

## Application for recognition of certificate

1. As an international applicant with a foreign educational certificate, please submit an application for recognition of your certificate to the Certificate Recognition Office of the Faculty of Engineering at Heilbronn University (HHN).
2. This examination centre for certificate recognition evaluates the application in accordance with the national application proposals of the Central Office for Foreign Education (ZaB) <https://anabin.kmk.org/anabin.html>. The processing time takes about four weeks. We always process your application as quickly as possible and reply in writing. We will contact you if any documents are missing. We therefore ask you to refrain from inquiring about the status of processing.  
The assessment is free of charge for you and is used for **admission to the Master's programme at the Faculty of Engineering** at HHN.
3. If the certificate is successfully recognised, a "Certificate of Recognition" is issued for use of application at Hochschule Heilbronn. The "Certificate of Recognition" is not valid for any other University.

**Please note:** If the HHN examination office is unable to recognize your certificate, we will contact you as soon as possible. You can then arrange for your certificate to be recognised by the Studienkolleg Konstanz or UniAssist. A recognition from there will be accepted by us without objection.

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### Necessary documents for certificate recognition:

Please submit your documents in digital form - the originals or certified copies of all documents must be submitted upon enrolment:

1. Application form (completed in full and, if possible, electronically)
2. Curriculum vitae
3. Bachelor's certificate and transcript of records in German or English (average grade of 2.5 or better)
4. The Bavarian formula is used to convert grades and recognise international achievements. Therefore, please enter the best and minimum possible passing grade at your university for the conversion.
5. APS certificate, if applicable
6. Proof of your German language skills, if applicable

**Translations:** Please have your certificate translated into German by a publicly appointed translator. In addition, please also submit a copy of the document in the original language. This is not necessary if your documents are issued in German or English.

**Change of name:** If the name listed on the certificate does not match the current name, a public document confirming the change of name (marriage certificate, etc.) must be submitted with a translation if necessary.

### Applicants from China, Vietnam and India:

Applicants from China, Vietnam and India can only be admitted to study at HHN if they can present the certificate of the Academic Evaluation Center (APS) of the German Embassy in Beijing, Hanoi or New Delhi. The APS determines whether the applicant fulfils the admission requirements for studying in Germany in accordance with the guidelines of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder and verifies the authenticity of the documents submitted.

Applicants must submit their application documents to the Academic Evaluation Office of the German Embassy for examination and undergo the examination procedure there. After the documents have been checked, the applicants receive a corresponding certificate if the result of the check is positive, which must be submitted together with the "Application for Certificate Recognition" to the Examination Office for Certificate Recognition of the Faculty of Engineering at HHN.

<b>APS China:</b> DRC Building D1, 1302 19 Dongfang Donglu Chaoyang District 100600 Beijing Mail: <a href="mailto:info@aps.org.cn">info@aps.org.cn</a> <a href="#">Web address</a>	<b>APS Vietnam:</b> German Embassy Hanoi, APS 29 Tran Phu, Q. Ba Dinh Hanoi Phone: +84 24 3267 3361 E-mail <a href="mailto:ku-aps1@hano.auswaertiges-amt.de">ku-aps1@hano.auswaertiges-amt.de</a> <a href="#">Web address</a>	<b>APS India:</b> Gate No. 3, DLTA Complex, R.K. Khanna Stadium 1 Africa Avenue 110029 New Delhi E-mail: <a href="mailto:info@aps-india.de">info@aps-india.de</a> <a href="#">addressWeb</a>
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### Contact:

If you have any further or specific questions, please write to us

- By e-mail to [master-te@hs-heilbronn.de](mailto:master-te@hs-heilbronn.de)

## Application for recognition of certificate

I would like to apply for the summer semester winter semester .		<b><u>Please do not fill in this column</u></b>  Receipt of the application:
I am applying for authorization to enter the Master's programme Automotive Systems Engineering Electrical Systems Engineering Intelligent Mechatronic Systems Mechanical engineering Mechatronics and robotics Technical Management		
<b>Personal data:</b> Family name		Application no.
Birth name, if applicable		Language certificate
Date of birth (day/month/year)		
E-mail (please write clearly)		
<b>Postal address:</b> Street and house number (possibly room number),		Average grade:
Zip code and place of residence		
<b>School education and previous university studies:</b> University entrance qualification with date and course certificates		
Best possible grade at your university		
<b>Further questions:</b> Have you learned German?		Yes No
Are you currently attending a German course?		Yes No
Which language certificate have you already obtained? (Proof!)		
Place/date	Signature	