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If you have not found here the answer to your question, feel free to send an email to: [eucs@uni-flensburg.de](mailto:eucs@uni-flensburg.de)

## Frequently Asked Questions

» Listen

### Application

#### Does the university use Uni-Assist?

The Europa-Universität Flensburg does not use Uni-Assist. Although here is a link to the step by step application procedure: <https://www.uni-flensburg.de/en/eucs/application-admission/application-procedure/>

#### How can I keep track of my online application? Did my documents arrive? Was everything ok?

You can keep track of your application on this website: <https://studiport.uni-flensburg.de/>  
To log in, please use the data which is on the PDF with your application number. Then you will be able to keep updated on the development of your application.

#### Where do I send my application to?

This is the address where to send your application documents to:

Europa-Universität Flensburg  
Zulassungsstelle  
Auf dem Campus 1  
24943 Flensburg  
Deutschland

Please don't forget that the documents need to be in the admission office before the deadline established for the application period.

### Documents

#### What documents do I need to send with my application?

The generic documents that you need to send with your application are the following:

a) Application form from the online application procedure - that is the PDF you obtain at the end of filling in the application form online

b) Notarized copy (in the original) of the university entrance qualification (e.g. high school graduation diploma). For this purpose, please have a look at the instruction sheet on the homepage ([www.uni-flensburg.de/?11022](http://www.uni-flensburg.de/?11022))

In case your high school diploma is not equivalent to a German university entrance certificate, please also attach a notarized copy of a certificate which attests the number of completed years of study in a higher education institution / university.

c) A notarized copy of evidence of English language skills (if evidence was not provided through the high school

graduation diploma)

Please beware that other documents might need to be sent, depending on whether other specific requirements apply to you.

#### **Where can I get my documents notarized?**

In Germany, you can obtain an official authentication of your documents in the city hall, in a notary or in several other administration authorities. If you encounter difficulties with foreign certificates, please contact your country's consulate or embassy.

Schools, state preparatory colleges (Studienkollegien) or universities may only authenticate certificates issued by them.

Abroad you can get your document notarized by a German consulate or embassy or in a notary authorized to do so.

#### **What requirements does the notarization need to have?**

The notarization needs to make a reference to the original document, be dated, have the signature of the issuing official and bear an official seal.

#### **Do my secondary school certificates need to be translated to German?**

All the documents can be sent either in the German or in the English language. It is your choice. If the originals are in any other language, you will need to send a notarized copy of the original and a notarized translation in any of the two languages.

#### **What documents do I need to attach to my application?**

You can find the reference to all the documents that you need to send on the last page of this document:

<https://www.uni-flensburg.de/fileadmin/content/portale/studieninteressierte/dokumente/zulassungsstelle/merkblaetter/BA-Studieng%C3%A4nge/ba-european-cultures-englisch.pdf> Please make sure to send notarized copies of your documents.

#### **Should the CV and the motivation letter be written in English or in German?**

You can choose to send your application documents either in English or in German. It is your choice.

#### **What happens if I cannot get all the documents translated or notarized in time for the application?**

All the documents need to be in the admission office of the Europa-Universität Flensburg by the end of the application period. If some document is missing, unfortunately, your application will not be considered. Our advice is for you to start your application process as early as possible so you may have time to obtain the necessary documents and solve any problem that might arise.

## **English requirements**

#### **I have an English certificate which was obtained more than 2 years ago, may it still be used to apply?**

If the certificate is not too old and you can prove that you have kept in touch with the English language after that, either by doing a language course or by studying in the English language, for example, we may consider that the English language requirements are fulfilled. This analysis will be done on a case by case basis depending on your concrete situation and does not operate automatically. If you find yourself in this situation, please send an email to [eucls@uni-flensburg.de](mailto:eucls@uni-flensburg.de) before you apply to the B.A. EUCS asking for your English language requirements to be evaluated. Be sure to add all the essential documents for the analysis. In case you get a positive reply, please send a copy of the email together with your application.

#### **I am a citizen of an English speaking country. Do I still need to send an English language certificate with my application?**

Being a citizen of an English speaking country or having been born in such a country is not enough to attest that you have reached the level of English required to be accepted to the B.A. EUCS. Additionally, you will need to prove that you attended and completed high-school with classes taught and exams completed in English.

## **Secondary School**

#### **I have not attended secondary school in Germany. Is my school certificate sufficient for me to apply to a bachelor program in Germany?**

In order to be accepted to a bachelor program in Germany students need to have a certificate which is equivalent to the German "Abitur". Not every secondary school certificate is equivalent to the "Abitur". More detailed information can be found on the DAAD website (<https://www.daad.de/deutschland/nach-deutschland/voraussetzungen/en/6017-admission-requirements/>) or directly in the official anabin website ([http://anabin.kmk.org/no\\_cache/filter/schulabschluss-mit-hochschulzugang.html#land\\_gewaeht](http://anabin.kmk.org/no_cache/filter/schulabschluss-mit-hochschulzugang.html#land_gewaeht)). If you are a foreign student applying to a German university, you are advised to send your application as early as possible after

the application period has started, so that you can get your answer in time, in case the documents need to be sent to the licensing office in Bonn for appreciation.

## Admission

**After I apply, how long do I need to wait until I receive the answer informing me whether I was admitted or not?**

The admission answers to all applications to the B.A. EUCS only start being sent once the application deadline is over. After that date, you should receive an answer in a time frame of around 2 weeks. The answer might take a bit longer in case we received an extremely large number of applications.

**Are there any student benefits upon successful acceptance?**

Students are given a bus ticket to travel in the city of **Flensburg** for free and a student cart which allows for discounts in museums, cinemas, concerts... You can obtain an updated discount guide, for example here:

[https://www.facebook.com/RabattGuide/?hc\\_location=ufi](https://www.facebook.com/RabattGuide/?hc_location=ufi)

**I would like to defer my admission the Summer semester. What do I need to do?**

Unfortunately, this action is not possible. The B.A. European Cultures and Society accepts students only in the Winter semester.

**What happens if I cannot obtain all the documents necessary for the matriculation before the end of the deadline?**

We understand that there are some documents, which are not easily obtained from abroad. We advise you to try to manage as much as possible before the deadline. If that is not possible, because you are still waiting for your visa, for example, you should send as many of the necessary documents as possible and pay the registration fees. Along with the documents you do manage to obtain, please attach a letter enumerating the documents which are still missing with a short explanation of why and when you will be able to obtain them.

## Visa

**I received the acceptance letter / email but I don't think I can obtain my visa in time. Could the university get in contact with the embassy to speed up my process?**

It is up to the student to make sure they have all the necessary documents which allow them to study abroad. The university cannot interfere in this field.

Our advice is to schedule a meeting at the embassy even before you receive the acceptance letter. Some embassies have a long waiting period before they can schedule a meeting. In case you receive the acceptance letter, you have already saved some precious time. In case you are not accepted, you can cancel your meeting before it takes place.

## Technical issues

**When I clicked "finish" on the online application form, I received the information "your time is over". Do I need to resubmit the information?**

If you managed to download your application, with the application number before the printing error, then there should be no problem. Just print the PDF which contains your application number and attach it to the rest of the application documents.

## Tuition fees

**How much is the tuition for the B.A. EUCS?**

There are no tuition fees at the Europa-Universität Flensburg.

There is, however, a matriculation/enrollment fee of 25 Euros, to be paid once, when you register at the Europa-Universität Flensburg for the first time.

There is also a student fee of 235 Euros, to be paid once each semester, which entitles you to free transportation in the state of Schleswig-Holstein.

## Other questions

**Does the university offer language courses?**

Yes, the Language Center offers semester courses and intensive language courses before the semester starts. You can find information about the courses being offered here: <https://www.uni->

### Does the university offer any accomodation facilities for students?

The University of Flensburg has 4 student dorms and will have a 5th dorm in April 2017. However, given the steady growth of students in the city of Flensburg, finding accommodation has become a more complicated process. You can read more about the dormitories [here](#).

And you can apply for a place [here](#).

However, besides the student dorms, there are other offers available throughout the city.

The [International Center](#) offers a couple of alternatives.

More alternatives can be found [here](#), [here](#), [here](#) or [here](#), for example.