

Application Procedure Master **Expanded Media** 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.

APPLICATION

Please be aware that for Master Expanded Media you must apply on two levels:

1. Formal + 2. Artistic entrance examination application

1. FORMAL APPLICATION THROUGH UNI-ASSIST:

Please register in the uni-assist online portal! Create your application form and submit it to UNI ASSIST online. Once this is completed, please upload all requested documents on the uni-assist online platform. Due to COVID-19, no certified copies are required. Submit your certificates in their original language, accompanied by a certified (sworn) translation in German or English. You must upload the following documents:

- 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.
- 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.
- The **transcript of records/diploma supplement** for all study years (precondition is a full-time study program)
- Copy of your **passport**

DEADLINE FOR FORMAL APPLICATION VIA UNI ASSIST:

- **Application closing date for a winter semester is 1st June.**
- **Application closing date for a summer semester is 1st December.**



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HOCHSCHULE DARMSTADT
UNIVERSITY OF APPLIED SCIENCES

2. APPLICATION FOR THE ARTISTIC ENTRANCE EXAMINATION

In order to take the Artistic Entrance Examination you must submit the following documents to Darmstadt University of Applied Sciences digitally (via data upload):

- a detailed curriculum vitae (table form)
- a letter of motivation (personal statement) indicating your chosen pathway and our personal interest in this Master course and the chosen pathway
- a portfolio with 3 to 5 work samples.
- an exposé about your intended field of research and development within the pathway
- Completed Entrance Examination Application Form (provided with this document)
- If available: Proof of practical experience (job references, letter of recommendation)

DEADLINE FOR ARTISTIC ENTRANCE EXAMINATION APPLICATION:

- **Application closing date for a winter semester is 1st July.**
- **Application closing date for a summer semester is 1st January.**

Please send all application documents related to the artistic entrance examination including your digital portfolio as specified above to Darmstadt University of Applied Sciences via data upload. Use the following link and password:

<https://cloud.h-da.de/index.php/s/zESeJdqsydJBeHt>

Password: **EP_SoSe2022**

IMPORTANT:

- **Name every single file you submit according to the following naming convention:**
applicationnumber_lastname_filename
- **Before uploading your data, combine all files in one ZIP-file**
- **Name this ZIP-file with your Application Number and your last name as follows:**
applicationnumber_lastname_firstname_em.zip
- **If your files are corrupt or not named in an identifiable manner, your application is invalid and you may get excluded from Expanded Media Entrance Examination.**

If all application documents are complete, we will forward the documents and work samples to the Faculty of Media.
The Entrance Examination is given, if the applicant has reached 75 points or more.

CONTACT:

For questions regarding the application process please contact the Student Service Center:
phone: + 49.6151.16-33335 – e-mail: international@h-da.de | h-da.com/programs/how-to-apply

For questions regarding the Entrance Examination please contact Ms. Claudia Söller-Eckert:
claudia.soeller-eckert@h-da.de | <https://em.medien-campus.h-da.de/apply/>



5. I have enclosed a Motivation Statement

Yes No

Indicating your chosen pathway and our personal interest in this Master course and the chosen pathway

6. I have enclosed my digital portfolio (data device) with 3-5 work samples

Yes No

1	Title	Format/Genre
2	Title	Format/Genre
3	Title	Format/Genre
4	Title	Format/Genre
5	Title	Format/Genre

7. I hereby declare that my digital portfolio is based on unaided work. I have specified all elements within the submitted body of work that result from joint authorship or that were taken from other sources. Furthermore I certify that all information and references regarding my person are true and correct to the best of my knowledge.

Date, Place	Signature

Last Name:

First Name: