

## Application Procedure **Master Media, Technology & Society** for international applicants

Hochschule Darmstadt is a member university within the uni-assist association. Upon payment of a service fee, uni-assist pre-checks whether applicants are formally entitled to study in Germany based upon the guidelines of the German Central Office for Foreign Education (Zentralstelle für ausländisches Bildungswesen, ZaB) and whether your application is complete and the application documents meet our requirements for admission.

Please register in the uni-assist online portal! Create your application form and then send this to uni-assist electronically. Once this is done, please print it out, sign it and send the signed form in paper form to uni-assist along with the following documents - officially authenticated copies and sworn translations -

**Application closing date for a winter semester is 1 June**

**Application closing date for a summer semester is 1 December**

**Please be aware that for Master Media, Technology & Society you must apply on two levels:**

1. Your formal application by sending your Bachelor certificate etc. to uni-assist in Berlin (Application closing date for a winter semester is **1 June**, Application closing date for a summer semester is **1 December**)
2. Your professional qualification through an artistic aptitude test by sending work samples etc. (for a winter semester by **1 July**, for a summer semester is **1 January**) to Hochschule Darmstadt.

Please send the following documents - officially authenticated copies and sworn translations - to:

Hochschule Darmstadt  
c/o uni-assist e. V.  
11507 Berlin  
GERMANY

1. Your School leaving certificate. Normally a completed Bachelor's degree is sufficient; however there are many cases where a secondary school certificate will still play an important role in the evaluation of your entitlement to study in Germany. It is impossible to tell in advance if your secondary school certificate will be required, this can only be determined during the application process. If the secondary school certificate is missing from your application, your application will be rejected.
2. Your Bachelor's degree in a related subject from a recognized university. 'Recognized' means that the university must be accredited according to the laws and regulations of the country in which it is based.
3. The transcript of records/diploma supplement for all study years (precondition is a full-time study program)
4. Copy of your passport

For the aptitude assessment please send the following documents to:

Hochschule Darmstadt  
Student Service Center (SSC)  
Haardtring 100  
64295 Darmstadt  
GERMANY

- a) a detailed curriculum vitae (table form)
- b) a letter of motivation (personal statement) indicating your personal interest in this Master course (max. 4000 characters incl. blanks)
- c) an exposé about a possible project in your intended field of research or development, to be pursued during the course of your studies (max. 4000 characters incl. blanks)
- d) a portfolio with 3 work samples.
- e) If available: Proof of practical experience (extended internship or job references, letter of recommendation)
- f) Proof of any outstanding personal achievements related to the field of study (awards, contribution to pertinent projects, charities etc.)

If all application documents are complete we will forward the documents and work samples to the Faculty of Media. The assessment of aptitude is given if the applicant scores 30 points or more out of 50 possible points, according to the following formula:

1. Final grade of bachelor degree: up to 10 possible points
2. Previous practical experience: up to 10 possible points
3. Motivation letter / exposé: up to 20 possible points
4. Personal achievements: up to 10 possible points

If you already have your uni-assist application number by the time you send in your work samples, it would be helpful if you refer to this number on your cover letter.

If you have any questions regarding the formal application procedure please refer to the Student Service Center of Hochschule Darmstadt University of Applied Sciences:

Mrs. Denise Kaufmann

Phone: +49.6151.16-33335 | E-Mail: [international@h-da.de](mailto:international@h-da.de)

For questions regarding the Entrance Examination please contact Mr. Lorenz Lorenz-Meyer:  
[lorenz.lorenz-meyer@h-da.de](mailto:lorenz.lorenz-meyer@h-da.de)