



# How to apply

Information for  
prospective international students

## 2 // **The university – HTWK Leipzig**

Leipzig University of Applied Sciences was founded in 1992. With a total of more than 6500 students, it is one of the largest universities of applied sciences in Germany. The distinguishing characteristic of HTWK Leipzig is its practice-oriented study, which enables students to achieve accredited bachelor's or master's degree qualifications after an intensive and short period of study. Studying at HTWK Leipzig is oriented towards the demands and requirements of the world of employment and prepares students for challenging academic careers in the fields of engineering, economics, social sciences and cultural studies.

### **The advantages of studying at HTWK Leipzig:**

- » No tuition fees
- » A low-priced semester ticket for local public transport
- » An individual study atmosphere with studying in small groups
- » State of the art facilities with new laboratories and studios
- » High practical orientation—strong research departments
- » Active campus life with all facilities located within close proximity
- » A family-friendly university
- » Leipzig: a student city with international flair



## Leipzig – a vibrant city for students

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With its cosmopolitan and creative atmosphere, Leipzig has always been a popular student location. The city, which is home to more than 600,000 residents, has many different names, for example “the city of trade and trade fairs”, “the city of books and media” and “the city of science and culture”.

When it comes to young people, Leipzig offers a wide range of attractions and activities around the clock, be it music, theatre, political satire and comedy, film or sports. Students also love to spend the night chatting away in one of the city’s many cafés, student clubs, pubs or hotspots. The “Neuseenland” lake district and the many green parks located in and around the city complete Leipzig’s broad spectrum of leisure and recreational opportunities.

Prominent figures such as Goethe, Lessing, Leibniz and Kästner all chose Leipzig as a place to study and year after year for more than 600 years, young people have been following in their footsteps, making Leipzig their study location and second home. The “Thomanerchor” boys’ choir and Gewandhaus Orchestra are closely connected to Johann Sebastian Bach and Felix Mendelssohn Bartholdy and are ambassadors of Leipzig’s vibrant and rich culture and spirit far beyond the borders of the city.



## 4 // An overview of study programmes

### Faculty of Architecture and Social Sciences

- » Architecture (B.A./M.A.)
- » Social Work (B.A./M.A.)
- [fas.htwk-leipzig.de](https://fas.htwk-leipzig.de)

### Faculty of Civil Engineering

- » Civil Engineering (B.Eng./M.Sc.)
- [fb.htwk-leipzig.de](https://fb.htwk-leipzig.de)

### Faculty of Digital Transformation

- » Information and Communications Technology (B.Eng./M.Eng.)
- » Telecommunication Informatics (B.Eng.)
- » (In order to apply for these degrees you need a work contract with Deutsche Telekom AG.)
- [fdit.htwk-leipzig.de](https://fdit.htwk-leipzig.de)

### Faculty of Engineering

- » Electrical Engineering and Information Technology (B.Eng./M.Eng.)
- » Energy, Building Services and Environmental Engineering (B.Eng./M.Eng.)
- » Mechanical Engineering (B.Eng./M.Eng.)
- [fing.htwk-leipzig.de](https://fing.htwk-leipzig.de)

For detailed information please visit:

- [htwk-leipzig.de/en/studies/study-programmes/degree-programmes/](https://htwk-leipzig.de/en/studies/study-programmes/degree-programmes/)

**Faculty of Computer Sciences and Media**

- » Library and Information Science (B.A./M.A.)
  - » Publishing Technology (B.Eng.)
  - » Bookselling and Publishing Management (B.A.)
  - » Packaging and Printing Technology (M.Eng.)
  - » Digital Printing Technologies (B.Eng.)\*
  - » Computer Sciences (B.Sc./M.Sc.)
  - » Media Informatics (B.Eng./M.Sc.)
  - » Media Management (M.Eng.)
  - » Media Technology (B.Eng.)
  - » Museology (B.A.)
  - » Museum Education (M.A.) (degree with extra fees)
  - » Publishing Management (M.A.)
  - » Packaging Technology and Sustainability (B.Eng.)\*
- [fim.htwk-leipzig.de](http://fim.htwk-leipzig.de)

**Faculty of Business Administration  
and Industrial Engineering**

- » Business Administration (B.A./M.A.)
  - » General Management (M.A.)
  - » International Management (B.A.)
  - » Civil Engineering (B.Eng./M.Sc.)
  - » Electrical Engineering (B.Eng./M.Sc.)
  - » Mechanical Engineering (B.Eng.)
  - » Energy Engineering (B.Eng.)
  - » Mechanical and Energy Engineering (M.Sc.)
- [fww.htwk-leipzig.de](http://fww.htwk-leipzig.de)

*\* Changes are planned starting with the winter term 2024/25.*

## 6 // Which requirements do I need to meet in order to study at HTWK Leipzig?

- » A **valid university entrance qualification** (secondary education certificate) from your home country
- » **German language skills:** Courses are taught in German. You must provide one of these four language certificates:
  - › German Language Examination for University Entrance for Foreign Applicants (DSH-2, DSH-3)
  - › Test in German as a Foreign Language (TestDaF), at least level 4 in all sub-tests
  - › “Goethe-Zertifikat C2: Großes Deutsches Sprachdiplom”
  - › “telc Deutsch C1 Hochschule” certificate

### **Please note:**

- » **Admission restrictions** apply to **all study programmes**. We can only admit as many students as there are places available.
- » Places are awarded based on applicants' average grades.
  - › A bonus system for bachelor and master degrees is available for applicants who are on an equal footing with German applicants (e.g. citizens of the European Union).  
[htwk-leipzig.de/fileadmin/portal/htwk/studieren/download/Bewerbungsinfo\\_Bachelor.pdf](http://htwk-leipzig.de/fileadmin/portal/htwk/studieren/download/Bewerbungsinfo_Bachelor.pdf)
  - › A bonus system for master's degrees is available for applicants from outside the EU as well.  
[htwk-leipzig.de/fileadmin/portal/htwk/studieren/download/Bewerbungsinfo\\_Master.pdf](http://htwk-leipzig.de/fileadmin/portal/htwk/studieren/download/Bewerbungsinfo_Master.pdf)
- » All bachelor's study programmes and most master's start in the winter semester (1st October).
- » Master degrees in Library and Information Science, Printing and Packaging Technology, Media Management, Museum Education (and possibly Social Work) start in the summer semester (1st April).

Degree	Requirements
Architecture Bachelor / Master	<p><b>Bachelor:</b> Aptitude test necessary, preparatory internship recommended.</p> <p><b>Master:</b> Portfolio necessary. Concerning questions regarding the content of the portfolio, please contact the Architecture department.</p> <p><b>Both degrees:</b> The aptitude test / portfolio result sheet must be presented as part of the degree-application submitted by post.</p> <p><a href="http://htwk-leipzig.de/?id=9158">htwk-leipzig.de/?id=9158</a></p> <p><b>Applicants with B1/B2</b> take part in the aptitude test / submit their portfolio in the year of the planned degree start!</p>
Business Administration Master	Proof of English level B1.
Civil Engineering Bachelor	<p>Six-week internship on a construction site necessary, at the latest done by the end of the second semester.</p> <p><a href="http://htwk-leipzig.de/?id=26152#c64607">htwk-leipzig.de/?id=26152#c64607</a></p>
Energy, Building Services and Environmental Engineering Master	14-week preparatory internship necessary (can be part of the bachelor degree).
General Management Master	<p>Proof of English level B1.</p> <p>Only bachelor degrees with max 45 ECTS in economics are eligible.</p>
Mechanical Engineering Master	14-week preparatory internship necessary (can be part of the bachelor degree).
Social Work Master	Only bachelor degrees in social work are eligible (not pedagogy, educational studies, philosophy etc.).
Bachelor degrees Business Administration, International Management, Social Work	<p>You need to register via <a href="http://hochschulstart.de">hochschulstart.de</a>, please see page 10.</p>

8 // **When can I apply?**

**Winter semester:**

Applicants for the study preparation (DSH course German B2-C1 or Feststellungsprüfung at the Studienkolleg)	1st April to 15th <b>June</b> , via Uni Assist
Applicants with German C1*, <b>no</b> Prüfbericht/VPD from Uni Assist available	1st April to 15th <b>July</b> , via Uni Assist
Applicants with German C1*, Prüfbericht/VPD from Uni Assist available	1st May to 15th <b>July</b> , via <a href="http://bewerbung.htwk-leipzig.de">bewerbung.htwk-leipzig.de</a>

**Summer semester:**

Applicants for the study preparation (DSH course German B2-C1 or Feststellungsprüfung at the Studienkolleg)	1st November to 15th <b>December</b> , via Uni Assist
Applicants with German C1*, <b>no</b> Prüfbericht/VPD from Uni Assist available	1st November to 15th <b>January</b> , via Uni Assist
Applicants with German C1*, Prüfbericht/VPD from Uni Assist available	1st December to 15th <b>January</b> , via <a href="http://bewerbung.htwk-leipzig.de">bewerbung.htwk-leipzig.de</a>

\* List of recognized certificates German C1: see page 6

**Notes:**

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- » You start the application **via the organisation uni-assist e.V.** ([uni-assist.de/en](https://uni-assist.de/en)). They check whether educational achievements are recognised in Germany, convert grades into the German grade system and assess language certificates.
- » It is possible to submit applications to different universities at the same time. The first application costs 75€, the following one(s) 30€ [Feb. 2023].
- » If you do not have a qualification allowing direct admission to a German university, the preparatory course will be held at the Foreign Students' College of the Zittau/Görlitz University of Applied Sciences. This includes two options:
  - › Either one year of subject-related and linguistic preparation (focus on technology or economics) after which you will be required to pass the “Feststellungsprüfung” (FSP, includes German C1) university qualification examination **or**
  - › Half a year of linguistic preparation after which you must successfully pass the DSH examination at least at level C1.

**10 //** For the bachelor's study programmes in **Social Work, International Management and Business Administration**, you need to first register via [hochschulstart.de](https://hochschulstart.de).

1. After you have registered, you will receive a BID and a BAN number. Please state these numbers when submitting your application to uni-assist e.V.
2. You will receive the login data for your online account at HTWK Leipzig after your application was processed by uni-assist e.V. and HTWK Leipzig.
3. If we are able to offer you a place you will be informed via [hochschulstart.de](https://hochschulstart.de). Hence please regularly check your accounts at Hochschulstart and HTWK Leipzig during the months of July and August. ([bewerbung.htwk-leipzig.de](https://bewerbung.htwk-leipzig.de)).
4. Enrolment is done via HTWK Leipzig at the end of August.

## Did you know?

At HTWK there are many ways to spend your leisure time:

- » Sports offers

[sport.htwk-leipzig.de](https://sport.htwk-leipzig.de)

- » The HTWK orchestra

[htwk-leipzig.de/leben/orchester](https://htwk-leipzig.de/leben/orchester)

- » Many different groups such as the students' club „Eichamt E14“, the queer round table, Engineers without borders, Students for Future or impro theater

[stura.htwk-leipzig.de/ueber-uns/hochschulgruppen](https://stura.htwk-leipzig.de/ueber-uns/hochschulgruppen)

Official general page addressing all questions concerning studying in Germany:

- » [study-in-germany.de/en/](https://study-in-germany.de/en/)
- » [daad.de/en/](https://daad.de/en/)

## **The following documents are essential requirements for your application:**

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- » Secondary education certificate (officially certified copy)
- » Evidence of achievements and degree qualifications if you have an academic past (officially certified copy).
- » A language certificate (officially certified copy)
  - › Level B1 is sufficient for applications for the German course or “Studienkolleg” preparatory course.
- » Your CV with a photo
- » A copy of your passport/identification card
- » Applications from China, India and Vietnam: APS certificate
- » If applicable: proof of the university entrance exam in your home country

You can find more information on the required documents and country-specific requirements at:

[uni-assist.de/en/tools/info-country-by-country/](https://uni-assist.de/en/tools/info-country-by-country/)

**Please upload your full original language certificates with an additional certified translation in German or English.**

After checking the documents uni-assist e.V. will electronically transfer your documents to HTWK Leipzig. If everything is approved you will be accepted into the selection process and will receive your personal login details for the “Bewerbungsportal” (application portal of the HTWK Leipzig).

**Please do not register on your own at the HTWK application portal if you have first applied via Uni Assist! We will send you login details to our application portal automatically.**

If you require any help or support with your online application, please send an e-mail to [welcome@htwk-leipzig.de](mailto:welcome@htwk-leipzig.de).

## 12 // **Where can I obtain more information?**



### **Support and advice for foreign applicants**

Juliane Keil and Claudia Flach ([study@htwk-leipzig.de](mailto:study@htwk-leipzig.de))

[htwk-leipzig.de/en/how-to-apply](https://htwk-leipzig.de/en/how-to-apply)

[htwk-leipzig.de/en/refugees-welcome](https://htwk-leipzig.de/en/refugees-welcome)

phone: +49 341 3076 6189 and +49 341 3076 6191

### **On-site consultation hours**

Eichendorffstraße 2, 04277 Leipzig

Tuesday: 09:00 – 11:30 am and 1:00pm – 4:00pm

Thursday: 9:00am – 12:00am

- » University Open Day: [htwk-leipzig.de/tdo](https://htwk-leipzig.de/tdo)
- » University Information Day: [htwk-leipzig.de/hit](https://htwk-leipzig.de/hit)
- » Information day for foreign and refugee applicants:  
[studentenwerk-leipzig.de/en/  
info-day-refugee-and-international-prospective-students](https://studentenwerk-leipzig.de/en/info-day-refugee-and-international-prospective-students)
- » Scholarships: [daad.de/scholarships](https://daad.de/scholarships)

» **Students help students and applicants:**

If you want to get in touch with our international students please contact them via [welcome@htwk-leipzig.de](mailto:welcome@htwk-leipzig.de).

» **HTWK International:**

[htwk-leipzig.de/international/veranstaltungen](https://www.htwk-leipzig.de/international/veranstaltungen)

There are different student-organized events like coffee hours, game nights or sports activities.

» **Buddy programme at HTWK Leipzig:** [htwk-leipzig.de/en/en-international/student-mentoring-programme](https://www.htwk-leipzig.de/en/en-international/student-mentoring-programme)

HTWK students volunteer to assist international students during their first weeks in Leipzig.

» **Leipzig Student Services:** [studentenwerk-leipzig.de/en](https://www.studentenwerk-leipzig.de/en)

If you are looking for student housing, student jobs, support in matters like studying with disabilities or children or if you need mental health counselling please contact the Studentenwerk Leipzig.

» **Support and advice regarding degree-related internships and job applications:**

Claudia Flach ([claudia.flach@htwk-leipzig.de](mailto:claudia.flach@htwk-leipzig.de))  
phone: +49 341 3076 6191



14 // Which entry and residence regulations apply to international applicants?



Applicants from the European Union and from Iceland, Norway, Switzerland or Liechtenstein are excluded from the visa requirement. Applicants from Australia, Brazil, Israel, Japan, Canada, New Zealand, South Korea and the United States of America can apply for a visa after having arrived in Germany.

Applicants from all other countries require a valid passport with a visa or a residence permit for study purposes. **A tourist visa is not sufficient** and cannot be changed into a visa for study purposes after arrival.

If you need to attend the Studienkolleg (FSP course) or the DSH German class you will receive a conditional admission with an invitation to the placement test, which takes place at the beginning of February and the end of August each year, at the Studienkolleg Zittau/Görlitz. If you do not pass you can try again the following semester. There are no other dates and the test always takes place in Zittau, not online.

The placement tests for the FSP course and the DSH class are taking place simultaneously. If you plan to arrive via airplane we recommend the airports in Berlin (BER), Dresden (DRS) or Leipzig (LEJ). From there you need to take a train to the city of Zittau. The specific address can be found in your conditional admission.

You need to present the following documents at the placement test:

- » Passport with a visa or residence permit
- » Conditional admission with invitation to the placement test

You can book a dorm room in Zittau for the day of the test or for all 3-4 days until the results will be published. Passing the test is necessary to start a dorm room contract for the duration of the FSP course or DSH class.

Short link regarding Zittau student housing: [lmy.de/ur4sG](https://lmy.de/ur4sG)

## Finance your studies with BAföG

Refugees with a residence permit (e.g. §24 or §25 AufenthG) can apply for BAföG. BAföG is a federal student loan of max. 934,- €/month (last checked: April 2023). You can find out online ([lmy.de/gyeEiWCR](https://lmy.de/gyeEiWCR)) or via the BAföG-Amt of Studentenwerk Leipzig ([lmy.de/pubVCgCU](https://lmy.de/pubVCgCU)) whether you fulfil the conditions to apply.

Five years after graduation you must pay back half of the loan, but no more than 10,010 € or 77 monthly instalments.

More information: [lmy.de/CkhqcUml](https://lmy.de/CkhqcUml)

## 16 // Cost of living

This section is designed to give a rough idea of what to expect in terms of overall costs during your studies at HTWK Leipzig. The cost of living of course depends on your individual lifestyle and may vary.

**Please note:** For the visa application you have to prove you are able to pay for your living expenses. The required amount is about 935 € multiplied with the number of months your visa will be valid. The total amount (11,220 euros/year) must be presented at the start of the visa process via a blocked account.

More information: [study-in-germany.de/en/plan-your-studies/requirements/proof-of-financing/](https://study-in-germany.de/en/plan-your-studies/requirements/proof-of-financing/)





### **Semester fee of about 270 €/semester**

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All HTWK Leipzig students are required to pay a fee at the beginning of each semester to cover for Studentenwerk (e.g. student services, residences and cafeteria), public transportation and student organizations.

### **Health insurance of about 120 €/month**

As an international student in Germany, you are required to have sufficient health insurance coverage. At HTWK Leipzig, this means you will have to take out a health insurance in Germany and present proof of your coverage before you are allowed to enroll at HTWK Leipzig. The requirement to take out a health insurance in Germany may only be waived if your home country insurance is also valid in Germany and is recognised as sufficient here. This applies, first and foremost, to the countries of the European Union.

### **Estimated Cost of Living 600-900 €/month**

Compared to other European countries, the cost of living in Germany is quite reasonable. The prices for food, accommodation, clothing, leisure activities, cultural events, etc. are generally equivalent to the EU average. Compared with other popular study destinations such as France, Britain and the Netherlands, prices are actually quite low. Moreover, Leipzig is widely known for being particularly affordable if you're on a student budget.

- » housing (student residences): approx. 200-400 €/month plus an additional refundable security deposit of about 300 €
- » living expenses (moderate life style): approx. 400-500 € per month
- » examples:
  - › sports group at HTWK Leipzig: 10-35 €/semester
  - › public TV & radio licence (obligatory in Germany): 18.40 €/month
  - › meal at the HTWK canteen: 3-5 €
  - › public transport: included in semester fee
  - › cinema: 5-11.50 €

## 18 // **Working while studying**

It is very common for international students to also have a job. Students holding a student visa however may usually only work for 120 full or 240 half days per year. (Mandatory internships are exempt from this rule.) Most European students have free entry to the labour market. Please note: During the first year of study preparation (FSP/DSH) working is not permitted.

### **Job counselling:**

Claudia Flach

[\(claudia.flach@htwk-leipzig.de\)](mailto:claudia.flach@htwk-leipzig.de)

phone +49 341 - 3076 6191

## **Living in Leipzig**

### **Student housing**

Once you have an approval notice for a degree (not the conditional admission for Zittau) you can apply for student housing at the Studentenwerk Leipzig. Living there will make it easier to get in touch with other students and all the rooms are furnished, as well as mostly close to the campus.

[studentenwerk-leipzig.de/en/housing](https://studentenwerk-leipzig.de/en/housing)

### **Flat shares (Wohngemeinschaften, WG)**

In a flat share (WG) a couple of students share a whole flat including bathroom and kitchen. You can find flat shares via online portals (e.g. [wg-gesucht.de](https://wg-gesucht.de), [wg-suche.de](https://wg-suche.de)).

If you cannot move into your student housing immediately upon your arrival or if you want to look for private housing after you have arrived, we recommend booking a room (hotel, hostel, Airbnb, vacation apartment) for the first nights, prior to your arrival.



### **Check list**

You must bring the following documents to Germany:

- ☐ (Conditional) admission or approval notice
- ☐ Valid Passport
- ☐ Student visa (if necessary)
- ☐ Blocked account (if necessary)
- ☐ Booking confirmation from student housing (if booked)
- ☐ Other travel documents (airplane and train tickets etc.)
- ☐ Important phone numbers: the student counsellors at HTWK Leipzig listed in this brochure, your home country bank, health insurance etc.
- ☐ Copies of all documents (print or digital), certified copies of all your school and university diplomas
- ☐ Credit card
- ☐ Vaccination card (recommended)
- ☐ International driver's licence or certified copy of the home country's driver's licence (if applicable)
- ☐ Important medicine and information about this medicine in German or English (if applicable)

## Application dates and deadlines

15th June*	Deadline for applications with B1/B2
15th July*	Deadline for applications with C1
By 10th August	Dispatch of approval notices
By 15th August	Dispatch of rejection notices
By 25th August*	Acceptance of study places via the “Bewerbungsportal” (application portal of HTWK Leipzig)
Mid-August– Mid-September	Online registration for the preliminary courses
31st August*	Closing date for sending in the registration form including required supporting documents (certified copies for all school and study diplomas) <ul style="list-style-type: none"><li>» Proof of health insurance</li><li>» Proof of semester fee payment</li><li>» Residence permit</li></ul>
By 10th September	Registration and provision of the matriculation certificate
End of September/ Beginning of October	Preliminary courses ( <a href="http://htwk-leipzig.de/vorkurse">htwk-leipzig.de/vorkurse</a> ) and international welcome weeks ( <a href="http://htwk-leipzig.de/studieren/studienstart/internationals/">htwk-leipzig.de/studieren/studienstart/internationals/</a> ) as well as introductory events in the faculties.

\* preclusive time limit

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