

## International Media Cultural Work Application Procedure for international applicants

Hochschule Darmstadt is a member university within the uni-assist association. Upon payment of a service fee, uni-assist pre-checks whether applicants are formally entitled to study in Germany based upon the guidelines of the German Central Office for Foreign Education (Zentralstelle für ausländisches Bildungswesen, ZaB) and whether your application is complete and the application documents meet our requirements for admission.

### APPLICATION

Please register in the uni-assist online portal! Create your application form and submit it to UNI ASSIST online. Once this is completed, please upload all requested documents on the uni-assist online platform. You will be asked to submit your certificates in their original language, accompanied by a certified (sworn) translation in German or English. You must upload the following documents:

1. Your **School leaving certificate**. Normally, a completed Bachelor's degree is sufficient; however, there are many cases where a secondary school certificate will still play an important role in the evaluation of your entitlement to study in Germany. It is impossible to tell in advance if your secondary school certificate will be required, this can only be determined during the application process. If the secondary school certificate is missing from your application, your application will be rejected.
2. Your **Bachelor's degree** in a related subject from a recognized university. 'Recognized' means that the university must be accredited according to the laws and regulations of the country in which it is based.
3. The **transcript of records/diploma supplement** for all study years (precondition is a full-time study program)
4. Copy of your **passport**

### Additional documents to submit:

- a) a detailed curriculum vitae (table form) in English
- b) a personal statement in English, which substantiates the personal interest in this master's program (max.1800 char. incl. spaces);
- c) a brief exposé about a project in the targeted field of research and development (max. 1800 char. Incl. spaces) in English; and
- d) if available, a record of practical experience (employers' references, recommendation letters, awards, and prizes)

### DEADLINE FOR FORMAL APPLICATION VIA UNI ASSIST:

- Application closing date for a winter semester is 1<sup>st</sup> June (from mid-April on).
- **Application closing date for a summer semester is 1<sup>st</sup> December** (from mid-October on).

If all application documents are complete, we will forward the documents to the Faculty of Media. The assessment of aptitude is given if the applicant has reached 80 points or more.

### CONTACT:

For questions regarding the application process, please contact the Student Service Center:  
phone: + 49.6151.533 - 5553 – e-mail: [international@h-da.de](mailto:international@h-da.de) | [h-da.de/en/application](https://h-da.de/en/application)

For questions regarding the entrance examination please contact the head of the IMC examination board and IMC program director Prof. Breitsameter: e-mail: [sabine.breitsameter@h-da.de](mailto:sabine.breitsameter@h-da.de)  
<https://imc.mediencampus.h-da.de/application/>