



**REQUEST FOR VERIFICATION OF THE ENTRY REQUIREMENTS FOR APPLICANTS WITH
VOCATIONAL QUALIFICATIONS (without a university entrance qualification)**

Intended start date

Start date

Winter Semester 21/22 Summer Semester 2022

Desired course of study

Degree programme

First choice Bachelor degree programme Open admission Restricted admission

Degree programme

Where applicable, 1st subject _____

Where applicable, 2nd subject _____

Where applicable, 3rd subject _____

Where applicable, 4th subject _____

Second choice

Bachelor degree programme

Open admission Restricted admission

Degree programme

Where applicable, 1st subject _____

Where applicable, 2nd subject _____

Where applicable, 3rd subject _____

Where applicable, 4th subject _____



Personal information

First name and surname _____

Street, house no. _____

Town/city, postcode _____

Tel. (optional) _____

E-mail _____

Date of birth _____

Vocational qualifications*

Apprenticeship programme _____

from _____ to (completion date) _____

Where applicable, 2nd apprenticeship programme _____

from _____ to (completion date) _____

Where applicable, advanced further training _____

from _____ to (completion date) _____



Employment following completion of vocational training**

Type of work	Employer	From	To	Full-time Yes/No	If part-time: Hours per week



Other activities following completion of vocational training***

The following activities also count as professional activities where they took place following completion of vocational training:

Type of activity	Workplace	From	To	Full-time Yes/No	If part-time: Hours per week
Voluntary military service					
Federal Volunteers Service (BFD)					
Voluntary social year					
Voluntary ecological year					
Development aid worker					

Periods of childcare or care-giving for relatives following completion of vocational training****

The management of a family household and childcare for a child under the age of 18 or the provision of care for a relative are considered equivalent to employment. Only periods following completion of vocational training are counted.

- Management of a family household and childcare
- Provision of care for a relative

* All information provided regarding vocational qualifications must be supported by certified copies of certificates, e.g. vocational training certificate, apprenticeship diploma, master craftsman's certificate.

** Employment references, certificates of employment, employment contracts and salary statements, proof of hours per week (for part-time work), business registration/de-registration documents and proof of income (for self-employment)

*** Corresponding confirmation from the relevant workplace for the period specified

**** Child's birth certificate, relevant proof of care, e.g. care level assessment



I hereby confirm that I am aware of my requirement to prove knowledge of two foreign languages for the teacher training programme by the time that I register for my bachelor's thesis. Exception: For vocational school teacher training, proof of one foreign language is sufficient where a vocational subject is studied.

I acknowledge that any queries or any requests for any additional documents will be sent to the e-mail address provided on this form. I therefore undertake to check this e-mail account regularly until the application process is complete.

Please complete and sign this form and return it by post, together with all the necessary supporting documents*, [by the relevant deadline](#) to: Universität Paderborn, Studierendensekretariat, Warburger Str. 100, 33098 Paderborn.

Applications not received by the Registrar's Office by the relevant deadline or that are incomplete will not be considered.

Place _____ Date _____

Signature _____

Information about the entry requirements for applicants with a vocational qualification and the relevant application deadlines can be found on the Registrar's Office's page at <https://www.uni-paderborn.de/zv/3-3/formalitaeten/bewerben-mit-beruflicher-qualifikation/>



Consultation sessions with faculty advisors

Applicants are required to attend a consultation session offered by the university to determine whether they are lacking any of the necessary prior specialised or methodological knowledge and to provide them with information about how they can compensate for any such lacking knowledge, assessing their potential study success rate. A separate consultation session is required for each desired degree programme/course.

Assessment of the relevant faculty representative for the faculty in question

This assessment form must be attached to the request for verification of the entry requirements for applicants with vocational qualifications and is required for each degree programme or course.

Degree programme/course consultation session	Vocational training and professional activities correspond to the degree programme/course (Experience in the intended field Yes/No)	Assessment of subject-related suitability* (Score 1.0 - 4.0)	Confirmed by faculty representative (Date, Signature, Stamp)

* For degree programmes/courses with restricted admission only