

Required documents for the master programme:
Scenographic Design and Communication

The following documents need to be sent to the International Office within the deadline:

Fachhochschule Dortmund
International Office, z. H. Frau Böttger
Sonnenstr. 96
44139 Dortmund

Contact:

Phone: +49-231/9112-9732

Email: annika.boettger@fh-dortmund.de**Checklist**

✓ (Zum Abhaken)	
<input type="checkbox"/>	Application form for enrolment (signed print-out of the filled out online enrolment)
<input type="checkbox"/>	<p>Officially certified copies of your Bachelor degree and transcript in original language and in English or German language (if necessary: translated by a sworn interpreter).</p> <p>The master programme Scenographic Design and Communication has no admission restriction but there are some entry requirements which are mandatory to fulfill:</p> <ul style="list-style-type: none"> • a (German) Diplom or a bachelor's programme in design, architecture/interior design, urban planning/land use planning or a comparable degree programme at an institution of higher education with a curriculum including design studies focussing on the design of rooms, environment and public spaces (design subjects) or • an academic (German) Diplom or a bachelor's programme in art theory, media studies, cultural studies, the arts or economics at an institution of higher education with a curriculum including a particular field of the practical application of scenographic design or the design of rooms, environment and public spaces and/or communication design or of academic analysis (academic subjects). <p>In addition, the course of study must amount to a minimum of 210 credit-points (ECTS). Applicants with a programme of only 180 ECTS, can catch up the missing 30 ECTS in two ways. They can complete an internship over 20 weeks or they can complete special courses. The 30 ECTS has to be reached until the first module examination. Foreign graduate degrees must include a final thesis with comparable qualitative minimum requirements ((German) Diplom or a bachelor's thesis).</p>

<input type="checkbox"/>	Simple Copy of Passport
<input type="checkbox"/>	Proof of the successful passed creative artistic aptitude for this study programme
<input type="checkbox"/>	<p>Health insurance</p> <ul style="list-style-type: none"> - If you have a German statutory health insurance, please ask your health insurance company to forward proof of your insurance status electronically to Fachhochschule Dortmund in accordance with Section 199a (2) of the German Social Code, Book V (Sozialgesetzbuch (SGB V)). - If you have a German private health insurance, please request that an electronic notification of exemption from compulsory insurance will be forwarded to Fachhochschule Dortmund. Please request the proof at the health insurance company that has exempted you from the compulsory insurance. <p>Your German health insurance company requires the following ITSG number (Absendernummer) of Fachhochschule Dortmund for electronic reporting: H0002701.</p>
<input type="checkbox"/>	<p>Proof of payment of the semester contribution fee (transfer details you will find on the last page of the application form for enrolment)</p> <p>Cash payments can be made at all banks (Banken/Sparkassen – not at International Office). Online banking is accepted.</p>
<input type="checkbox"/>	<p>Proof of German or English language skills</p> <p>a) German as the prevailing programme language: For the degree programme with German as the prevailing programme language, proof of sufficient German skills has to be provided. Here you can find a list of all accepted tests: www.fh-dortmund.de/deutschpruefungen</p> <p>b) English as the prevailing programme language: For the degree programme with English as the prevailing programme language, proof of sufficient English skills has to be provided by the applicants. The proof of English skills is officially identified if the applicant can provide proof of one of the following qualifications:</p> <ol style="list-style-type: none"> 1. TOEFEL-iBT with a minimum of 90 points, the examination must have been taken no longer than two years before the application is received 2. IELTS, Academic Level, with a minimum average score of 6.5 points, the examination must have been taken no longer than two years before the application is received.
<input type="checkbox"/>	Withdrawal certificate (Exmatrikulationsbescheinigung) of your last university if you have studied in Germany before

	<p>If you have been enrolled in a study programme with substantial content proximity in <u>Germany</u></p> <p><input type="checkbox"/> Original Unbedenklichkeitsbescheinigung = certificate of non-objection (only if you studied at a Fachhochschule): This document declares that you did not finally fail any exams and that there is no objection to continuing the study at another university. You can get this document at the Office for Student Affairs or examination office of your university.</p> <p><input type="checkbox"/> Original Transcript including all exams and the number of attempts (issued by the Office for Student Affairs or examination office of your university)</p>
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