



Information Leaflet for Groups applying through Partnership Programs (Process-P: Long-term (double) degree course)

Valid as of February 1st, 2023

German universities offering admission to Indian students and **awarding a degree** on completion of studies within the framework of an Indo-German university cooperation, can apply for 'Process - P'.

The German partner university shall inform about the planned study program in an email to APS India (groups@aps-india.de) and must attach a copy of the partnership agreement detailing the scope of cooperation with the Indian university.

The Application requirements for “Process-P” are as follows:

- Students who have been granted admission to German universities for a long-term German or double-degree program within the framework of an Indo-German university cooperation are eligible to apply for APS Process-P.
- Applicants for Process-P are selected in India by German university representatives based on a subject knowledge test through an interview. Telephone-interviews and video conferences with Indian applicants via Skype or similar video software are recognized if representatives of the German university conducted the interview and the identity of the student has been verified.
- The selection procedure by the German university must not be older than six months at the time of submission of the application.
- The minutes of the selection process must be recorded either in English or German language. The protocol form can be downloaded from the [APS India website](#). The subject specific selection process must be recorded in detail on the protocol form. Based on the protocol and submitted documents, APS reserves the right to dispense with an individual APS interview. The minutes along with the required documents must be submitted to APS via email or post.

Application Procedure:

1. Application through the German Partner University:

The German partner university must inform the APS via email (groups@aps-india.de) about the details of the co-operation agreement with the reciprocal Indian university (MOU). A list of the selected candidates for this partnership program must be submitted. APS will then assign a group number to the German university.

2. Online-Registration:

Selected students must **register** on the APS website like regular freemover students. **Each student** must print and **personally sign** the completed application and authorization forms. Applications should be mailed in collectively for the entire group. **The envelopes should be clearly marked with the group number that APS India has provided for the specific group.**

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3. Payment details:

Each applicant shall be charged an individual verification fee of **18,000/- INR**. The fees for all participants of the group must be paid collectively to the APS account for all members of the group, mentioning their specific **group number**. Applications will be processed once the fees have been credited to the APS account.

Kindly transfer the fee to the below mentioned account. Please ensure that the bank details are entered correctly. Keep the transaction receipt for future reference.

Bank details for transferring the fees in INR:

Account Holder	Embassy of Federal Republic of Germany – Wiss
Account Number	0946426766
Name of Bank	Kotak Mahindra Bank
IFSC Code	KKBK0000182

4. Submission of documents:

Applications must be submitted **collectively** for all students of the group. The following documents are required:

- Copy of the partnership agreement (MOU)
- The interview minutes including details of the subject specific selection process
- List of selected candidates along with their university enrollment number and date of birth.
- Contact details of the representatives from both the German and Indian universities.
(Address, e-mail id and telephone number)
- Printout or a copy of the banking transaction details.

5. Result of the APS verification procedure:

The processing time will be **two to four weeks** from date of submission of the group application via courier, depending on the group size and the willingness of the Indian institutions to cooperate in the verification process. Kindly refrain from making inquiries about the status of the application before the processing deadline.

Applicants of “Process-P” will not receive an individual APS certificate. The concerned German university will be informed about the result of the verification process by APS India via email.

6. Visa application:

Applicants may apply for their student visa via [VFS](#) once the verification result has been issued.



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Exceptions:

Candidates who have failed to obtain an APS certificate through the individual application process due to fraudulent documents may not apply for 'Process P'.

It is not possible to change the university in Germany for the duration of the partnership program. Candidates who have received a visa under 'Process P' and who wish to change the course or framework of study during their stay in Germany need to submit **written consent** for the discontinuation of the program issued by the concerned German university as well as proof of de-registration from the local Alien's Office.

Changing from Process-P to the process for individual applicants:

In case a candidate registered under "Process-P" wishes to discontinue studies in the partnership program before completion of the intended study course, the following documents will have to be presented to APS India:

- Deregistration notice (including reason for deregistration) from the German university or declaration by the German university about the time and reason for leaving the partnership program.
- Certificate of deregistration from the Alien's Office in Germany.

The decision to grant a transfer to a regular study program at another university will be decided on a case-by-case basis by APS India.

Candidates who have been awarded a German degree (Bachelor's or Master's) under the scope of a partnership program and wish to pursue further studies in Germany need not apply for a renewed verification process from APS India.



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Document requirements for 'Process-P'

All documents will be archived with the APS and therefore **no original academic documents** should be submitted for the procedure.

- Copy of confirmation of online registration along with passport photo (not older than 6 months)
- Protocol form by German university professor/representative
- Copy of Aadhaar card with registered mobile number
- Copy of passport (first and last pages)

Bachelors

- Copy of Class XII certificate
- Original enrollment certificate
- Copy of marksheet (Bachelor's)

Masters

- Copy of Bachelor's Degree
- Copy of marksheets of all semesters of the Bachelor's studies
- Original of enrollment statement from the Indian

The documents will be archived and therefore **no original academic documents** should be submitted for the procedure.

APS reserves the right to request additional documents