

Liberal Arts and Sciences Application Guideline 2018 – EU Citizens (including Germany)

Applying at a university can be challenging. This guideline summarizes the [Selection Regulations](#) (“Auswahl-satzung”) for the Liberal Arts and Sciences program (LAS) at University College Freiburg (UCF) and will steer you through the application process. It also provides links to further information and to the relevant forms. If questions arise, please contact us:

University College Freiburg

Tel: +49 (0)761/203-67342

Email: application@ucf.uni-freiburg.de

Website: www.ucf.uni-freiburg.de

For information regarding the recognition of international degrees and certificates, please get in touch with the university’s **International Admissions and Services Department** (IAS).¹

Email: international@service.uni-freiburg.de

Website: <http://www.studium.uni-freiburg.de/en/counseling/ias>

The application and admissions process has the following steps:



1. Application

The application process for the LAS program starts at the University of Freiburg’s [Student Service Center](#) where you will be guided through the procedure of filling out the application form. On the Study Portal, choose the aspired degree “Liberal Arts and Sciences” in the drop-down menu. The completed application form has to be sent by surface mail together with the following documents (please note that further documents, e.g. letters of recommendation, will not be considered):

- **Officially certified copy of your higher education entrance qualification.** Documents in languages other than German, English, or French have to be translated by a sworn translator or approved by a German Embassy or Consulate.
 - The recognition and conversion of non-German higher education entrance qualifications follows regulations set out on the [anabin](#) higher education entrance qualification database. As it is only available in German, please consult the [German Academic Exchange Service \(DAAD\)](#) database for more information in English.
 - If you are a German citizen and have a non-German higher education entrance qualification, please see the information [here](#).

¹ Please note that IAS cannot assess certificates, transcripts, or grades before applications are formally submitted.

- Information on the recognition of the International Baccalaureate (IB) in Germany can be found on the [IBO website](#). If you are a German citizen, your IB diploma must be approved by the “Zeugnisanerkennungsstelle”; for more information, please check [here](#).
- Proof of **English proficiency at B2 level** or above according to the [Common European Framework of Reference for Languages \(CEFR\)](#). We accept the following records as proof of B2 proficiency:
 - For applicants with a German Abitur: 8 years of English at the Gymnasium or English as an examination subject (“Prüfungsfach”) in the final Abitur.
 - [TOEFL](#), [IELTS](#), [Cambridge ESOL](#) on the CEFR scale:

	TOEFL iBT	IELTS	Cambridge ESOL
B2 CEFR	72-94	5.5-6.5	First Certificate in English (FCE)

Certificates must not be older than two years at the time of the application deadline. Copies of certificates must be **officially certified**.

TOEFL certificates must be submitted via Educational Testing Service (ETS); UCF’s TOEFL institution/DI Code at ETS is **DI B580**.

- English language higher education entrance qualification (e.g. British A-levels or an IB)
- Native English speakers with according citizenship do not need to provide proof of English.
- A **letter of motivation** (in English, max. 1,000 words) that outlines your motivation for studying LAS at the University of Freiburg. On our website, we provide [recommendations on the letter of motivation](#).
- For matriculation at the University of Freiburg, you must provide proof of having completed a **Study-orientation-test**. The [LAS Online Study-Choice Assistant \(OSA\)](#) is such a test. As it is also an interactive tool that provides insights into the LAS program, we highly recommend that you do it before applying and then hand in the certificate of participation with your application.
- Video interviews are possible in exceptional circumstances that concern social hardship; please see our [website](#) for more information. If you would like to apply for a video interview, please include the [video interview request form](#) in your LAS application.

Application deadline is July 15. This is the date by which your application must be received by the University (not a postmark date). Please send your **complete application** including all documents listed above to:

Albert-Ludwigs-Universität Freiburg
University College Freiburg
79085 Freiburg
Germany

2. Recognition

The recognition of your application comprises two parts: (1) verification if your application is complete, (2) recognition and conversion of non-German higher education entrance qualifications. Applications that are incomplete and/or do not fulfill the requirements listed above are not considered for the selection process.

3. Selection

LAS at University College Freiburg is a selective study program. Not all applications can be considered.

Step 1 – Preliminary Selection

The first part of the selection process focuses on your **academic achievements**, i.e. the final grade of your higher education entrance qualification. All EU applicants are **ranked** according to their (converted) **grade**.

Step 2 – Interview

UCF interviews approximately twice as many applicants as we take in. Based on the ranking from Step 1, interview invitations are sent out about 7-10 days after the application deadline. Interviews will take place from July 30 to August 3, 2018. Video interviews are possible under limited circumstances; please see our [website](#). Your letter of motivation is a starting point for the 30-minute **interview**. The interview is not an exam with pre-determined questions. Rather, it is a conversation that can cover various topics and in which applicants can show that they have the necessary motivation and aptitude for studying LAS as well as a clear perception of their future plans.

Step 3 – Final Selection

After the interviews, applicants are ranked according to the “**selection scores**”, a combination of your higher education entrance qualification grade and your interview result.

4. Admissions

Acceptance and Matriculation

The University’s Student Services Center sends out the official letters of acceptance or rejection by surface mail approximately mid-August; letters of acceptance include further information concerning [matriculation](#) at the University of Freiburg. It is therefore essential that you, in your application, provide an address where you can be reached. Once you are matriculated, UCF will provide you with information for starting LAS. In the Welcome Week, starting October 8, 2018, we will then introduce you to the LAS program, to each other, the city and University of Freiburg.

Deferred Admissions

Postponing your LAS admission for a year is only possible if

- (1) you are a German citizen, have a German “Abitur”, and/or are an EU or EEA Citizen with a higher education entrance qualification from an EU or EEA country,

and

- (2) you will be doing a mandatory or voluntary military or civil service or caring for a child or relative.

Timeline

The following timeline includes the key dates of the application and admissions process for EU citizens:



With the exception of the stated deadlines, these dates are subject to change. Neither UCF nor the Student Services Center can provide information on the status of your application before the specified dates.