Information for Guest Students

Admission to language courses at the Sprachenzentrum
(with the exception of German courses)

1. Collect the application form for guest students (‘Gasthörerantrag’) at the Studierendenkanzlei

2. Submit the completed application form at the Info-desk of the Sprachenzentrum (Foyer GW I) on 20-21 April 2020. If you have previous knowledge in the language you want to take, you have to take part in an assessment test. Please see http://www.sz.uni-bayreuth.de/index.php?id=22.

3. Collect the approved or unapproved application form at the Secretaries’ Office (GW I, Room 0.04) on 04 May 2020, 9:00-11:00

4. Transfer the guest student fee (bank transfer = ‘Überweisung’) (not for employees of Uni BT)

5. Present the approved application form at the Studierendenkanzlei. You will then receive your guest student number. The following documents must also be submitted:

   1. A copy of your personal identity card/passport
   2. Certificate of eligibility for admission to an institution of higher learning
   3. Proof of payment of the guest student fee
   4. Photo (should you wish to apply for guest student card)

Details at http://www.studierendenkanzlei.uni-bayreuth.de/de/gaststudierende/index.html

6. Inform the Secretaries’ Office by e-mail (sprachenzentrum(at)uni-bayreuth.de) and your lecturer (personally – in class) of your guest student number

Admission to German courses

A. If you have a basic knowledge of German:

1. Take part in the Placement Test (‘Einstufung’) on 20 April 2020, 13:00-16:00 OR 21 April 2020, 10:00-13:00 if you do not have a Test DaF or Goethe certificate.

2. Collect the application form for guest students at the Studierendenkanzlei and submit the completed form either together with the result of the assessment test on 20-21 April 2020, 14:00-16:00 at the info desk (GW I, foyer) OR together with your Test DaF or Goethe certificate on 22 April 2020, (09.00 – 11.00) or 23 April 2020 (14.00 - 15.30) at Dr. Richter’s office

3. Collect the approved or unapproved application form at the Secretaries’ Office of Sprachenzentrum (GW I, Room 0.04)) on 04 May 2020, 9:00-11:00

4. Transfer the guest student fee (bank transfer = ‘Überweisung’). (not for employees of Uni BT)

5. Present the approved application form at the Studierendenkanzlei. You will then receive your guest student number. The following documents must also be submitted:

   a. A copy of your personal identity card/passport
   b. Certificate of eligibility for admission to an institution of higher learning
   c. Proof of payment of the guest student fee
   d. Photo (should you wish to apply for guest student card)
6. Inform the Secretaries’ Office by e-mail (sprachenzentrum@uni-bayreuth.de) and your lecturer (personally – in class) of your guest student number.

B. If you have NO knowledge of German (absolute beginner):

Please follow the same procedure as above WITHOUT Placement Test (‘Einstufung’). You may apply for a G1 course (= beginner course)

Further information

Admission fee per semester:
- up to 4 hours’ instruction per week - € 100
- 5 to 8 hours’ instruction per week - € 200
- more than 8 hours’ instruction per week - € 300

- Note that all language courses begin one week after university lectures commence (see http://www.sz.uni-bayreuth.de/index.php?id=138), that is April 27, 2020
- The allocation of places for guest students definitely ends on April 30, 2020. After that day, no application forms for the winter semester will be accepted anymore
- Please be aware that there is no guarantee that you will obtain a place. Your application can only be accepted if there are free places available.