

Interview Procedure for international applicants in China

Stand: 2016.04

Application:

1. Register online, choosing the APS process "Applicants in China": www.aps.org.cn
2. Wire the application fee of 1900 RMB to the APS bank account.
3. Mail in all necessary documents to the APS office.
4. An APS employee will contact you by phone and inform you about your individual interview appointment. Interviews for Austria are conducted 2 times a year in Beijing, with the exact dates being announced on the APS website.
5. Interview: The interview takes about 25 minutes plus 20 minutes of preparation time. The interview does not resemble a language test. It can be conducted in German or English, according to the preferences of the interviewee.
6. The result will be mailed to the address specified by the applicant. Alternatively the interviewee may pick up the result personally at the APS office approximately 10 days after the interview.

Required documents:

1. A printed copy of the online registration form. Please attach a recent (not older than 6 months) passport photo.
2. A copy of the wire receipt.
3. Copy of all relevant passport pages.
4. Notarized copy of the university entrance exam certificate (Gaokao), if the applicant took it.
5. Enrolled students: notarized copy and notarized translation of the certificate of enrollment.
6. Graduate students: Notarized copy, including a notarized translation of the degree / diploma
7. Notarized copy, including a notarized translation of the university transcripts. Additionally a set of copies of the transcripts.
8. Copy of any language certificates.

Remarks:

- Translations must be in English or German language.
- The matriculation document has to include: details about the means of enrollment, name of the department and the university, field of study, student ID number, type of degree program, duration of the degree program, completed semesters at the time of application, as well a seal of the Office of Student Affairs (教务处 / 档案室 / 学籍管理办公室等校级部门). Please note that the faculty seal is not sufficient!
- Students who have finished their Bachelor course program, but have not received their diploma, are required to provide a written statement by the university.

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- Student transcripts need to state all courses and grades in the order they were taken, including unsuccessful courses. They need to be stamped by the seal of the Office of Student Affairs (教务处 / 档案室 / 学籍管理办公室等校级部门). Please note that the faculty seal is not sufficient!
- Language certificates as TestDaF, DSH, Goethe, ÖSD or TOEFL and IELTS, CET4/6, TEM8, PGG/PGH can be handed in and are used by the interviewers in preparation for the interview, allowing them to estimate the language abilities of the interviewee.
- Documents can be handed in directly at the APS office or sent by mail.
- The APS might request additional documents. Due to archival reasons, documents that were processed by the APS cannot be returned to the applicant.

Contact information:

1.) Bank account

PLEASE NOTE: Due to technical reasons, we can currently only accept wire transfers from within the Chinese mainland!

Foreign applicants who do not have a Chinese bank account are requested to have a Chinese friend wire the money for them.

Account holder: 德国驻华使馆文化处留德人员审核部
German Embassy Cultural Section
Academic Evaluation Center

Account number: 3 324 560 134 27

Bank name: 中国银行北京亮马河大厦支行

2.) Mail address:

北京市朝阳区
东方东路 19 号
DRC 外交办公楼 D1 座 13 层 1302/03 室
邮编: 100600

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