



Transferring, switching programs and applying for admission to a higher subject semester

Target groups

Degree programs conferring “old” degrees (e.g., *Staatsexamen* (state examination))

Degree programs conferring “new” bachelor’s degrees

Special information for medicine and dentistry students

Information for applicants listed under Point 1:

How are places for the *Hauptstudium* awarded when admission restrictions apply?

This information sheet is intended for:

1. Students wishing to continue their studies at Universität Hamburg after **completing their *Grundstudium* (undergraduate studies) at another** university or to have their *Grundstudium* counted towards **another degree program**. This information is therefore only relevant to students pursuing a degree in **law, protestant theology, ancient Hebrew, pharmacy, medicine or dentistry**.
2. Students pursuing a **bachelor’s degree** wishing to apply to Universität Hamburg for a **higher subject semester**.

Transfer students pursuing a medical degree should refer to the [Information on applying to the second phase of medicine and dentistry programs](#).

As a rule, applicants will no longer be admitted to the *Hauptstudium* (advanced semesters) of *Diplom*, *Magister* and *Staatsexamen* programs if these have already been **converted to the bachelor’s system**. **It is no longer possible to switch to an “old” program at Universität Hamburg.**

This does not apply to degree programs that have not yet been or will not be converted to the bachelor’s system. At Universität Hamburg, these programs are:

- medicine and dentistry
- pharmacy
- protestant theology
- ancient Hebrew studies
- law

At Universität Hamburg, admission restrictions generally apply to the *Hauptstudium*. It may also be the case that applications are not being accepted for a degree program, particularly in the summer semester. For definitive information on the opportunities to apply and admission restrictions for a specific semester, please see the [application information](#) or online application. If a selection process is necessary, the places are awarded as follows:

- Fifty percent of places are awarded according to the grades achieved to date. If applicants have the same grades, the grade point average obtained in the higher education entrance eligibility will be decisive. Applicants not awarded a grade for their *Grundstudium* (undergraduate studies) will be ranked below the last applicant awarded a grade.
- Fifty percent of places are awarded according to the grade point average obtained in the higher education entrance eligibility. If applicants have the same grade point average, the grades obtained

in the degree program to date will be decisive. Applicants who were not awarded a grade in the higher education entrance eligibility will be ranked below the last applicant to be awarded such a grade.

Students pursuing a medical degree should refer to the [information on applying to the second phase of medicine and dentistry programs](#) for full details of the selection criteria.

Up to which subject semester am I able to transfer to another university?

You are able to apply for the *Hauptstudium* up to the penultimate subject semester of the regular period of study. If you have already completed more subject semesters, you will need to submit an informal application providing detailed reasons along with the certificate of completed undergraduate studies. The information must be substantiated with the appropriate documents.

Special information on transferring to other pharmacy programs

You are already able to apply to transfer to another pharmacy degree program from the second subject semester as long as places are available for the semester in question. Please note, however, that in our experience, places for transfer students are very rare (contact: Dr. T. Lemcke, Institut für Pharmazie, Bundesstraße 45, Tel: +49 40 42838-3471).

Exception: hochschulstart.de degree programs (medicine, dentistry, pharmacy):

If you are enrolled on a hochschulstart.de degree program, you are able to re-apply via hochschulstart.de if you need to transfer before completing your *Grundstudium* due to extenuating circumstances (i.e., serious personal, family, or health issues). The reason stated must be recognized by hochschulstart.de as a valid hardship case. Without a hardship application, you are only able to apply to hochschulstart.de as a first-time student if you are no longer enrolled on your first degree program when you apply. Please be aware that you will **not be admitted to a higher subject semester** at Universität Hamburg's Faculty of Medicine if hochschulstart.de has classified you as a first-time student. This even applies if you have academic achievements that have been recognized.

Information for applicants listed under Point 2:

Students pursuing a bachelor's degree wishing to apply for admission to a higher subject semester at Universität Hamburg:

The procedure for applying to a higher subject semester in a bachelor's degree program is as follows: you are able to apply from the second subject semester through to the penultimate semester of the regular period of study. Exceptions may be made in hardship cases.

You must provide proof that you are or were enrolled on the degree program to which you are applying. All online applications must be submitted electronically by **15 July (winter semester)** or **15 January (summer semester)**. At the same time, the Application and Admissions Team (Team Bewerbung und Zulassung) must also have received the necessary documents by **15 July or 15 January respectively (date of receipt is decisive!)**. You must provide proof of your past grades with a transcript of records or similar form of attestation from your higher education institution. If you are in the first subject semester when you apply, you are able to submit proof of enrollment (and proof of exam registration, where available) as proof.

Exception for the socioeconomics, chemistry, and molecular life sciences programs

If you wish to study **socioeconomics, chemistry, or molecular life sciences**, your past grades must be recognized **before the application deadline**. Please contact the Socioeconomics or Chemistry Academic Office in good time. The contact details are available online: www.uni-hamburg.de/campuscenter/beratung/weitere/studienbueros_e.html.

You are also able to apply to a higher subject semester if you are not enrolled on the degree program to which you are applying but are or were enrolled on a comparable one. In such cases, you must submit proof of recognized completed coursework as well as certification from the responsible academic office at Universität Hamburg that these achievements are comparable to those required for your chosen degree program at the University. When changing from the first to the second

subject semester and when you cannot provide proof of your completed coursework in the first subject semester, you will need to include written confirmation from the target degree program at Universität Hamburg that the two degree programs are comparable. Please find the contact details of the responsible person in your faculty at: www.uni-hamburg.de/campuscenter/beratung/weitere/studienbueros_e.html.

If you are not enrolled on the same program but rather a comparable one, you are also able to apply as a first-year student initially and to then check whether your past academic achievements can be recognized once you have enrolled at Universität Hamburg.

You are only able to apply to a higher subject semester of a **teacher training program** if you are or were enrolled on a teacher training program.

Admission to higher subject semesters:

If there are too many applicants for a particular semester, a selection procedure is conducted. Fifty percent of admission offers are awarded according to the grade point average obtained in the higher education entrance eligibility. The remaining places are awarded according to the grades obtained in the courses taken to date.

Please note that many degree programs are full, which means that students cannot be admitted to higher subject semesters!

The number of admission offers is established on a mathematical basis. Please note that we allow for a certain amount of shrinkage when we determine the admission numbers. **Therefore, a large number of degree programs may not be able to admit applicants to higher semesters.** This is the case for many degree programs in the summer semester. For definitive information on application options and admission restrictions for specific semesters, please see the [application information](#) or, in certain cases, the online application.

Due to the vast differences in the content and structure of some bachelor's degree programs, transferring students should not assume that all of their completed coursework will be recognized in full. It might not be possible to complete the degree program within the regular period of study as a consequence.

Exception: previous studies abroad

If you previously studied abroad and wish to apply for the *Hauptstudium* or higher subject semesters, you will need to provide written confirmation of the according recognition of your grades (*Hauptstudium*) or the existence of academic achievements eligible for recognition (higher subject semesters). For degree programs concluding with the *Staatsexamen* (state examination), please contact the state examination board (www.uni-hamburg.de/campuscenter/beratung/weitere/pruefungsaemter.html). For bachelor's degree programs, you will generally need to contact the academic offices in the faculties (www.uni-hamburg.de/campuscenter/beratung/weitere/studienbueros_e.html).

If you obtained your higher education entrance eligibility abroad, you will also need to provide proof that your higher education entrance eligibility has been recognized and that you are sufficiently proficient in German. Please see www.uni-hamburg.de/ia and the information sheet on [international applications](#) for details.

As an alternative to applying for the *Hauptstudium* or higher semesters if you previously studied abroad, you can also apply as a first-year student and then see if your past grades can be credited after enrolling at Universität Hamburg. Please note, however, that the Faculty of Medicine generally will not upgrade you to a higher semester even if your past completed coursework is recognized. The above information on the recognition of higher education entrance eligibility and German language proficiency also applies if you obtained your higher education entrance eligibility abroad and are applying as a first-year student.

How, where and when do I need to apply?

Apply **directly** to Universität Hamburg for the *Hauptstudium* phase and higher subject semesters. Please see the [application information](#) for details. All applications must be submitted **online**. A link to the online application will be provided on www.uni-hamburg.de at the beginning of June and December accordingly. You will need to send a copy of your certificate of completed undergraduate studies (or copies of your undergraduate course certificates) in case of a bachelor's degree program (see page 2) in addition to your informal application with detailed reasons and written statements on why you have exceeded the number of semesters together with your printed and signed online application to the Services for Students (SfS)—Application and Admissions Team (Team Bewerbung und Zulassung) once you have submitted your online application.

The application deadline is **15 July** for the **winter semester** and **15 January** for the **summer semester**.

If you are applying to the *Hauptstudium* (advanced courses), you will need to submit proof of your completed *Grundstudium* (undergraduate studies) by the following deadlines:

- **Applications for the *Hauptstudium* (except for medicine and dentistry):**
15 August for the **winter semester** and **15 February** for the **summer semester**. If no admission restrictions apply, certificates can be submitted up until the start of the lecture period.
- **Applications for the *Hauptstudium* (medicine and dentistry only):**
15 September for the **winter semester** and **15 March** for the **summer semester**.

As stated on page 2, **late submissions to higher subject semesters in bachelor's degree programs will not be accepted!**

Do I need to have my completed coursework recognized?

In general, your previous completed coursework does not need to be recognized for the admission procedure itself if you plan to continue at Universität Hamburg on the same program. Exceptions apply to **socioeconomics, chemistry, and molecular life sciences** (see page 2) as well as to academic work completed abroad (see page 3). If you wish to finish your degree program at Universität Hamburg, you will have to ensure that all academic work completed elsewhere is formally recognized. This may mean that you have to repeat modules. We therefore recommend that you clarify the status of your prior academic achievements as early as possible. Please see here for the contact details of the responsible person in your faculty: www.uni-hamburg.de/campuscenter/beratung/weitere/studienbueros_e.html.

Swapping places

Students enrolled on hochschulstart.de degree programs (**medicine, dentistry, and pharmacy**) who wish to transfer to Universität Hamburg may simply swap places with local students. You are able to swap places even before you have started studying. As swaps must not affect enrollment numbers, Universität Hamburg only accepts students who have a similar level of education. Given the program's nature, the options for switching to the new model degree program in medicine are extremely limited. Please note that both higher education institutions must agree to the swap.

Services for Students (SfS) must receive your application to swap places by 1 October (for the winter semester) or 1 April (for the summer semester) at the latest. Please see our website for further information on switching to Universität Hamburg: www.uni-hamburg.de/tausch.

Where can I get help finding a swap partner?

Please refer to the following **online swap sites**:

www.studienplatztausch.de

www.unicum.de/forum/studienorte-und-studienplatztausch/

www.uni-pur.de/studienplatztausch/

www.studenten-wg.de/studienplatztausch

www.studis-online.de/Studieren/Studienplatztausch/

www.studi-info.de/studienplatztausch