



### Applying with international educational certificates for Preparatory courses (Studienkolleg course / Propädeutikum course) and undergraduate courses of study

All essential information concerning the application procedure can be found in the current **BEWERBERINFO Bachelor International** (currently only available in German):  
🌐 <http://www.tu-berlin.de/> and Quick Access: 75216

All undergraduate courses of study are currently taught in German.  
🌐 <http://www.tu-berlin.de/> and Quick Access: 75396

Therefor, applicants need a proof of **German language skills** at a certain level:  
🌐 <http://www.tu-berlin.de/> and Quick Access: 171766

If you are looking to study at the TU Berlin, you must have entitlement to study here (*Hochschulzugangsberechtigung* / **HZB**). This means that your educational background must qualify you to study at the TU Berlin. In Germany, students acquire this entitlement by taking their Abitur. Applicants without a German Abitur must provide proof of previous education corresponding to German Abitur level. This could be a secondary school certificate, in some cases combined with a university entrance exam. In part, the applicant needs to have made certain course achievements, in some cases right the way through.

Information on how education certificates from foreign countries are evaluated can be found on **Anabin**, the database from the culture ministers' conference (*Zentralstelle für ausländisches Bildungswesen - ZaB*): 🌐 <http://anabin.kmk.org/> (only available in German) Anabin provides information about many foreign countries, their education systems, various degrees and the recognition and assessment of foreign certificates of education.

**All application documents must be sent to uni-assist e.V.** On behalf of the TU Berlin uni-assist e.V. takes over the preliminary review of international university applications. The core task of uni-assist e.V. is the evaluation of international school / university certificates and language competencies. This service is subject to payment of **handling fees**. Please note: Binding statements on the evaluation of international certificates can be made only **after** receipt of an application and the handling fees at uni-assist e.V. 🌐 <http://www.uni-assist.de/>

#### Please note:

- The handling fees for the pre-check by uni-assist e.V. and all required documents have to be submitted to uni-assist e.V. complete and in the required form before the deadline expires - incomplete or late applications will be rejected!
- Only printed and signed application forms will be processed (no faxes, no e-mails, no other digital media)!
- Please ensure that uni-assist e.V. and the TU Berlin always have an up-to-date mailing address and post address (if the name is not on the postbox, don't forget the 'c/o' or the appartement-number). We are not responsible for missed deadlines because of incorrect contact information!
- Information from the current **BEWERBERINFO Bachelor International** of the TU Berlin always have priority over those of other institutions!

Evaluating of applications usually takes up to six weeks. Applications should be submitted as early as possible within the deadline. At the end of this **SHORT INFO Bachelor International** you can find a **CHECKLIST** contains all possibly required documents.

## Contact

| postal address:   | office hours:   | Telephone Service (TU Berlin):  |
|---|---|---|
| <b>Technische Universität Berlin</b><br>Abt. I Studierendenservice<br>IA - Zulassung und Immatrikulation<br>Servicebereich IA 2<br><b>Bachelor International</b><br>Straße des 17. Juni 135<br>D - 10623 Berlin | Office hours in the <b>Campus Center</b><br>(TU Berlin's mainbuilding, room H 30)<br><br>Mo - Thu: 9.30 a.m. to 3 p.m.<br>Fr: 9.30 a.m. to 2 p.m. | ☎ +49 (030) 314 - 29999<br><br>Mo - Thu: 9 a.m. to 5 p.m.<br>Fr: 9 a.m. to 2 p.m. |
| Please send your application to:  | online:   | e-mail:   |
| Technische Universität Berlin<br>c/o <b>uni-assist e.V.</b><br>Geneststr. 5<br>D - 10829 Berlin   | 🌐 <a href="http://www.tu-berlin.de/">http://www.tu-berlin.de/</a>   | <a href="mailto:telefonservice@tu-berlin.de">telefonservice@tu-berlin.de</a>      |

## Application deadlines

### For the preparatory courses

To be admitted to the **Studienkolleg course** to prepare for the assessment test (*Feststellungsprüfung*)  
and  
to be admitted to the **Propädeutikums course**:

|                  |    |             |                                   |
|------------------|----|-------------|-----------------------------------|
| from February 1  | to | June 30     | for the following winter semester |
| from September 1 | to | November 30 | for the following summer semester |

For the **external assessment test** (*Feststellungsprüfung*)  
and  
for the (external) **Ergänzungsprüfung**:

|                 |    |              |   |
|-----------------|----|--------------|---|
| from February 1 | to | March 15     | for exams take place in the summer semester |
| from August 1   | to | September 15 | for exams take place in the winter semester |

### For undergraduate courses of study

With restricted admission (with numerus clausus):

|                 |    |             |                                   |
|-----------------|----|-------------|-----------------------------------|
| from June 1     | to | July 15*    | for the following winter semester |
| from December 1 | to | January 15* | for the following summer semester |

Without restricted admission (without numerus clausus):→ **New application deadlines!**

|                 |    |             |                                   |
|-----------------|----|-------------|-----------------------------------|
| from June 1     | to | August 31   | for the following winter semester |
| from December 1 | to | February 28 | for the following summer semester |

\*) Final deadlines. The date of receipt by uni-assist e.V. is valid only.

## Formal requirements

### Official authentication

Official authentications must always bear the original seal and signature of the authenticator. The official seal can be round or oval and contains an emblem. Authentications that only have a stamp on them will not be accepted.

If the copy consists of several individual pages, then it must be shown that each page belongs to the same document. It is sufficient if just one page bears the authentication mark and signature, as long as all pages overlap one another (usually in the top-left corner) and are stapled and authenticated such that each page bears a part of the official seal. On notary authentications (with string and a seal mark), the authentication mark only needs to appear on one of the pages of the copy or transcript.

Your documents may be authenticated by the following institutions: the schools or universities who issued them, or the relevant Department of Education in your home country, the Diplomatic Missions to the Federal Republic of Germany, the Culture Department at the Embassy of the country the certificate was issued in, the authorities and notaries authorized to carry out official authentications in the country in question.

In Germany, any public authority that holds an official seal is allowed to officially authenticate documents. These include a Gemeindeverwaltung, Landkreis and lower administrative authorities (such as an Ortsbürgermeister or Ortsvorsteher, Stadtverwaltung, Bürgeramt, Rathaus, Kreisverwaltung, etc.). Courts and notaries are also included.

Please remember: translators cannot authenticate any original-language documents, only the translations they have issued themselves!

### “Sworn translation”

The translation of certificates essentially has to be carried out by an official authority, e.g. by the authorized department of the institution that issued the certificate, or by a sworn translator. Any translations done by German translation bureaus that do not fulfil this requirement will not be accepted. Any translations done abroad have to be carried out by an institution authorized to carry out sworn translations (or equivalent) in that country.

Certificates must always be submitted in the original language of the home country, and also in English or German translated form. Certificates issued in French cannot be accepted, they have to be translated into German or English.

Please remember: translators cannot authenticate any original-language documents, only the translations they have issued themselves!

Please note that translations have to be certified. However, in case the copy of a translation which you submit bears the translator's original stamp then - and only then! - an additional certification is not necessary.

## Types of university entry qualification (*Hochschulzugangsberechtigung* / HZB)

|                      |   |
|----------------------|---|
| direct               | <p>Valuation at Anabin: „direkter Zugang“:</p> <ul style="list-style-type: none"> <li>With direct university entry qualification you can <b>start</b> your degree straight away.</li> </ul>   |
| Language skills      | <p>For your application you need a proof of <b>German language skills</b>, e.g. :</p> <ul style="list-style-type: none"> <li>DSH-2 or DSH-3</li> <li>TestDaF; 4 points on each TestDaF-level at least</li> <li>DSD II</li> </ul>  |
| Higher semester      | <p>If you are/were already enrolled at a university and you have got course work and examinations you can apply for a higher semester. In the “Credit transfer application” (<i>Antrag auf Anerkennung</i>) the responsible examining board of the TU Berlin (<i>Prüfungsausschuss</i>) has to accept your credits as equivalent.</p>   |
| Propädeutikum course | <p>The TU Berlin offers a <b>Propädeutikum course</b> that mainly focuses on preparing the applicant linguistically. As well as offering an introduction to German as a foreign language, this course offers an introduction to the technical language of Mathematics and Physics, or Mathematics and Economics. At the end of the course, you can take a German exam that corresponds to DSH level 2 (DSH-2). The Propädeutikum course is open to all applicants who have direct admission to a subject degree in the technical, scientific or economic sciences domain and proof of German language skills on level <b>B2</b> in accordance with the European Framework of Reference at least.</p> <p>Before admission to the Propädeutikum course, you have to complete an <b>entrance exam</b> (<i>Aufnahmetest</i>). This entrance exam will test your command of German and basic level of knowledge in your chosen subject field.</p> <p>For further information:  <a href="http://www.studienkolleg.tu-berlin.de">http://www.studienkolleg.tu-berlin.de</a></p>  |
| indirect             | <p>Valuation at Anabin: „Feststellungsprüfung/Studienkolleg“:</p> <ul style="list-style-type: none"> <li>Before beginning your degree you have to take the Studienkolleg course and pass the <b>assessment test (Feststellungsprüfung)</b>. Once this is done, you will have a direct, subject-specific university entry qualification.</li> <li><b>Please note:</b> By successfully passing the assessment test you don't acquire a German university entry qualification (German Abitur). You still have to apply via uni-assist e.V.</li> </ul> <p>Studienkolleg course</p> <p>The TU Berlin offers 2 types of <b>Studienkolleg course</b>:</p> <ul style="list-style-type: none"> <li><b>W course:</b> for social sciences and economic sciences subjects</li> <li><b>T course:</b> for technical, mathematical or scientific subjects</li> </ul> <p>The Studienkolleg course is open to all applicants who have indirect admission to a subject degree in the technical, scientific or economic sciences domain and proof of German language skills on level <b>B2</b> in accordance with the European Framework of Reference at least.</p> <p>Applicants for “<b>W course</b>” also need English language skills on level <b>A2</b> in accordance with the European Framework of Reference at least.</p> <p>Before admission to the Studienkolleg course, you have to complete an <b>entrance exam</b> (<i>Aufnahmetest</i>). This entrance exam will test your command of German and basic level of knowledge in your chosen subject field.</p> <p>For further information:  <a href="http://www.studienkolleg.tu-berlin.de">www.studienkolleg.tu-berlin.de</a></p> |
| general              | <p>Valuation at Anabin: „für alle Fächer“:</p> <ul style="list-style-type: none"> <li>With general university entry qualification you may study <b>any</b> subject / Studienkolleg course.</li> </ul>   |
| subject-specific     | <p>Valuation at Anabin: „fachorientiert“:</p> <ul style="list-style-type: none"> <li>With a subject-specific university entry qualification, you may only study subjects / Studienkolleg course <b>in a specific field</b>. This subject field is determined by the subject that you have taken in your homeland or passed the relevant exams in.</li> </ul>  |



# CHECKLIST

## Bachelor International

Updated: June, 2016



Check to see whether your application is complete:

|                                     |   |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | These documents have to be submitted in each case.                                |
| <input type="checkbox"/>            | These documents only have to be submitted only if the circumstances apply to you. |

### Handling fees

|                                     |   |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Proof of payment of the handling fees for the pre-check of applications by uni-assist e.V.: <a href="http://www.uni-assist.de/">http://www.uni-assist.de/</a> |
|-------------------------------------|---|

### Register at hochschulstart.de

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | The TU Berlin takes part in the dialogue-oriented service procedure (DoSV) of the <i>Stiftung für Hochschulzulassung</i> ( <a href="http://hochschulstart.de">hochschulstart.de</a> ) to coordinate applications from following groups who are applying for an undergraduate course of study with restricted admission in the first semester: Nationals of European Union countries, of Island, Liechtenstein or Norway ( <b>E1</b> ) and all nationals having already completed a bachelor's degree at a university within the European Union, Island, Liechtenstein or Norway ( <b>G1</b> ) have to register on <a href="http://www.hochschulstart.de/">http://www.hochschulstart.de/</a> . After registration, the applicants will receive an applicant ID (BID) and an authentication number (BAN). BID and BAN must be specified in the online application via uni-assist e.V. Do <b>not</b> applying via hochschulstart.de! More information you will find in the current BEWERBERINFO Bachelor International. |
|--------------------------|--|

### Application form

|                                     |  |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Online Application (application form) via uni-assist e.V.: <a href="http://www.uni-assist.de/online/">http://www.uni-assist.de/online/</a><br>Fill out online ⇒ submit electronically ⇒ print ⇒ sign ⇒ send the filled and signed application form together with all required application documents to uni-assist e.V. |
|-------------------------------------|--|

### University entrance qualification (HZB) → Please take note of the current BEWERBERINFO Bachelor International

|                                     |   |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | School leaving certificate  |
| <input type="checkbox"/>            | Possibly transcripts (summary of subjects and grades / marks) of the last 2 - 4 school years              |
| <input type="checkbox"/>            | Certificate for passing the university entrance exam, Pre-University Course                               |
| <input type="checkbox"/>            | Transcript of records of the previous university (incl. summary of subjects and grades / marks)           |
| <input type="checkbox"/>            | University degree of the previous university including the transcript of records                          |
| <input type="checkbox"/>            | Certificate for passing the assessment test (Feststellungsprüfung) from a Studienkolleg course in Germany |

### Language Certificates → Please take note of the current BEWERBERINFO Bachelor International

|                                     |                                  |
|-------------------------------------|----------------------------------|
| <input checked="" type="checkbox"/> | Proof of German language skills  |
| <input type="checkbox"/>            | Proof of English language skills |

### Previous study

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Transcript of records of the previous university (including summary of subjects and grades / marks)   |
| <input type="checkbox"/> | Proof of accreditation of the previous university   |
| <input type="checkbox"/> | Certificate of enrolment  |
| <input type="checkbox"/> | Credit transfer application ( <i>Antrag auf Anerkennung</i> ) including the decision of the responsible examining board of the TU Berlin ( <i>Prüfungsausschuss</i> ) |
| <input type="checkbox"/> | University degree of the previous university including the transcript of records  |

### Other

|                                     |  |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Simple copy of passport (page with personal data)  |
| <input type="checkbox"/>            | If your name has changed after your documents were issued you will need a proof of the change of name. |
| <input type="checkbox"/>            | For the group of applicants <b>G1</b> : Form „Begründung für das beantragte Zweitstudium“              |

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