 at the latest and for a winter semester by March 31 of the following year at the latest.

Can you request information about your data? What rights do you have?

If your personal data is processed, you are a data subject within the meaning of the GDPR and you have various, albeit partially limited, rights against the responsible body:

#### **a) The right to information (Art. 15 GDPR)**

If there is no restriction on the right to information pursuant to §§ 24 (2), 25 (2), 26 (2), 33 HDSIG, you can use this right to request confirmation from the responsible body as to whether and, if so, which personal data about you is being processed and for what purpose

#### **b) The right to rectification (Art. 16 GDPR)**

Often personal data change or they are incomplete. It does not matter whether the incorrect data seems important or unimportant, as long as it is factual information and there is no restriction of the right to rectification according to §§ 24 (2), 25 (3) HDSIG, you have the right as a data subject to request the rectification or completion of your data.

#### **c) The right to erasure or oblivion (Art. 17 GDPR)**

You, as the data subject, have the right under the conditions specified in Art. 17 GDPR and § 34 HDSIG to demand that the responsible party delete personal data relating to you without delay

#### **d) The right to restrict the processing of personal data (Art. 18 GDPR)**

You, as the data subject, have the right under the conditions set out in Art. 18 GDPR and (§§24 (2), 25 (4) HDSIG to require the controller to restrict the processing of personal data relating to you. The aim of the restriction of processing is to allow processing only for specific purposes.

**e) Notification obligation in connection with the rectification or erasure of personal data or the restriction of processing (Art. 19 GDPR)**

If you, as the data subject, have asserted the right to rectification, erasure or restriction of processing against the responsible party, the latter is obliged to notify all recipients to whom personal data relating to you have been disclosed of this rectification, erasure or restriction of processing.

The controller must inform you of these recipients upon request

**f) The right to data transmission (Art. 20 GDPR)**

You, as the data subject, have the right to data transmission under the conditions set out in Article 20 of the GDPR. The intention is to enable you to have personal data that you have provided to a data controller (hereinafter: the first data controller) made available to you in a format that allows the transfer to another data controller (hereinafter: the second data controller); alternatively, this right also aims at the direct transfer of the data from the first data controller to the second data controller.

**g) The right to objection (Art. 21 GDPR)**

As a data subject, you have the right to object at any time, on reasons relating to your particular situation, to the processing of personal data concerning you carried out on the basis of Article 6(1)(e) (in the public interest or in the exercise of official authority) or (f) (legitimate interest).

**h) The right to revoke the declaration of consent under Data Protection Law (Art. 7 GDPR)**

If the data processing has taken place on the basis of consent under Data Protection Law, you have the right to revoke this declaration of consent at any time. The data processing cannot then be reversed for the past, but it can be prohibited for the future.

**i) The right to complain to a supervisory authority.**

Without prejudice to any other administrative or judicial remedy, you have the right to lodge a complaint with the Hessian Commissioner for Data Protection and Freedom of Information:

Der Hessische Beauftragte für Datenschutz und Informationsfreiheit

Postfach 3163

65021 Wiesbaden

<https://datenschutz.hessen.de>

## APPENDIX 1: CLASSIFICATION OF STUDY PROGRAMS TO SUBJECT GROUPS

| Faculty | Study program  | Degree   | Subject group*                         |
|---------|--|----------|--|
| A+B     | Architektur (B. Sc.)   | Bachelor | Architektur, Innenarchitektur          |
| A+B     | Baukulturerbe (B. Sc.)   | Bachelor | Architektur, Innenarchitektur          |
| A+B     | Mobilitätsmanagement (B. Eng.)   | Bachelor | Bauingenieurwesen                      |
| A+B     | Immobilienmanagement (B. Eng.)   | Bachelor | Bauingenieurwesen                      |
| A+B     | Bauingenieurwesen (B. Eng.)  | Bachelor | Bauingenieurwesen                      |
| A+B     | Umweltmanagement und Stadtplanung in Ballungsräumen (M. Eng.)                    | Master   | Bauingenieurwesen                      |
| A+B     | Konstruktiver Ingenieurbau   Baumanagement (M. Eng.)                             | Master   | Bauingenieurwesen                      |
| A+B     | Umweltmanagement und Stadtplanung in Ballungsräumen (berufsbegleitend) (M. Eng.) | Master   | Bauingenieurwesen                      |
| A+B     | Architektur   Bauen mit Bestand (M. Sc.)   | Master   | Architektur, Innenarchitektur          |
| A+B     | Baukulturerbe   Bauen mit Bestand (M. Sc.)                                       | Master   | Architektur, Innenarchitektur          |
| DCSM    | Kommunikationsdesign (B. A.)   | Bachelor | Gestaltung                             |
| DCSM    | Media: Conception & Production (B. A.)   | Bachelor | Gestaltung                             |
| DCSM    | Innenarchitektur - Raum Inszenierung Design (B. A.)                              | Bachelor | Architektur, Innenarchitektur          |
| DCSM    | Angewandte Informatik (B. Sc.)   | Bachelor | Informatik                             |
| DCSM    | Wirtschaftsinformatik (dual) (B. Sc.)  | Bachelor | Informatik                             |
| DCSM    | Wirtschaftsinformatik (B. Sc.)   | Bachelor | Informatik                             |
| DCSM    | Informatik - Technische Systeme (B. Sc.)   | Bachelor | Informatik                             |
| DCSM    | Informatik - Technische Systeme (dual) (B. Sc.)                                  | Bachelor | Informatik                             |
| DCSM    | Informatik - dual (B. Sc.)   | Bachelor | Informatik                             |
| DCSM    | Media Management (B. Sc.)  | Bachelor | Wirtschaftswissenschaften              |
| DCSM    | International Media Management (B. Sc.)  | Bachelor | Wirtschaftswissenschaften              |
| DCSM    | Medieninformatik (B. Sc.)  | Bachelor | Informatik                             |
| DCSM    | Medieninformatik (dual) (B. Sc.)   | Bachelor | Informatik                             |
| DCSM    | Informatik - Smarte Systeme für Mensch und Technik (M.Sc.)                       | Master   | Informatik                             |
| DCSM    | Informatik (M. Sc.)  | Master   | Informatik                             |
| DCSM    | Wirtschaftsinformatik (M. Sc.)   | Master   | Informatik                             |
| DCSM    | Media & Design Management (M. Sc.)   | Master   | Wirtschaftswissenschaften              |
| DCSM    | Innenarchitektur - Conceptual Design (M. A.)                                     | Master   | Architektur, Innenarchitektur          |
| DCSM    | Crossmedia Spaces (M. A.)  | Master   | Gestaltung                             |
| DCSM    | Creative Media Conception (M. A.)  | Master   | Gestaltung                             |
| ING     | Angewandte Mathematik (B. Sc.)   | Bachelor | Mathematik                             |
| ING     | Maschinenbau (B. Eng.)   | Bachelor | Maschinenbau/Verfahrenstechnik         |
| ING     | Berufsbegleitendes Ingenieurstudium Maschinenbau (B.Eng.)                        | Bachelor | Maschinenbau/Verfahrenstechnik         |
| ING     | Kooperatives Ingenieurstudium Mechatronik (B. Eng.)                              | Bachelor | Maschinenbau/Verfahrenstechnik         |
| ING     | Interdisziplinäre Ingenieurwissenschaften (B. Eng.)                              | Bachelor | Maschinenbau/Verfahrenstechnik         |
| ING     | Angewandte Physik (B. Sc.)   | Bachelor | Maschinenbau/Verfahrenstechnik         |
| ING     | Umwelttechnik (B.Eng)  | Bachelor | Maschinenbau/Verfahrenstechnik         |
| ING     | Elektro- und Luftfahrttechnik (B. Eng.)  | Bachelor | Elektrotechnik und Informationstechnik |
| ING     | Elektrotechnik (B. Eng.)   | Bachelor | Elektrotechnik und Informationstechnik |
| ING     | Berufsbegleitendes Ingenieurstudium Elektrotechnik (B.Eng.)                      | Bachelor | Elektrotechnik und Informationstechnik |



|     |   |          |   |
|-----|---|----------|---|
| ING | Kooperatives Ingenieurstudium Elektrotechnik (B. Eng.)                              | Bachelor | Elektrotechnik und Informationstechnik                                      |
| ING | Medientechnik (B. Eng.)   | Bachelor | Elektrotechnik und Informationstechnik                                      |
| ING | Kooperatives Ingenieurstudium Medientechnik (B. Eng.)                               | Bachelor | Elektrotechnik und Informationstechnik                                      |
| ING | Internationales Wirtschaftsingenieurwesen (B. Eng.)                                 | Bachelor | Wirtschaftsingenieurwesen mit ingenieurwissenschaftlichem Schwerpunkt (STB) |
| ING | Wirtschaftsingenieurwesen (B. Eng.)   | Bachelor | Wirtschaftsingenieurwesen mit ingenieurwissenschaftlichem Schwerpunkt (STB) |
| ING | Angewandte Mathematik (M. Sc.)  | Master   | Mathematik  |
| ING | Media and Communications Technology (M. Eng.)                                       | Master   | Elektrotechnik und Informationstechnik                                      |
| ING | Advanced Media Technology (M. Eng.)   | Master   | Elektrotechnik und Informationstechnik                                      |
| ING | Electrical Engineering - Connected Systems (M. Eng.)                                | Master   | Elektrotechnik und Informationstechnik                                      |
| ING | Berufsbegleitendes Ingenieurstudium Elektrotechnik und Management (M. Eng.)         | Master   | Elektrotechnik und Informationstechnik                                      |
| ING | Berufsbegleitendes Ingenieurstudium Product Development and Manufacturing (M. Eng.) | Master   | Maschinenbau/Verfahrenstechnik  |
| ING | Fahrzeugentwicklung, Energietechnik und Produktionsplanung (M. Eng.)                | Master   | Maschinenbau/Verfahrenstechnik  |
| ING | Bio- und Umwelttechnik (M. Eng.)  | Master   | Maschinenbau/Verfahrenstechnik  |
| ING | Angewandte Physik (M. Sc.)  | Master   | Maschinenbau/Verfahrenstechnik  |
| ING | Medizintechnik (M. Sc.)   | Master   | Maschinenbau/Verfahrenstechnik  |
| ING | Berufsbegleitendes Ingenieurstudium Wirtschaftsingenieurwesen (M. Eng.)             | Master   | Wirtschaftsingenieurwesen mit ingenieurwissenschaftlichem Schwerpunkt (STB) |
| SW  | Soziale Arbeit: Gesundheit, Soziales Recht und Soziales Management (B. A. / LL. B.) | Bachelor | Sozialwesen   |
| SW  | Gesundheitsbezogene Soziale Arbeit (B. A.)  | Bachelor | Sozialwesen   |
| SW  | Soziale Arbeit (B. A.)  | Bachelor | Sozialwesen   |
| SW  | Soziale Arbeit (Teilzeit) (B. A.)   | Bachelor | Sozialwesen   |
| SW  | Soziale Arbeit (BASA-online) (B. A.)  | Bachelor | Sozialwesen   |
| SW  | Soziale Arbeit - Bildung in Kindheit und Jugend (B. A.)                             | Bachelor | Erziehungswissenschaften  |
| SW  | Recht und Management in der Sozialen Arbeit (LL. B.)                                | Bachelor | Rechtswissenschaften  |
| SW  | Soziale Arbeit mit dem Schwerpunkt Sozialraumentwicklung und -organisation (M. A.)  | Master   | Sozialwesen   |
| SW  | Soziale Arbeit mit dem Schwerpunkt Bildung (M. A.)                                  | Master   | Sozialwesen   |
| SW  | Soziale Arbeit (M. A.)  | Master   | Sozialwesen   |
| WBS | Business Administration (B. A.)   | Bachelor | Wirtschaftswissenschaften   |
| WBS | International Management (B. A.)  | Bachelor | Wirtschaftswissenschaften   |
| WBS | Insurance & Banking (B. Sc.)  | Bachelor | Wirtschaftswissenschaften   |
| WBS | Financial Services (dual) (B. Sc.)  | Bachelor | Wirtschaftswissenschaften   |
| WBS | Digital Business Management (B. Sc.)  | Bachelor | Wirtschaftswissenschaften   |
| WBS | Gesundheitsökonomie (B. Sc.)  | Bachelor | Gesundheitswissenschaften allgemein   |
| WBS | Business & Law in Accounting and Taxation (LL. B.)                                  | Bachelor | Rechtswissenschaften  |
| WBS | Controlling and Finance (M. A.)   | Master   | Wirtschaftswissenschaften   |
| WBS | Sales and Marketing Management (M. A.)  | Master   | Wirtschaftswissenschaften   |
| WBS | International Management (M. A.)  | Master   | Wirtschaftswissenschaften   |
| WBS | Business & Law in Accounting and Taxation (LL. M.)                                  | Master   | Rechtswissenschaften  |
| WBS | Versicherungs- und Finanzwirtschaft (M. Sc.)  | Master   | Wirtschaftswissenschaften   |
| WBS | Management im Gesundheitswesen (M. A.)  | Master   | Gesundheitswissenschaften allgemein   |