



We can simplify and speed-up your application process together – therefore kindly send us the entire set of documents as scanned copies via e-mail in advance. If you have done that already and got further instructions on your application, kindly proceed to the next step. Thank you!



Please note that all copies have to be not only translated but also certified by the interior authorities of the issuing country and by the German representative authorities abroad (embassies, consulates). So kindly only send us the accredited/certified copies **and** the official translated copies - not your originals ★

All documents not marked with ★ can be sent as regular copies.

Either German *or* English translations are accepted.

Our address:

Recipient: Schiller Language School
Street: Adenauerallee 92
ZIP code: 53113
City: Bonn
Country: Germany

Application documents for Foundation Year (Studienkolleg) / Bachelor studies

1. Secondary school leaving certificate with list of grades and grading scale ★
2. Proof of successful studies – *if available* - (copies of list of subjects & grades (transcripts) for each semester studied in your home country completed at an accredited university) ★
3. Proficiency in German – *if available* -
4. Proficiency in English – *if available* - (TOEFL, IELTS – required for majors taught in English)
5. Copy of your passport
6. Passport size photographs (2x)
7. Curriculum vitae (CV), up to date with application date
8. Letter of authorisation

Application documents for Master studies

1. Secondary school leaving certificate with list of grades and grading scale ★
2. University degree (Bachelor/Master) ★
3. Proof of successful studies (copies of list of subjects & grades (transcripts) for each semester studied in your home country completed at an accredited university) ★
4. Proficiency in German – *if available* -
5. Proficiency in English – *if available* - (TOEFL, IELTS – required for majors taught in English)
6. Copy of your passport
7. Curriculum vitae (CV), up to date with application date
8. Letter of motivation
9. Letter of recommendation – *if available* -
10. Letter of authorisation