

99061010013000, 99061010013000

# Have access to studies examined on the basis of professional qualifications (without school entrance qualification)

Heruntergeladen am 12.06.2025

<https://fimportal.de/xzufi-services/380097251/L100001>

Modul	Sachverhalt
Leistungsschlüssel	99061010013000, 99061010013000
Leistungsbezeichnung I	Have access to studies examined on the basis of professional qualifications (without school entrance qualification)
Leistungsbezeichnung II	
Typisierung	4 - Land: Regelung
Quellredaktion	Hessen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Hochschulangelegenheiten (061)

Modul	Sachverhalt
Verrichtungskennung	Informationserteilung (013)
SDG-Informationsbereich	Bildungswesen in einem anderen Mitgliedstaat, einschließlich der frühkindlichen Betreuung, Bildung und Erziehung, der Primar- und Sekundarschulbildung, der Hochschulbildung und der Erwachsenenbildung
Lagen Portalverbund	Studium (1030300)
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	24.05.2022
Fachlich freigegen durch	
Handlungsgrundlage	<a href="https://www.kmk.org/fileadmin/veroeffentlichungen_beschluesse/2009/2009_03_06-Hochschulzugang-erful-qualifizierte-Bewerber.pdf">https://www.kmk.org/fileadmin/veroeffentlichungen_beschluesse/2009/2009_03_06-Hochschulzugang-erful-qualifizierte-Bewerber.pdf</a> <a href="https://www.rv.hessenrecht.hessen.de/bshe/document/jlr-HSchulGHE2022pIVZ">https://www.rv.hessenrecht.hessen.de/bshe/document/jlr-HSchulGHE2022pIVZ</a> <a href="https://www.kmk.org/fileadmin/veroeffentlichungen_beschluesse/2009/2009_03_06-Hochschulzugang-erful-qualifizierte-Bewerber.pdf">https://www.kmk.org/fileadmin/veroeffentlichungen_beschluesse/2009/2009_03_06-Hochschulzugang-erful-qualifizierte-Bewerber.pdf</a> <a href="https://www.rv.hessenrecht.hessen.de/bshe/document/jlr-HSchulGHE2022pIVZ">https://www.rv.hessenrecht.hessen.de/bshe/document/jlr-HSchulGHE2022pIVZ</a>
Teaser	Studying with professional qualifications (without school higher education entrance qualification): If certain requirements are met, you can gain access to certain courses of study without a school higher education entrance qualification.
Volltext	If you want to study and do not have a school entrance qualification, you can gain access to study at a university in the state on the basis of your professional qualification and if certain requirements are met. In Hesse, there are three different access options: via a completed master craftsman's examination or comparable promotion qualification, a successfully passed university entrance examination or a combination of Mittlere Reife and at least three years of vocational training with at least 2.5 overall grades. You can get advice from your desired university as to which path is right for you. This depends on your desired course of study, your school leaving certificate

## Modul

## Sachverhalt

and your professional qualifications.

## Erforderliche Unterlagen

As a rule, the following documents must be submitted for the examination of the prerequisites:

- current CV
- Certificate of the highest school leaving certificate (copy)
- Vocational training certificate (copy)
- Certificates of further professional qualifications and/or further education qualifications (copy)

If the examination of the requirements shows that a university entrance examination must be passed, you will be asked to submit further documents:

- last school report (officially certified copy)
- Certificates of vocational training (officially certified copy)
- Complete proof of the type, duration and place of professional activity
- Proof of further training including time

Letter of motivation In the case of access to higher education via option 3 (secondary school leaving certificate + at least three years of vocational training with a grade of 2.5 or better), a study agreement must be signed with the university upon enrolment. Please note the corresponding requirements of the respective university.

## Voraussetzungen

- Option 1: You have successfully completed a master craftsman's examination or a comparable promotion qualification, for example as a technician, IHK landlady or business administrator. Which promotion qualification is recognised is checked on a case-by-case basis by the respective university.
- Option 2: You successfully pass the university entrance examination at a Hessian university. In the university entrance examination, you will usually be examined in the areas of specialisation required for

## Modul

## Sachverhalt

the desired course of study. The prerequisite for applying for or participating in the examination is at least two years of vocational training in a recognised training occupation and then at least two years of professional experience in a full-time occupation. If your training is not related to your desired course of study, you must also provide evidence of relevant and qualified further training in a related field amounting to at least 400 hours.

- Option 3: You will receive direct access to higher education if you can prove that you have a secondary school leaving certificate and a recognised vocational training course of at least three years, which was completed with an average grade of at least 2.5. As part of this university entrance, a study agreement must be signed with the respective university.

## Kosten

There are no costs for the examination of the prerequisites by the universities.

In the case of admission to the university entrance examination, an examination fee of 200 euros will be charged. If you withdraw from the exam after admission, you will be refunded 150 euros (50 euros cancellation fees will be retained).

## Verfahrensablauf

You must clarify with the respective desired university whether you have a professional qualification:

- Find out more about the procedure and the possibilities of counselling on the website of the respective university
- Send the necessary documents to the appropriate university so that your requirements can be checked
- The possibility and type of access to higher education for professionally qualified persons is determined at the university

You will be informed by the administrative department of the respective university about which type of university admission is suitable for you and how the further procedure works

Modul	Sachverhalt
Bearbeitungsdauer	Your request will be processed as soon as possible. In exceptional cases, for example if other authorities have to be involved, the processing can take up to four weeks.
Frist	Enquiries about university admission for professionally qualified persons and the examination of your prerequisites can be made at any time. In the case of participation in the university entrance examination, the application for the university entrance examination must be submitted to the universities of applied sciences by 15.02. or 15.08. of each year.
weiterführende Informationen	
Hinweise	<a href="https://wissenschaft.hessen.de/">https://wissenschaft.hessen.de/</a> <a href="https://wissenschaft.hessen.de/studieren/zugang-und-zulassung">https://wissenschaft.hessen.de/studieren/zugang-und-zulassung</a> <a href="https://wissenschaft.hessen.de/">https://wissenschaft.hessen.de/</a> <a href="https://wissenschaft.hessen.de/studieren/zugang-und-zulassung">https://wissenschaft.hessen.de/studieren/zugang-und-zulassung</a>
Rechtsbehelf	
Kurztext	<ul style="list-style-type: none"> <li>• Access to higher education for professionals without a higher education entrance qualification Provision of information               <ul style="list-style-type: none"> <li>• Have access to studies examined on the basis of professional qualifications (without school entrance qualification)                   <ul style="list-style-type: none"> <li>• Option 1: Access to higher education through a successfully passed master craftsman's examination or comparable promotion qualification, for example as a technician, IHK specialist administrator</li> <li>• Option 2: Access to higher education through a successfully completed university entrance examination at a university of applied sciences</li> <li>• Option 3: Admission to higher education through Mittlere Reife and at least three years of vocational training with an average grade of at least 2.5 as well as a signed study agreement with the desired university</li> <li>• If you take part in the university entrance examination, the documents must be submitted to the respective university by 15.02. or 15.08. This only</li> </ul> </li> </ul> </li> </ul>

Modul	Sachverhalt
	<p>applies to universities of applied sciences</p> <ul style="list-style-type: none"> <li>• The cost of the university entrance examination is 200 euros. In case of cancellation, cancellation fees of 50 euros will be charged.</li> <li>• The first points of contact at the universities are the Registrar's Secretariats or Academic Offices</li> <li>• Information on access to higher education with professional qualifications can be found on the websites of the universities</li> </ul>
Ansprechpunkt	Registrar's Office / Study Service of the respective Hessian university
Zuständige Stelle	
Formulare	<p>Forms/online services available: Yes</p> <p>Written form required: No</p> <p>Informal application possible: No</p> <p>Personal appearance required: No</p>
Ursprungsportal	Have access to studies examined on the basis of professional qualifications (without school entrance qualification), Zugang zum Studium aufgrund beruflicher Qualifikation (ohne schulische Hochschulreife) prüfen lassen