



## FAQ

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### How do I apply?

Go to [www.folkwang-uni.de/application](http://www.folkwang-uni.de/application) and click on online application. At the end of this page, please click on "Open application form". Please enter all of the information required. Mandatory fields are marked with an asterisk. Continue in this way to the end of the form. Your data will be stored until you close the window or have completed the procedure. At the end you can check all the information and correct it if necessary. Please note that you may only complete the application form once. Please note that you may only complete the application form once.

After submitting your data, **a PDF file will be created with the information you have entered. You need to print it, sign it and send it to us through mail or hand in personally along with the other documents required.** Your application to take part in the qualifying examination only becomes complete and valid when we receive the hard copy. **Your application must reach us before the expiry of the application deadline. Any applications received by us after the deadline has passed cannot be considered.**



### **Can I apply for more than one study course at the same time?**

Yes, we accept simultaneous applications for several courses. Please note, however, that you cannot correct the information you enter on your application once you have sent it to us.

### **How often do I have to submit my further documents (references, etc. ...), if I apply for more than one study course?**

We need a fully completed application for each study course you apply for. This means that you have to copy your documents (such as references and your curriculum vitae) for each application you make. Please enclose a small application portfolio containing all the documents required in each application. Separately binding them in a loose-leaf binder is not necessary – the use of clips is quite sufficient.

You can send all your applications together in one large envelope.

### **Can I subsequently change my data in the application form?**

No, unfortunately this is not possible for technical reasons. Once you have completed filling out your application form and clicked on "Send", your data will be transmitted to our server. In the event that you cancel the process beforehand, then your data will not be saved.

### **Is there an application fee?**

Yes, a fee of €50 must be paid for the application and a receipt must be enclosed with the application. If you are applying for more than one course at the same time, a fee of €50 must be paid for the first application and a fee of €15 must be paid for every other application. The amount to be paid will be automatically calculated in the application form and displayed for you.

- **No fees** are applicable **for all study courses** in the **Design Faculty!**
- Evidence of payment of the fee must be provided along with the application documents. Please enclose either a bank statement or a receipt for a cash payment (an official document, not a scan of an online transfer or similar). Participation in the qualifying examination is not possible without this evidence of payment.
- If you repeat the qualifying examination next year or next semester, you must pay the application fee again.



### **Where should I send the application fee?**

Please transfer the fee to the account below:

Account holder: Landeskasse Düsseldorf  
IBAN: DE02300500000001504315  
BIC-Code: WELADEDXXX  
Purpose: 765500000000797 / APPLICANT NUMBER / "your name"

Please replace 'your name' with your full name.

### **Will I get the application fee back?**

No. The fee cannot be refunded, even if you withdraw your application!

### **Will my application documents be returned to me?**

No, your application documents will not be sent back to you after they have been processed. Applicants, who have submitted a portfolio for the Design study courses, can collect this in the Design Faculty by appointment.

### **What other documents do I need to enclose with my application?**

Please enclose the following documents along with the printed and signed application form:

- A passport photo** (to include your name on the back, approx. 3.5 x 4.5cm, np set cards)
- Leaving certificate (simple copy) of last attended school**
- Students: verification of student status**  
Graduated students: **Leaving certificate(s) (simple copy)**  
When changing the university/study programme or resuming your studies (in each of these cases) on the same study cycle with the same main subject (instrument/voice): **Transcript of Records of the previous studies (simple copy)**
- Curriculum vitae** (in tabular form)
- Paying-in slip of your transfer of the application fee** (bank account statement)
- If applicable, **verification of further artistic qualifications** (e.g., internship certificate)
- If applicable, **certificate of foreign university entrance examination** such as APS certificate / American College Test (ACT) / College Scholastic Ability Test / University Entrance Examination Center Test **(simple copy)**
- If applicable, **documents relating to the study course** (e.g., letter of motivation or project plan, please check the study course website pages)

**Incomplete applications will not be considered!**

### **Which study course related documents do I have to submit?**

Not every study course requires further study course-specific documents (e.g. a letter of motivation) with the application. Please check on the study course website (sub-page "application") concerned as to whether further documents must be submitted.

### **What do I need to do when I send my certificates?**

**For your application**, we first only need **simple copies** of your references. These can be written either in German or English. This also applies to all further documents that you submit. However, please note that in **the event you obtain a place to study** and want to register, we require **certified copies** of your references. This also applies to all other documents. Documents written in a foreign language must be **translated into German** and submitted. The correctness of the translation must be certified by a sworn translator. Furthermore, international applicants for a study place must have the authenticity of foreign references verified by means of legalisation by the German diplomatic mission in the country of origin or by the Hague Apostille in the country where they were issued.

### **Will I receive notification when you have received my application?**

Yes, as soon as we have received your application in writing, you will receive an email from us confirming receipt. Please note that postal deliveries can take from several days or even weeks – particularly from outside Germany. Please send your application in good time. In the event that you do not receive an email confirming our receipt in a reasonable period, please enquire in good time at the relevant Registrar's Office in order to avoid any misunderstandings.

For a full and completed application, you will receive an invitation to the aptitude examination a few weeks after the end of the application deadline.

If you want to make sure that we have received your application, then please either send your application by registered post, or by other means that will allow traceability of the sending.

### **What do I have to consider when I apply for a visa?**

Please do not apply for a tourist visa to enter Germany on. In the event that you pass the aptitude examination, it is not possible for a tourist visa to be extended in Germany. This means that you will have to return to your own country. As far as possible, apply for a study application visa. This can be changed to a study visa in Germany if you pass the aptitude examination.

With regard to visa matters, we are only able to provide evidence of the current status of your application. For this purpose, we must have received your full and completed application.

Please contact us in this regard.



### **If I need more information, who do I ask?**

If you have general questions about the application, please contact our student advisory service with your questions via mail at [studentadvisoryservice@folkwang-uni.de](mailto:studentadvisoryservice@folkwang-uni.de)

Or contact our staff members at the department of students matters:

#### **Faculty 1**

Instrumental Training, Jazz, Integrative Composition, Concert Performance, Professional Performance

#### **Faculty 2**

Music Teaching, Music Pedagogy, Musicology, Integrative Music Theory, Music of the Middle Ages, Vocal Ensemble Direction

#### **Student Matters (Fac 1 & 2)**

Alexandra Kiene  
+49 (0) 201\_4903-234  
[alexandra.kiene@folkwang-uni.de](mailto:alexandra.kiene@folkwang-uni.de)

Jennifer Schwarzer  
+49 (0) 201\_4903 233  
[schwarzer@folkwang-uni.de](mailto:schwarzer@folkwang-uni.de)

#### **Faculty 3**

Voice|Music Theatre, Voice Performance, Musical, Physical Theatre, Acting, Directing, Dance, Dance Pedagogy, Dance Composition

#### **Student Matters**

Gabriele Wurl  
+49 (0) 201\_4903-213  
[wurl@folkwang-uni.de](mailto:wurl@folkwang-uni.de)

Tabea Maciolek  
+49 (0) 201\_4903-308  
[maciolek@folkwang-uni.de](mailto:maciolek@folkwang-uni.de)

#### **Faculty 4**

Photography, Industrial Design, Communication Design, Photography Studies and Practice, Photography Studies and Research, Art and Design Science, Graduate Programme Design

#### **Student Matters**

Sonja Zenker  
+49 (0) 201\_183-3346  
[sonja.zenker@folkwang-uni.de](mailto:sonja.zenker@folkwang-uni.de)

Cornelia Hohmann  
+49 (0) 201\_183-3336  
[cornelia.hohmann@folkwang-uni.de](mailto:cornelia.hohmann@folkwang-uni.de)

#### **Central Institutes**

Popular Music, Professional Media Creation

#### **Student Matters**

as of November 2016



**Folkwang**  
Universität der Künste

Tabea Maciolek  
+49 (0) 201\_4903-308  
maciolek@folkwang-uni.de