INFORMATION

on the collection of fees for the recognition of foreign certificates in accordance with the Regulation on the Collection of Fees in the Fields of Science, Continuing Education and Research of the Land of Rhineland-Palatinate of 27 November 2014, serial number 1.2. (Special Schedule of Fees) (in the respective current version)

Applications for admission with foreign certificates and diplomas can only be accepted if a CERTIFICATE OF RECOGNITION issued by the University of Mainz is included. You can request the certificate via an application form (application for the recognition/validation of foreign certificates). The certificate of recognition costs 60 EUR. Your application for recognition/validation will only be processed after the fee has been received and the diplomas to be assessed have been submitted in the required form. For further information, please see page 3 of the application for recognition.

If you fall under either of the following categories, you do not need to submit a certificate of recognition:

- Holders of scholarships of a German or international funding institution, such as the German Academic Exchange Service (DAAD) or the Catholic Academic Exchange Service (KAAD), who are not pursuing a degree at the University of Mainz. Proof: notarized copy of the scholarship award letter
- Applicants who are not pursuing a degree at the University of Mainz and want to study at the University of Mainz within the framework of bi- or multilateral exchange agreements, such as partner universities or the Erasmus agreement. If you fall under this category, please use the application form for exchange students (application for admission as a non-degree student)
- Applicants for first degrees (bachelor's degree, Magister, Diplom, Staatsexamen):
  - foreign students enrolled at a German university who have earned at least 60 credits from a German university and who wish to continue their studies in the same field of study at the University of Mainz. Proof: notarized copy of the examination(s) passed in Germany
  - foreign students enrolled at a German university who have successfully passed an interim examination equivalent to the German Vordiplom and who wish to continue their studies in the same field of study at the University of Mainz. Proof: notarized copy of the examination(s) passed in Germany
  - Applicants whose foreign certificates and diplomas have already been recognized / assessed by the office for the recognition of academic certification of the respective Land or the University Admissions Foundation. Proof: notarized copy of the recognition / assessment notification. Please ensure that the grade of your original university entrance examination is converted to the German grading scale and specified in the recognition notification. If it is not possible to specify the grade in the notification, you have to apply for recognition at the University of Mainz.
- Applicants for the following fee-based master's programs or professional development degree programs
  - Executive Master of Business Administration (EMBA)
  - Medienrecht (LL.M) (Media Law, LL.M.)
  - Implantologie (Implantology)
  - Medizinethik (M.A.) (Medical Ethics, M.A.)
  - Psychologische Psychotherapie (Psychological Psychotherapy)

If you fall under either of these categories, you do not need to apply for recognition and no fees will be charged. All other applicants are required to submit the application for the recognition/validation of foreign certificates before applying for admission. Please note that the recognition of prior learning (allowing you to enter the program at a later stage or to start a vocational training), the APS-notification or the evaluation report from uni-assist e.V. do not replace the recognition of foreign certificates from the University of Mainz. For more information, please visit our website, especially the FAQ section.

International Admissions Office

As at: February 2015