

Information on Applications for Special Admission for Cases of Exceptional Hardship

Bachelor's/Master's programs with restricted admission

Exceptional hardship

Within the quota reserved for cases of hardship an accepted application for special admission due to hardship equals admission to the respective program - if the basic aptitude* has been established. Other selection criteria (e.g. grade of the Higher Education Entrance Qualification or the first degree program, result of a selection process) are not considered.

*The term basic aptitude means that certain requirements (such as a minimum grade or passing an aptitude test) for the respective degree program, especially for Master's programs, must be met.

As a result, the application is only suitable for very few applicants. Not all impairments, even if perceived as a hardship, justify an admission on the grounds of hardship. **Rather, the health, social or family reasons must be so severe that even when applying particularly strict standards, the applicant may not reasonably be expected to wait to be admitted for even one semester. Hence, the circumstances must be exceptional.** A decision in favor of an application for special admission due to hardship has far-reaching consequences for those applicants, who due to the allocation of study places to hard ship cases cannot be admitted according to the general selection criteria. This situation warrants a very critical assessment of all reasons and evidence submitted.

Examples for cases where the application for special admission can be accepted include the following:

1. **Particular health reasons** justifying immediate admission:

- a. An illness with a negative prognosis which will likely lead to a future situation in which the strains resulting from the pursuit of this degree program will not be bearable (specialist medical report).
- b. Disadvantage due to an illness; professional rehabilitation can only be ensured if the applicant is immediately admitted due to the fact that the waiting period either cannot be filled with a worthwhile occupation or that the efforts involved in this endeavor are unacceptably high compared to those of a healthy person (specialist medical report).
- c. Confinement to a very limited occupational field due to a physical disability; it can be reasonably expected that the desired degree program will lead to a successful professional rehabilitation.
- d. Necessity to give up the previously pursued degree program or profession due to health reasons; waiting period cannot be filled with a worthwhile occupation due to the same reasons (specialist medical report).
- e. Physical disability; the disability either prevents the pursuit of any reasonably tolerable activity until a study place will be allocated or adherence to the waiting period would create an unreasonable disadvantage compared to able-bodied applicants (specialist medical report)
- f. Limited choice of occupation or employment due to illness; due to this situation the waiting period can either not be filled with a worthwhile occupation or adherence to the waiting period would create an unreasonable disadvantage compared to healthy applicants (specialist medical report).

→ The specialist medical report must comment in detail on the respective criteria. The report is to address the development, severity, course and treatment options of the illness and is to contain a prognosis for the future course of the illness. The report must be comprehensible for non-experts in medical matters. Additional supporting documents are e.g. severely handicapped pass (*Schwerbehindertenausweis*), notice of assessment issued by the pension office (*Feststellungsbescheid des Versorgungsamts*), proof of exemption from military service (*Ausmusterungsbescheid*).

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2. **Exceptional family or social circumstances** which necessitate immediate admission (supporting documents must be provided)
3. **Repatriates** (*Spätaussiedler*) who have been pursuing a degree program in their country of origin that is equivalent to the program applied for (official certificate confirming repatriate status and document confirming that an equivalent degree program has been pursued in the country of origin).
4. **Previous admission** to the respective program combined with the inability to enroll due to a compelling reason beyond the applicant's control (in particular due to illness) (evidence that a compelling reasons prevented enrollment and former Letter of Admission)

→ The reasons justifying an application for special admission must be present at the time of application. Admissions within the quota reserved for cases of hardship are not meant to compensate for injustice experienced in the past.

Examples for cases where the application for special admission can **generally be not accepted**, unless additional exceptional circumstances are present, include the following:

1. Applicant is tied to a certain region due to the necessity of home care due to an existing illness.
2. Necessity to give up the previously pursued degree program or profession due to health reasons if the waiting period can be bridged.
3. Limited choice of occupation due to illness if the waiting period can be bridged.
4. Private financing option will be lost if the applicant cannot enroll immediately.
5. Orphan's pension that is paid during education but only up to a certain age and will no longer be paid to the applicant if he/she does not enroll immediately.
6. Time limit for pensions paid by the *Bundeswehr*.
7. Financially contributing spouse is forced to give up his/her occupation.
8. Applicant has one or more children.
9. Applicant's father or mother or both parents suffer from illness or severe disability.
10. Siblings suffer from a physical disability, are in need of care or permanently unable to work.
11. Applicant comes from a family with many children; all or most siblings are still attending educational institutions.
12. Applicant has given up his previous studies or occupation due to unemployment or bad career prospects.
13. Applicant has given up his previous studies or occupation due to lack of motivation or aptitude or reasons of conscience.
14. Applicant is of an advanced age.
15. Applicant was admitted to the same program for a previous semester but renounced his/her place (after enrollment), e.g. because he/she could not find an apartment.

Checklist

Supporting documents proving exceptional hardship, e.g.

- Specialist medical reports are generally considered significant evidence when applying for special admission due to medical reasons. **Please note that specialist medical reports must be comprehensible for non-experts in medical matters.** Submission of the severely handicapped pass as sole evidence for an impairment will result in a rejection of the application.

official certificate confirming **repatriate status** and document confirming that you were enrolled in an **equivalent degree program in your country of origin**