



Visa Guide

International Graduate Center
Hochschule Bremen · Germany
City University of Applied Sciences

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Welcome!

Dear student,

congratulations on obtaining a place at the International Graduate Center! With this document, we would like to give you some helpful hints to ensure a successful visa application process. To ensure a successful visa application process, we would like to give you some helpful hints in this visa guide. We urgently recommend to start with the necessary preparations as soon as possible (immediately after you have received the admission letter). Please be pro-active!

Firstly, please have a look at the website of the appropriate German Embassy. There you will find all the information about required documents and the application process itself. Follow the instructions carefully and you will be well prepared for the application and the interview.

Further links:

[Visa navigator of the Federal Foreign Office](#)

[Visa regulations for Germany](#)

[Germany Embassy finder](#)



General facts

Waiting time: The waiting time depends on the country for which you are applying for a visa. It may take up to 18 months, so please apply as early as possible for your student visa.

Documents: Please check your embassy's website to get more information about the required documents and how many copies are needed. We've compiled the most required documents:

- Your valid passport (+ copy of your passport)
- Passport photo
- Admission letter from IGC
- Proof of previous university degree(s) and transcripts (legalized)
- Proof of practical knowledge / work experience
- Internship documents
- Proof of English language proficiency
- Letter of motivation
- Confirmed blocked account
- Confirmed health insurance policy
- Original APS certificate*

* for Chinese, Vietnamese and Indian applicants only

If you have other relevant (but not required) documents showing your interest in studying in Germany (e.g. a letter of recommendation (LOR) from your university lecturer / employer or a German language certificate), bring these with you as well.



Costs: The amount varies from country to country. Often you can find some information on the website of your embassy. You can calculate with costs between 50 and 300 euros. If you require additional services (e.g. translation of documents), these costs are not included.

Note for International MBA applicants (dual degree):

You've applied for the International MBA (dual degree) and are going to start your studies at IGC in Bremen? Even though you're only one semester in Bremen, please apply for a 12 months visa. When you're in Germany, you can apply for a visa in another country (depending on your chosen specialization). To be able to apply for another visa, your German visa must still be valid for at least six months.

Down payment & payment plan: To save your place of study at IGC, please transfer your down payment of 1,500 euros (this down payment is already the first instalment of your tuition fee and not an additional fee). It may be helpful to make a down payment of more than 1,500 euros (but this is optional). You can also choose your **individual payment option**.



Applicants from India only: As a valued admitted student, you should apply for the APS-certificate in a timely manner. If not started yet, please apply at the APS-India-Office immediately. Please do not send the APS-Certificate to IGC. It is only relevant for your visa process in India. If (in some cases) you will be requested go to the APS-Office-India, please keep in mind to book an appointment in advance. Find out more here: <https://www.graduatecenter.org/en/study-at-igc/visa-process.html>

Please check if the local requirements for getting visa for Germany in your country/region is to pay further parts of, **or the complete** tuition fee in advance of the visa appointment. If this is the case for you, please make the payment to the bank account given in your **Zulassungsbescheid / letter of acceptance and take the proof of transfer with you to the embassy.** Should you need an invoice for the purpose of a loan or similar, please contact us at isa@hs-bremen.de, stating the date of your appointment, and we will have one created for you.

Should a visa rejection prevent the ability to study at IGC, any payments will be full refunded. In the case of online enrolment (or participation), the deposit (of €1,500) will not be refunded.



Motivation Letter

We have noticed that in recent years, the motivational letter is becoming more and more important. Here are some of the most important points to be aware of and to cover when writing your letter. These points are for your reference and to be used as a guide for your individual letter, you should not use them directly and always work on your own personal text:

Why did you choose Germany/Bremen for your study?

- this Master Course offers the ideal complement to my previous degree
- studying in Bremen gives me the opportunity to develop my professional experience in my chosen field

Why it is not necessary to speak German?

- it's an international full-time Master Course and taught entirely in English
- additionally the Hochschule Bremen offers German language courses to their students so I can also learn German there
- I will improve my language skills to gain a better understanding of the German way of living, as well as about the historical and cultural background.



What about the course structure and content?

- Give some information on the content and topics of your study course and how it links with your past experience and future career plans

In general be honest and sincere – show your genuine interest in studying in Bremen/your study course. You want to convince the authorities of your desire to study in Germany and how your programme will help you in your career





Preparation for your visa interview

To master the visa interview, you should prepare well to give clear answers. In general, be honest and sincere – show your genuine interest in studying in Bremen and in your program.

We've collected some examples of questions that embassies like to ask:

- Tell us something about your studies / your chosen program.
- What about the course structure and content?
- Why did you choose this specific program?
- How does this program fit to you and your previous career?
- What is your previous work experience?
- Is the course taught in English or German?
- Tell us something about the university.





- Why do you want to go to Bremen / Germany for your studies?
- What are your future plans / your plans after graduation?
- Where are you going to live?
- Have you been in Germany before?
- Do you have any relatives or friends living in Germany?
- How many years do you want to stay in Germany?

Please note: For studying at IGC it is not necessary to speak German. All of our international full time MBA and Master programs are taught entirely in English. Additionally, Hochschule Bremen offers German language courses to their students. If you want to, tell the interviewer that you will improve your language basics to gain a better understanding of the German way of living and also about the historical and cultural background.





Facts about IGC

- Part of HSB Hochschule Bremen – City University of Applied Sciences
- Focus on business, management and leadership
- Six international full time MBA & Master programs
- Located in Bremen's district "Neustadt", 5 minutes away from Bremen city center
- More than 2,000 graduates since IGC was founded in 2004
- International Student Assistance (ISA) supports the IGC students in finding accommodation, city registration, opening of a bank account, clarification of the health insurance and more

For facts about our programs, please [check our Website!](#)





Facts about Germany

- The Federal Republic of Germany consists of 16 federal states. Of these, three are city states: Bremen, Hamburg and Berlin
- The capital city is Berlin
- Germany has a population around 82 million
- The Berlin Wall fell in November 1989
- The official reunification of Germany took place on October 3, 1990

Find out more about studying in Germany on our [Website!](#)





Facts about Bremen

- Located in the northern part of Germany, is about 70 km away from the North Sea
- Bremen has a population around 550,000
- As a Free Hanseatic City, Bremen has a tradition of 1,200 years
- Major employers in Bremen are: Mercedes Benz, Airbus Industries, EADS, Beck ' s Beer, ...
- With three large Universities (Constructor University, University Bremen, Jacobs University) and about 35,000 students Bremen is well-known as a student city in Germany
- Bremen has a famous football club - Werder Bremen
- The Weser, Germany's second longest river, flows through Germany

Here you can find more information about the [Bremen student life](#).





Student experiences

Student from Morocco: I have waited approximately six months to get my appointment for the student visa. I have basically watched some videos on YouTube and asked some friends that went through the same experience, basically prepared all of the necessary documents and presented them to the embassy. I have personally presented a German language certificate as well to show my interest about studying in Germany. All documents should be certified from the translator and local authorities, in addition to that, the candidate should also present the original required documents like certificates and degrees. The final interview at the embassy was conducted by a local representative. I received my visa approximately one month after the interview.





Student from India: To prepare for the visa interview appointment I went through the official website for all the visa requirements and consulted other students who have been there recently. I watched some videos online to get the idea for it and it is always better to dress formally. The questions during the interview were very basic and related to my future study plans. All the documents you have to bring with you to the appointment are clearly mentioned on the legal website. Also, if you could bring a Letter of Recommendation (LOR) from your college professor or internship head then it would be a plus. At the appointment, I mentioned the starting month of my studies and that I have to be at the campus physically. So, I gave them a date when I am planning to book a flight and that was approximately two weeks after my visa interview. This may be different in other cases when you don't have to mention your flight details.

Student from Namibia: I had to bring several documents with me to the interview appointment, for example the admission letter from IGC, a confirmed blocked account and health insurance policy. All documents were submitted in English. The employees at the embassy were friendly and helpful. I received my visa approximately three months after the interview.





Student from Pakistan: The atmosphere during the interview was very normal, I can recommend to other students to take it easy and just have complete required documents in hand. There is nothing else to be worried about. The staff at the embassy was very polite, professional and helpful. I didn't face any challenges during the whole visa process, I would say it was a very pleasant experience for me.

Student from Iran: I've used the services of VisaMetric, the official service provider by German representatives in Iran for German visa support services. The agency was run by local representatives and the costs for this service were about 75 euros. If all the documents are complete, there will be no particular challenge. All the documents should be translated in German language by embassy-approved translation services. The final interview was conducted by a local representative. There is no rule, how much time it takes after the interview until you receive your visa. It depends on the date that you yourself have announced as the beginning of your semester. I've waited one and a half months.





Individual questions

If you would like to bring your wife/husband or family, you may have individual questions. Please contact Mr. Robert Campbell Rennie and his ISA team for individual support – they are happy to help you.

email: isa@hs-bremen.de

For free local application support please contact one of our consultancies abroad located in your country or region (not for applicants for the 'Master in Aeronautical Management' program).

