

# How to apply

## Law and Public Administration

Degree	<b>Bachelor of Laws (LL.B.)</b>
Type of study	<b>Full-time study</b>
Standard period of study	<b>6 or 7 semesters</b>
Commencement of studies	<b>Winter semester (1 Oct)</b>
Credits (ECTS)	<b>180</b>
Language of instruction	<b>German</b>
Department / Central Institute	<b>Department of Public Administration</b>

## How to apply without a German university entrance qualification

Students with a Non-German Bachelor degree apply at uni-assist e. V.. It is a certification office founded to support German universities by converting foreign grades and degrees into their German equivalents. Once your application passes the uni-assist system check, it will be transferred to our university for further processing.

- [uni-assist](#)

Please note that uni-assist charges a [processing fee](#) according to the number of universities you want to apply to.

Please register online first and send your completed documents to the following address:

### **UNI-ASSIST e.V.**

Hochschule für Wirtschaft und RechtBerlin  
Berlin School of Economics and Law  
c/o uni-assist e.V.  
11507 Berlin  
Germany

**Uni Assist recommends that applicants apply at least six weeks before the end of the application period**

## Admission requirements

- University entrance qualification or an entrance qualification for a University of Applied Sciences

## Evidence of German language skills

## General information

### Student Counselling Services

+49 30 30877-1919

- [Contact form](#)
- [On-site consultation](#)

## Admission and enrolment

### Office for Applications, Admissions and Enrolment

+49 30 30877-1800

[bbzi@hwr-berlin.de](mailto:bbzi@hwr-berlin.de)

Office hours:

Mon 14.00–16.00

Wed 10.00–12.00

Thu 14.00–16.00

For study courses in German international students have to prove their German proficiency through the "Test of German Language Ability for Foreign College Students (DSH 2)". Graduates of the Goethe-Zertifikats C2 (Großes Deutsches Sprachdiplom (GDS)) by the Goethe-Institut and Test-DaF-Graduates with the result of TDN degree 4 in all four tests do not need the DSH.

### Application documents

- Tabellarischer Lebenslauf
  - Kopie vom Pass
  - Amtliche beglaubigte Fotokopie der Originalzeugnisse mit den amtlichen Übersetzungen in deutscher Sprache (Abiturzeugnis)
  - Sprachnachweis der deutschen Sprache. Dieser darf höchstens zwei Jahre alt sein
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