



APPLICANT INFORMATION

Bachelor International



Applicants with International University Entrance Qualification

Information for your application for Preparatory School / Preparatory Course and Undergraduate Programs (Bachelor / State Examination)

Your application	Your responsibility
<p>Regardless of your nationality, as an applicant with an international university entrance qualification you must apply via uni-assist. The same applies</p> <ul style="list-style-type: none"> • if your university entrance qualification has been recognized by a German educational authority; • if you have passed the assessment test at a Preparatory School in Germany; • if you are already enrolled at TU Berlin and are considering switching to a different undergraduate program; • if you wish to apply for an undergraduate program with free admission. <p>Please note: Application prior to enrollment!</p> <p>Pre-check by uni-assist</p> <p>uni-assist checks your application documents to ensure they are in accordance with TU Berlin's formal requirements, paying particular attention to the following:</p> <ul style="list-style-type: none"> • the submission of the online application (application for admission); • whether your university entrance qualification and your average grade (as calculated by uni-assist) are suitable for your choice of undergraduate program; • proof of language skills; • official authentications and certified translations; • whether all your documents have been submitted in full prior to the expiration of the application deadline. 	<p>Please bear in mind that you are responsible for ensuring the accuracy of your application documents and their submission within the deadline.</p> <p>Please note:</p> <ul style="list-style-type: none"> • uni-assist is not obliged to inform applicants of incomplete or insufficient application documents prior to the expiration of the application deadline. Ensure that you apply in good time! • It is not possible to extend the application deadline or submit documents after the end of the application deadline. Incomplete applications or applications that have not been submitted in due form by the end of the application period cannot be considered and will be rejected. • Please note that attached documents or CVs cannot replace the information in the online application. Omitted or incomplete information in the online application (in particular, with regard to your school education, higher education and language skills) may lead to a rejection of your application. • Please make sure that uni-assist and TU Berlin always have your current email and postal addresses. Always provide your complete address details. If your name is not on the mailbox, please do not forget to state 'c/o' or your apartment number in the address. We are not responsible for errors or missed deadlines due to incorrect information.
<p>Processing result</p> <p>After the pre-check, uni-assist will inform you of the processing result.</p> <p>It can take up to six weeks to process your documents, meaning that you may receive your processing results only after the deadline for applications has expired. Documents submitted after the deadline has expired will not be considered!</p> <p>Following the pre-check, uni-assist will electronically pass on the application documents to TU Berlin. Hard copies of application documents are not submitted to TU Berlin.</p> <p>TU Berlin conducts a final check of all your application documents, particularly special applications or applications submitted using TU Berlin's own forms, before making a final decision concerning your entry to the admissions procedure.</p> <p>Please note that TU Berlin's assessment of your application documents may result in a different decision than that indicated by uni-assist!</p>	<p>Handling fees</p> <p>uni-assist charges handling fees for the pre-check which have to be paid to uni-assist before the application deadline expires. uni-assist will not begin to process your application until these fees have been received. Please note that your application will be deemed incomplete and will have to be rejected if the handling fees have not been paid in full. You can find more detailed information at: https://www.uni-assist.de/en/how-to-apply/pay-all-fees/</p> <p>CHECKLIST Bachelor International</p> <p>You can use the CHECKLIST Bachelor International at the end of the APPLICANT INFORMATION Bachelor International to help you see if your application is complete.</p> <p>Only information provided by TU Berlin's Team Bachelor International regarding the completion of applications as well as the form and extent of documents to be submitted is valid. Conflicting information provided elsewhere should be ignored.</p>

Good luck! Team Bachelor International at TU Berlin

CONTACT

<i>TU Berlin's postal address:</i>	<i>Consultation hours:</i>	<i>Tel:</i>
Technische Universität Berlin Office of Student Affairs Team Bachelor International – IA 2 Straße des 17. Juni 135 D - 10623 Berlin	TU Berlin Main Building Room 0013 Mon: 9:30 - 12:30 Thu: 9:30 - 12:30	Student Info Services at TU Berlin ☎ +49 (030) 314 - 29999 Mon - Thu: 9:00 - 15:00 Fri: 9:00 - 14:00
<i>Please send your application to:</i>	<i>Online:</i>	<i>Email:</i>
uni-assist's postal address: Technische Universität Berlin c/o uni-assist D - 11507 Berlin <i>uni-assist's letterbox:</i> Geneststr. 5 D - 10829 Berlin	Current information is available on our websites: 🌐 http://www.tu-berlin.de and Quick Access: 75216	TU Berlin contact form http://www.telservice.tu-berlin.de/ If you have any questions, please contact us stating your applicant number.

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In this APPLICANT INFORMATION Bachelor International we have included links to webpages, the content and validity of which do not fall under the responsibility of TU Berlin. TU Berlin has no influence on the organization or content of non-University webpages and distances itself from all external content. The operators of the linked external webpages are solely responsible for the content.



Basic requirements for admission to a preparatory course or an undergraduate program at TU Berlin are:

- submission of the application within the deadline
- a university entrance qualification certificate matching the program applied for
- language skills at the level required by TU Berlin
- application in the proper form (application form, official certification and translation)

Applicant groups
A, B, C, E, Z, D

Depending on which requirements you fulfill, you will be assigned to a particular Applicant group. Please find an overview on page 7.

Application deadlines (application periods)

Application deadlines can be found at: <http://www.tu-berlin.de> and Quick Access: 159054

University entrance qualification certificate

University entrance qualification certificate - What does this mean?

If you wish to apply for admission to TU Berlin, you must provide proof of a university entrance qualification. This is normally a secondary school leaving certificate, if applicable, in combination with a university entrance examination. In some cases, you are required to provide, in addition, a transcript of records from your previous university or a university degree, if available.

anabin

uni-assist will evaluate your university entrance qualification to see if it meets the standards of the Central Office for Foreign Education (*Zentralstelle für ausländisches Bildungswesen – ZAB*), both with regard to the desired program and the relevant study semester applied for.

Please check the anabin website for further information about the ZAB's standards:

<http://anabin.kmk.org/> ⇨ Please search here for the country of your education system: „Schulabschlüsse mit Hochschulzugang“ and / or „Bildungswesen“

The anabin database provides applicants with information on the recognition of country-specific university entrance qualifications, university degrees and other academic credits.

Please note that binding decisions regarding the recognition of foreign educational certificates can only be made after the submission of an application to uni-assist. TU Berlin does not conduct any prior checks.

If a conclusive assessment of your educational qualification is impossible, please contact the “Certificate Recognition Office” at the Berlin Senate Department for Education, Youth and Science, which is responsible for the evaluation of foreign educational certificates, including their restriction to specific subjects, and for clarification in cases of doubt:

<http://www.berlin.de/sen/bjw/anerkennung/>

Types of university entrance qualification according to anabin

Direct university entrance qualification

anabin valuation: *“direkter Zugang” (direct admission)*
You can apply directly for an undergraduate program.

Indirect university entrance qualification

anabin valuation: *“Feststellungsprüfung/Studienkolleg” (assessment test / Preparatory School)*
You can apply to the Preparatory School to take the assessment test. Application for admission to an undergraduate program is only possible after passing the assessment test.

General university entrance qualification

anabin valuation: *“für alle Fächer” / “für alle Schwerpunktkurse” (for all subjects / preparatory courses)*
If you have a general university entrance qualification, you are eligible to apply for preparatory courses or undergraduate programs in any subject of your choice.

Subject-specific university entrance qualification

anabin valuation: *“fachorientiert” (subject-specific)*
If you have a subject-specific university entrance qualification, you are eligible to apply only for specific preparatory courses or specific undergraduate programs.
Please check here which preparatory course matches our undergraduate programs:
<http://www.tu-berlin.de/> and Quick Access: 171747

No university entrance qualification

anabin valuation: *“Keine Zulassung zu allen Hochschulen” (No admission)*
In individual cases, it may not be possible to assess your educational certificates as qualifying for indirect admission to Preparatory School or for direct admission to an undergraduate program.
Here you can find out more about the possibilities of acquiring a university entrance qualification:
<https://www.berlin.de/sen/bildung/lebenslanges-lernen/zweiter-bildungsweg/>

Detailed information on the following special qualification can be found at:

<http://www.tu-berlin.de/> and Quick Access: 171747

- Akademische Prüfstelle (APS) / Nachzertifizierung / Gruppen-APS / Identitätsbescheinigung: Applicants with educational qualifications from Mongolia, Vietnam, and the People's Republic of China require an authentication certificate from the relevant APS of the German embassy.
- How to recognize a German *Abitur*: If a qualification has equivalence, this does not automatically make it a *German Abitur*!
- European Baccalaureate: the European Baccalaureate will, under certain conditions, be treated as a German educational qualification.
- International Baccalaureate Diploma (IB Diploma): If your Diploma certificate for the application semester is only issued in August.
- Professionally qualified: Studying without an *Abitur* in accordance with Section 11 of the Berlin Higher Education Act.

Assessment test certificate from a German Preparatory School

If you have passed an assessment test at a state-recognized Preparatory School in Germany (*Studienkolleg*), you are required to submit your certificate for this along with all foreign educational qualifications qualifying you for an indirect university entrance qualification certificate.

Your assessment test certificate must qualify you for admission to an undergraduate program at universities throughout the entire Federal Republic of Germany. Assessment test certificates only qualifying you to study at a university of applied sciences or at a university other than TU Berlin or a university in one particular federal state other than Berlin cannot be considered. Incomplete and/or provisionally issued educational certificates cannot be considered and will result in the rejection of your application. All documents referred to on the assessment test certificate must be submitted.

Please check here to see if your focus course matches the undergraduate program you wish to take:

<http://www.tu-berlin.de/> and Quick Access: 171747

An application for a degree program at TU Berlin not compatible with the focus course indicated on your assessment course certificate is only possible if you can prove that the focus course indicated on your assessment test certificate is compatible with the degree program you wish to study as offered in the federal state where you took your assessment test. Valid proof can be provided by an official document from a university in the federal state where you took your assessment test.

Please note: the passing of an assessment test at a Preparatory School in Germany does not imply that a general German university entrance qualification certificate has been acquired, but rather that the candidate has earned the direct right to study a specific subject at a higher education institution in Germany. Continue to apply to TU Berlin via uni-assist!

Documentation to be submitted for the assessment of the university entrance qualification

Form and extent of the documents for submission

For the assessment of your university entrance qualification and for the calculation of an average grade you must submit all required foreign educational certificates in full, in due form and on time.

Please pay attention to the notes on "Official Certification and Translation" on the following page.

All educational certificates that have not been issued in either German or English must always be submitted in the original language of the country of origin and, in addition, in German or English translation.

Information on the educational certificates to be submitted can be found, among other places, in the evaluation proposals on the anabin website or uni-assist website.

Incomplete and/or provisionally issued educational certificates cannot be considered and will lead to the rejection of your application!

Please note that, as a rule, the most recently acquired educational certificate determines the "date of acquisition of the university entrance qualification".

Documentation to be submitted in principle

- Secondary-school final transcript and school-leaving certificate, where available, including summary of subjects and grades
- and / or
- Proof of completed studies, including an overview of subjects and grades as well as an average grade calculated by the institution of higher education
- ⇒ In this regard, please pay attention to the information for Applicant group Z on page 13 (second degree)!

Additional documentation that may be required for submission

- Semi-annual and annual reports from the final two to four years of school including overview of subjects and grades
 - Proof of a university entrance examination or attendance of a pre-university course
 - Assessment test certificate from a German Preparatory School
 - Proof of successfully completed academic years at institutions of higher education in the form of overviews of subjects and grades.
- ⇒ Please note: Time already spent studying at a German university is not a factor in the awarding of a university entrance qualification!

Language skills

General

All undergraduate programs are taught in German. A specific level of German is required for all applications.

All required proofs of language level must be submitted before the application deadline. They must be complete (every page!) and submitted as officially certified copies.

A certificate of participation cannot be used as proof of level; please ensure that you inform yourself of the dates of language examinations in good time.

In principle, only proofs of level from recognized language schools are accepted.

Proof of language skills

All recognized and non-recognized proofs of language skills can be found at:
🌐 <http://www.tu-berlin.de/> and Quick Access: 171766

Applicant group **A**

For admission to the Preparatory School to prepare for the assessment test:

- Proof of German language skills at B2 level or higher (CEFR)

To take an external assessment test:

- Proof of German language skills at C1 level or higher (CEFR)

To take the supplementary test:

- Proof of passing the German language section of an assessment test at a German Preparatory School (with at least grade 4)

Applicant group **B**

Admission to the language course component of the preparatory course:

- Proof of German language skills at B2 level or higher (CEFR)

Applicant groups **C, E, Z, D**

For admission to an undergraduate degree:

- Proof of German language skills at level DSH-2 or higher, e.g.: registered *DSH-2, TestDaF 4-4-4-4*

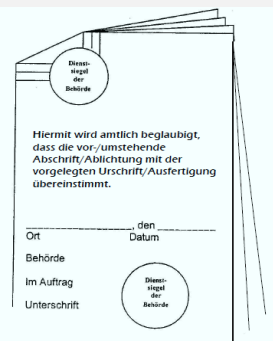
All recognized and non-recognized proofs of language skills can be found at:
🌐 <http://www.tu-berlin.de/> and Quick Access: 171766

Official certification and Translation

All documentation required for the application (in particular foreign educational certificates and proof of language skills) is to be submitted in the form of officially certified copies, unless original documents or simple photocopies are explicitly requested.

A certified German or English translation (prepared by a sworn translator) is required for every document that was not originally issued in either German or English. Please submit either the original translation or an officially certified copy of the original translation.

Official certification



An official certification always bears an official stamp (original) and a comment confirming that the copy of the document exactly reflects the content of the original and the signature of the attester. An emblem is generally incorporated into the official stamp.

Certifications whose stamps only consist of text will not be accepted. As a rule, you have to pay for an official certification. Officially certified copies of officially certified copies will not be accepted.

For copies consisting of multiple pages, proof is required that each page belongs to the same certificate. A single official stamp with signature is sufficient if all pages are arranged, stapled and stamped in such a way that a part of the stamp appears on each page.

Should the certification be provided by a notary (seal with cordon), then a single stamp on just one of the pages of the copy or transcript is sufficient. Should the original bear an embossed seal, this will generally not be visible on the copy. The certification note on the copy must then also confirm that the original document bears the embossed stamp of the issuer of the certificate.

The following institutions are authorized to certify your documents:

- The actual schools and universities issuing the certificates as well as the ministry of education in your home country,
- the diplomatic representation of the Federal Republic of Germany,
- the cultural division of the embassy of the country where the certificate originates,
- public authorities and notaries authorized to provide official certifications in each respective country.
- All public offices in Germany in possession of an official stamp are authorized to provide official certifications. These include: registration offices, city halls, municipal administration offices, administrative district offices, offices of local mayors, courts and notary offices.

The following are examples of institutions not authorized to certify your documents:

- Charitable organizations, translators, banks, associations, AStA, DAAD.
- Please be aware: Translators may not certify documents in the language in which they were written, but only the translations which they themselves have made.

Translation

Certificates must be submitted in the original language of the certificate's country of origin as well as in a German or English translation.

Translations of certificates must, as a rule, be made by an official entity, e.g. the department assigned for this purpose within the issuing institution or a sworn translator. Translations undertaken by translation agencies not fulfilling these criteria are not accepted. Translations made abroad must be undertaken by institutions authorized to issue sworn translations (or the equivalent thereof) in their countries.

For certificates issued in a non-English speaking country which include an English-language version in addition to the original, the English-language version also counts as an original certificate. The same applies to German-language versions of certificates. See "country by country info" in the following link for exceptions: <https://www.uni-assist.de/en/tools/info-country-by-country/>

Certificates written in French will not be accepted and will have to be translated into German or English.

Translations not submitted as originals have to be officially certified. An official certification is not required if the translation bears the original stamp of the translator.

Please do not send us originals of passports or ID.

Only in cases of doubt will TU Berlin insist upon presentation of originals!
Official certifications and translations not fulfilling the formal requirements will be rejected!

Applicant groups

Depending on which requirements you fulfill, you will be assigned to a particular Applicant group:

Applicant group	Requirements you bring along:	Application possible for:
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Application for a Preparatory School / preparatory courses

A Section II	<p>The assessment of your foreign educational certificates has resulted in an indirect university entrance qualification</p> <p>+ You have German language skills at B2 level or higher</p> <p>+ You wish to study an undergraduate program in the subject range of technology, mathematics and natural sciences (T) or economics and social sciences (W) or medicine and biology (M)</p>	<p>Irrespective of your nationality, you can apply for the Preparatory School to take the assessment test for courses in the focus areas T, W or M.</p>
B Section II	<p>The assessment of your foreign educational certificates has resulted in a direct university entrance qualification</p> <p>+ You have German language skills at B2 level or higher</p> <p>+ You wish to study an undergraduate program in the subject range of technology, mathematics and natural sciences or economics and social sciences.</p>	<p>Irrespective of your nationality, you can apply for the language course as part of the preparatory course.</p>

Undergraduate program: application for the first course semester

C Section III	<p>You are a citizen of a country outside the European Union (EU), Iceland, Liechtenstein or Norway or you are stateless</p> <p>+ The assessment of your foreign educational certificates has resulted in a direct university entrance qualification</p> <p>+ You have German language skills at level DSH-2 or higher</p>	<p>You wish to apply for the first course semester for a first degree</p>
E Section III	<p>You are a citizen of the European Union (EU), Iceland, Liechtenstein or Norway</p> <p>+ The assessment of your foreign educational certificates has resulted in a direct university entrance qualification</p> <p>+ You have German language skills at level DSH-2 or higher</p>	<p>You wish to apply for the first course semester for a first degree</p>
Z Section III	<p>You have already successfully completed studies at another institution of higher education in another member state of the European Union (outside of Germany), in Iceland, Liechtenstein or Norway</p> <p>+ You have German language skills at level DSH-2 or higher</p> <p>+ You wish to be admitted to the first course semester in an undergraduate program with restricted admission</p>	<p>Irrespective of your nationality, you wish to apply for the first course semester of a second degree.</p>

Undergraduate program: application for a higher course semester

D Section IV	<p>The assessment of your foreign educational certificates has resulted in a direct university entrance qualification</p> <p>+ You have German language skills at level DSH-2 or higher</p> <p>+ You are, or have been, already enrolled at another institution of higher education / university of applied sciences in Germany or in another member state of the European Union, in Iceland, Liechtenstein or Norway for an identical or related course and now wish to apply to TU Berlin for admission to the same course ⇒ Change of university or you wish to apply for the second or a higher course semester in another undergraduate program, while having your previous academic achievements and examinations recognized ⇒ Lateral entry</p>	<p>Irrespective of your nationality, you can apply for a higher course semester.</p>
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In the event that study places for the first or a higher course semester in courses with restricted admission have not been allocated after the completion of the admission procedure, these study places will be allocated as part of the **clearing procedure (first course semester)** or by means of a **lottery system (higher course semesters)**. More: 🌐 <http://www.tu-berlin.de/> and Quick Access: 75372

A

Preparatory School / assessment test

Acceptance to the Preparatory School in preparation for the assessment test

You can apply for admission to the Preparatory School in preparation for the assessment test / *Feststellungsprüfung* if

the assessment of your foreign educational certificates has resulted in an indirect university entrance qualification for the focus course that is assigned to the desired undergraduate program, and if you are obliged to take an assessment test at a Preparatory School in Germany before taking up your undergraduate program

+

you can provide proof of German language skills at B2 level or higher.

Training at Preparatory School takes two to four semesters and concludes with an assessment test. Application for admission to an undergraduate program is only possible after passing the assessment test.

Please note: Passing of an assessment test at a Preparatory School in Germany does not imply that a general German university entrance qualification has been acquired, but rather that the candidate has earned the direct right to study a specific subject at a higher education institution in Germany.

External assessment test

The assessment test can also be taken externally - in other words without attending the Preparatory School prior to taking the exam.

To take the External assessment test, you will have to provide proof of an indirect university entrance qualification, as well as proof of German language skills at C1 level or higher.

You should apply for the semester in which the External assessment test is held.

Supplementary test

If you have already taken an assessment test at a German Preparatory School and would now like to pursue a degree which is not compatible with the focus course you have already taken, you can apply to do a Supplementary test (without attending the Preparatory School prior to taking the exam).

Along with the indirect university entrance qualification, the German section of the assessment test which you have already passed (minimum grade 4) is accepted as proof of German language skills.

You should apply for the semester in which the Supplementary test is held.

Choosing a focus course

The choice of the focus course depends on your foreign educational qualifications, that is, your previous school education or higher education determines the qualification for a specific subject and thus the focus course. You can find out here whether your subject-specific qualification matches the desired undergraduate program / focus course at TU Berlin's Preparatory School:

🌐 <http://www.tu-berlin.de/> and Quick Access: 171747

Focus courses at TU Berlin

TU Berlin Preparatory School offers three types of subject-specific focus courses:

T ⇒ T Course: for undergraduate programs in technology, mathematics or natural sciences

W ⇒ W Course: for undergraduate programs in social and economic science

M ⇒ M Course: for undergraduate programs in medicine, biology and pharmacy

Note: This is a fee-based course; for further information, please see:

🌐 <http://www.tu-berlin.de/> and Quick Access: 175951

Admission test

Pending your complete and timely application, the Preparatory School will invite you to take an admission test. You will only receive a letter of admission after you have passed the admission test and if there are sufficient places in the Preparatory School.

Sample tests can be found here: 🌐 <http://www.tu-berlin.de/> and Quick Access: 173037

The Supplementary admission test takes the form of a counseling session.

Contact

TU Berlin's Preparatory School: 🌐 <http://www.tu-berlin.de/> and Quick Access: 6822

B

Language course as part of the preparatory course (*Propädeutikum*)

Admission to the language course as part of the preparatory course

You can apply for admission to the language course as part of the preparatory course at TU Berlin's Preparatory School if

the assessment of your foreign educational certificates has resulted in a direct university entrance qualification for technical, mathematical and natural-scientific (T) or economic and social-scientific (W) undergraduate programs in Germany

+

you can provide proof of German language skills at B2 level or higher.

The preparatory course takes one semester and ends with the language assessment test in German.

Studying with the intention of acquiring a master's degree

Even if you intend to enroll in a master's degree program after the completion of the preparatory course, as part of the online application for the preparatory course you will still need to choose a technical, mathematical, natural-scientific, economic or social-scientific undergraduate program (bachelor or state examination) from the range of undergraduate programs offered at TU Berlin.

A & B

How to apply

Registration with hochschulstart.de

Citizens of the European Union, Iceland, Liechtenstein and Norway who want to apply for a course semester with restricted admission have to register at hochschulstart.de. This means:

Before applying online via the uni-assist applicant portal, please set up a user account on <https://dosv.hochschulstart.de>. To do so, please click on "register." Once you have successfully registered, you will be issued an applicant-ID (BID) and a BAN. You need to enter both of these numbers when applying online via uni-assist. NO application via hochschulstart.de, ONLY register BEFORE applying via uni-assist!

Step 1

Online application and number of possible undergraduate programs to be selected

Please register with uni-assist's applicant portal and complete the online application:

<https://www.uni-assist.de/en/how-to-apply/apply-online/>

Select an undergraduate program (bachelor or state examination) from the current range of undergraduate programs offered at TU Berlin and enter the first course semester. Should your chosen undergraduate program only begin in the winter semester and it is, therefore, not possible to select summer semester as the first course semester, please select the second course semester.

When completing the online application, please indicate in the questions about the university whether you are applying for admission to the Preparatory School in order to prepare for the assessment test or for the language course as part of the preparatory course, whether you are taking the assessment test externally, or if you would like to take the supplementary test.

You may only submit 1 application. If you apply for more undergraduate programs than permitted, only those programs up to the permitted limit will be considered.

Please complete the online application for your chosen undergraduate program and submit it online to uni-assist.

Please note that attached documents or CVs cannot replace the information in the online application. Omitted or incomplete information in the online application (in particular, with regard to your school education, higher education and language skills) may lead to a rejection of your application.

Step 2

Required documents and handling fees

Basic documents to submit with your application:

- proof of university entrance qualification
- proof of German language skills at the level required by TU Berlin
- copy of your passport

Please pay attention to the notes on "Official Certification and Translation" on page 6 and the **CHECKLIST Bachelor International** on the final page!

uni-assist charges handling fees for the pre-check. More detailed information you can find at: <https://www.uni-assist.de/en/how-to-apply/pay-all-fees/>

Step 3

Submit

By the end of the application period, the online application must have been dispatched electronically via uni-assist's applicant portal and the other application documents must have been submitted to uni-assist in paper form.

C & E

First degree

First degree -
What does this mean?

You apply for a first degree if you

- do not already have a degree from a university from the European Union, Iceland, Liechtenstein or Norway.
- already have a degree from a university in the European Union, Iceland, Liechtenstein or Norway AND would like to apply for a degree with free admission (no NC).

Applicant group C

You are assigned to applicant group C if

you are a citizen of a country outside the European Union, Iceland, Liechtenstein or Norway or you are stateless

+

the assessment of your foreign educational certificates has resulted in a direct university entrance qualification

+

you can provide proof of German language skills at level DSH-2 or higher

+

you wish to apply for the first course semester of a first degree program.

Please note:

If you are / were already enrolled for a degree at a university or university of applied sciences in Germany or in another member state of the European Union, Iceland, Liechtenstein or Norway and would now like to apply for the IDENTICAL undergraduate program at TU Berlin, then pay attention to the notes on [“Change of university”](#) on page 15 ⇒ Applicant group D

An undergraduate program is regarded as identical when the title of this program, the degree qualification and the standard period of study match exactly.

When changing university, it is only possible to apply for the next course semester. The semesters which have already been successfully completed will continue to count. You cannot be set back to an earlier semester.

Applicant group E

You are assigned to applicant group E if

you are a citizen of the European Union, Iceland, Liechtenstein or Norway

+

the assessment of your foreign educational certificates has resulted in a direct university entrance qualification

+

you can provide proof of German language skills at level DSH-2 or higher

+

you wish to apply for the first course semester of a first degree program.

Please note:

If you are / were already enrolled for a degree at a university or university of applied sciences in Germany or in another member state of the European Union, Iceland, Liechtenstein or Norway and would now like to apply for the IDENTICAL undergraduate program at TU Berlin, then pay attention to the notes on [“Change of university”](#) on page 15 ⇒ Applicant group D

An undergraduate program is regarded as identical when the title of this program, the degree qualification and the standard period of study match exactly.

When changing university, it is only possible to apply for the next course semester. The semesters which have already been successfully completed will continue to count. You cannot be set back to an earlier semester.

German + foreign
citizenship

Dual nationals:

Applicants possessing German citizenship who are still in possession of citizenship of another country will be treated as German citizens for application and admission, pursuant to the resolution of 28 May 1965 passed by the Standing Conference of the Ministers of Education and Cultural Affairs.

This means: You MUST apply for the first course semester in an undergraduate program with restricted admission as a German citizen! If not, your application will be rejected, or if already admitted, admission will be withdrawn!

C

Citizens of a country outside the European Union and stateless persons

Application status and decisions

Information concerning the status of your application, the admissions process, as well as decisions concerning admission can be found at: <http://www.tu-berlin.de> and Quick Access: 75372

C

How to apply

Registration with hochschulstart.de

Not required.

Step 1

Online application and number of possible undergraduate programs to be selected

Please register with uni-assist's applicant portal and complete the online application:

<https://www.uni-assist.de/en/how-to-apply/apply-online/>

Select an undergraduate program (bachelor or state examination) from the current range of undergraduate programs offered at TU Berlin and enter the first course semester. If it is not possible to select the first course semester, then this is because the first course semester is not offered!

You may only submit 3 applications:

for 1 undergraduate program with restricted admission in the **first course semester**

+

for 1 undergraduate program with restricted admission in a **higher course semester**

+

for 1 undergraduate program with free admission in the **first course semester** or in a **higher course semester**

You must submit a separate online application for each undergraduate program you wish to apply for. Your choices will be considered in the order in which they appear on your online application (1st choice, 2nd choice, 3rd choice) and according to your eligibility. If you apply for more undergraduate programs than permitted, only those programs up to the permitted limit will be considered.

Please complete the online application for your chosen undergraduate program and submit it online to uni-assist.

Please note that attached documents or CVs cannot replace the information in the online application. Omitted or incomplete information in the online application (in particular, with regard to your school education, higher education and language skills) may lead to a rejection of your application.

Step 2

Required documents and handling fees

Basic documents to submit with your application:

- proof of university entrance qualification
- proof of German language skills at the level required by TU Berlin
- copy of your passport

Please pay attention to the notes on "Official Certification and Translation" on page 6 and the **CHECKLIST Bachelor International** on the final page!

uni-assist charges handling fees for the pre-check. More detailed information you can find at:

<https://www.uni-assist.de/en/how-to-apply/pay-all-fees/>

Step 3

Submit

By the end of the application period, the online application must have been dispatched electronically via uni-assist's applicant portal and the other application documents must have been submitted to uni-assist in paper form.

E

Citizens of the European Union (EU), Iceland, Liechtenstein, Norway

Special requirements and special requests

You can claim special requirements and / or make special requests. This is only possible if these are submitted together with your application to uni-assist (submitted before the deadline and in due form). Further information: <http://www.tu-berlin.de/> and Quick Access: 159782

Application status and decisions

Information concerning the status of your application, the admissions process, as well as decisions concerning admission can be found at: http://www.tu-berlin.de and Quick Access: 75372

E

How to apply

Registration with hochschulstart.de/

Please refer to the following, if you want to apply for a course semester with restricted admission:

Before applying online via the uni-assist applicant portal, please set up a user account on <https://dosv.hochschulstart.de>. To do so, please click on "register." Once you have successfully registered, you will be issued an applicant-ID (BID) and a BAN. You need to enter both of these numbers when applying online via uni-assist. NO application via hochschulstart.de, ONLY register BEFORE applying via uni-assist!

Step 1

Online application and number of possible undergraduate programs to be selected

Please register with uni-assist's applicant portal and complete the online application:

<https://www.uni-assist.de/en/how-to-apply/apply-online/>

Select an undergraduate program (bachelor or state examination) from the current range of undergraduate programs offered at TU Berlin and enter the first course semester. If it is not possible to select the first course semester, then this is because the first course semester is not offered!

You may submit up to 5 applications:

for 3 undergraduate programs with restricted admission in the **first course semester**

+

for 1 undergraduate program with restricted admission in a **higher course semester**

+

for 1 undergraduate program with free admission in the **first course semester** or in a **higher course semester**

You must submit a separate online application for each undergraduate program you wish to apply for. Your choices will be considered in the order in which they appear on your online application (1st choice, 2nd choice, 3rd choice, 4th choice, 5th choice) and according to your eligibility. If you apply for more undergraduate programs than permitted, only those programs up to the permitted limit will be considered.

Please complete the online application for your chosen undergraduate program and submit it online to uni-assist.

Please note that attached documents or CVs cannot replace the information in the online application. Omitted or incomplete information in the online application (in particular, with regard to your school education, higher education and language skills) may lead to a rejection of your application.

Step 2

Required documents and handling fees

Basic documents to submit with your application:

- proof of university entrance qualification
- proof of German language skills at the level required by TU Berlin
- copy of your passport

Please pay attention to the notes on "Official Certification and Translation" on page 6 and the **CHECKLIST Bachelor International** on the final page!

uni-assist charges handling fees for the pre-check. More detailed information you can find at: <https://www.uni-assist.de/en/how-to-apply/pay-all-fees/>

Step 3

Submit

By the end of the application period, the online application must have been dispatched electronically via uni-assist's applicant portal and the other application documents must have been submitted to uni-assist in paper form.

Second degree -
what does this mean?

You apply for a second degree if you

have already successfully completed studies at a institution of higher education in another member state of the European Union (excluding of Germany*), in Iceland, Liechtenstein or Norway

+

can provide proof of German language skills at level DSH-2 or higher.

+

wish to apply for the first course semester of an undergraduate program with restricted admission.

Then, your application will be considered as part of the “advance quota second degree”.

*) *Successfully completing a degree at a university in Germany automatically provides you with a German general university entrance qualification. In such cases the “Team Bachelor National” is responsible for your application. Information relating to applications, admissions and enrollment can be found at: <http://www.tu-berlin.de> and Quick Access: 75215*

“Advance quota
second degree”

The “advance quota second degree” only applies to the allocation of places for the first course semester of a degree with restricted admission and is limited to 3 % of the total number of places available.

Selection within the advance quota is on the basis of an index number based upon the average grade achieved on the first degree and the justification for a second degree.

Please note:
First degree

Your application IS NOT admitted to the “advance quota second degree” and will be treated as an application for a first degree if

- you have successfully completed a degree in a university outside of the European Union, Iceland, Liechtenstein or Norway or
- you wish to apply for an undergraduate program with free admission, even if you have successfully completed a degree at a university in the European Union, Iceland, Liechtenstein or Norway!

Additional required
documents

- Proof of passing your first degree:

transcript and certificate

+

transcript of grades and subjects

including an average grade calculated by the university issuing the documents.

Should your transcript not include an average grade or should uni-assist not be able to calculate an average grade, a grade of 4.0 as used in the German system shall apply.

- You can download the application form “Justification for applying for a second undergraduate program” where you can make a statement justifying your application for a second degree at: <http://www.tu-berlin.de> and Quick Access: 159782

Your “Justification for applying for a second undergraduate program” must be completed in full, printed and signed by you and submitted as a hard copy together with all other application documents to uni-assist.

Please note: statements of motivation or justifications for a second degree cannot be submitted instead of the official form!

Failure to submit the form will result in the rejection of your application!

Application status and decisions

Information concerning the status of your application, the admissions process, as well as decisions concerning admission can be found at: <http://www.tu-berlin.de> and Quick Access: 75372

Registration with hochschulstart.de!

Before applying online via the uni-assist applicant portal, please set up a user account on <https://dosv.hochschulstart.de>. To do so, please click on "register." Once you have successfully registered, you will be issued an applicant-ID (BID) and a BAN. You need to enter both of these numbers when applying online via uni-assist. NO application via hochschulstart.de, ONLY register BEFORE applying via uni-assist!

Step 1

Online application and number of possible undergraduate programs to be selected

Please register on uni-assist's applicant portal and complete the online application:

<https://www.uni-assist.de/en/how-to-apply/apply-online/>

Select an undergraduate program (bachelor or state examination) from the current range of undergraduate programs offered at TU Berlin and enter the first course semester. If it is not possible to select the first course semester, then this is because the first course semester is not offered!

You may only submit 3 applications:

For 1 undergraduate program with restricted admission in the first course semester (= your application will be considered as part of the "advance quota **second degree**")

+

If you wish to apply for the following, your application IS NOT admitted to the "advance quota second degree" and the form "justification for applying for a second undergraduate program" is NOT required:

for 1 undergraduate program with restricted admission in a **higher course semester**

+

for 1 undergraduate program with free admission in the **first course semester** or in a **higher course semester**

You must submit a separate online application for each undergraduate program you wish to apply for. Your choices will be considered in the order in which they appear on your online application (1st choice, 2nd choice, 3rd choice) and according to your eligibility. If you apply for more undergraduate programs than permitted, only those programs up to the permitted limit will be considered.

Please complete the online application for your chosen undergraduate program and submit it online to uni-assist.

Please note that attached documents or CVs cannot replace the information in the online application. Omitted or incomplete information in the online application (in particular, with regard to your school education, higher education and language skills) may lead to a rejection of your application.

Step 2

Required documents and handling fees

Basic documents to submit with your application:

- proof of passing your first degree: transcript and certificate including transcript of grades and subjects (also serves as proof of university entrance qualification)
- proof of German language skills at the level required by TU Berlin
- copy of your passport
- application form "Justification for applying for a second undergraduate program"

Please pay attention to the notes on "Official Certification and Translation" on page 6 and the **CHECKLIST Bachelor International** on the final page!

uni-assist charges handling fees for the pre-check. More detailed information you can find at: <https://www.uni-assist.de/en/how-to-apply/pay-all-fees/>

Step 3

Submit

By the end of the application period, the online application must have been dispatched electronically via uni-assist's applicant portal and the other application documents must have been submitted to uni-assist in paper form.

D Change of university and lateral entry - What does this mean?

Change of university

A change of university means that you were already enrolled at another university / university of applied sciences in Germany or another member state of the European Union, Iceland, Liechtenstein or Norway on a degree program IDENTICAL or RELATED to the one you now wish to apply for at TU Berlin.

Lateral entry

A lateral entry applies to a situation in which you are already enrolled or have been enrolled at a university in another degree program and wish to apply for a higher course semester, taking into account your previous study and examination credits.

D Change of university

Change of university - What does this mean?

A change of university means that you were already enrolled at another university / university of applied sciences in Germany or another member state of the European Union, Iceland, Liechtenstein or Norway on a degree program IDENTICAL or RELATED to the one you now wish to apply for at TU Berlin.

Identical degree

A degree program is regarded as identical when the title of the undergraduate program, the final qualification and the standard period of study match exactly.

You can find an overview of undergraduate programs at TU Berlin with the respective degree objective and standard period of study on our website by using the keyword "entry requirements:"
<http://www.tu-berlin.de/> and Quick Access: 159782

If the title of the degree program, the final qualification or the standard period of study are not the same, then the degree programs are not identical. A [lateral entry](#) then applies (page 19).

Related degree

However, if you are or were enrolled on a degree program which is not identical but related to the undergraduate program for which you wish to apply at TU Berlin, you may still apply on the basis of a "change of university".

In such cases you have to demonstrate by the end of the application deadline that the degree program is genuinely related and that a change of university is thus possible (= confirmation of equivalency / *Gleichwertigkeitsfeststellung*).

You can find more information under "Additional required documents".

Prerequisites to a change of university

- When transferring university, it is only possible to apply for the next course semester in an identical or related undergraduate program.
- The semesters which have already been completed will continue to count. You cannot be set back to an earlier semester.
- It is not possible to apply for the first course semester in an identical undergraduate program!
- The next course semester following on from the semesters already completed must lie within the standard period of study for the respective undergraduate program at TU Berlin.
- The next course semester following on from the semesters already completed must also be available in the semester for which you would like to apply.

Please note:

As such, it only makes sense to transfer to a course semester with restricted admission if you can already provide proof of having completed all academic requirements for the semesters which you have already taken.

More information can be found under "What happens after your application has been submitted?" on the next page.

Additional required documents

If you are or were enrolled in an IDENTICAL degree program:

Certificate of enrollment from the university where you were last enrolled in an identical degree program.

The certificate of enrollment must be submitted as either the original or a certified copy and must include the following details:

- the title of the degree program,
- the degree final qualification (e.g. Bachelor of Science, Bachelor of Arts),
- the number of semesters in the degree program and the total number of semesters studied at university / universities and
- the standard period of study.

Should the information not appear on the certificate of enrollment, you additionally require an official proof from your previous university. E.g.: an excerpt from the study and examination regulations or a screenshot of the website.

If you are or were enrolled in a RELATED degree program:

1. Certificate of enrollment from the university where you were last enrolled in a related degree program.

The certificate of enrollment must be submitted as either the original or a certified copy and must include the following details:

- the title of the degree program,
- the degree final qualification (e.g. Bachelor of Science, Bachelor of Arts),
- the number of semesters in the degree program and the total number of semesters studied at university / universities and
- the standard period of study.

Should the information not appear on the certificate of enrollment, you additionally require an official proof from your previous university. E.g.: an excerpt from the study and examination regulations or a screenshot of the website.

2. The completed credit transfer form “Application for verification of previously obtained credits (part A)” from the TU Berlin’s respective examination board including the confirmation of equivalency of the degree programs and that you qualify for a change of university (*Gleichwertigkeitsfeststellung*).

You can find the credit transfer form “Application for verification of previously obtained credits (part A)” at: <http://www.tu-berlin.de/> and Quick Access: 159782

You can find the contact details for the TU Berlin’s respective examination board via the current range of undergraduate programs offered at TU Berlin (click on the undergraduate program for which you are applying): <http://www.tu-berlin.de/> and Quick Access: 75396

What happens after your application has been submitted?

If your application has been submitted on time and completed properly, it will be included in the admission procedure:

Should places be available, you will be requested in writing by TU Berlin’s Team Bachelor International around mid-March for a summer semester start or mid-September for a winter semester start to arrange by a specified date for the TU Berlin’s respective examination board to assign you to a semester of the undergraduate program on the basis of the credits you have acquired (= course semester allocation / *Fachsemestereinstufung*).

You need only demonstrate that you have successfully acquired all study and examination credits for the completed semesters in the, to this point, identical or related degree program, and have been assigned to the following semester by the examination board on this basis. Should your credits however place you in a lower course semester, then admission is not possible as the credits do not meet the requirements for the semester for which you wish to apply.

Additionally, the course semester for which you qualify must lie within the standard period of study for the respective undergraduate program at TU Berlin.

You can apply for assignment to a higher course semester of a degree program via the respective examination board by submitting the credit transfer form “Application for verification of previously obtained credits (parts A and B)” together with proof of all the study and examination credits you have thus far acquired.

Should you have failed an examination including at the final attempt in the degree program you have been studying thus far at a university in Germany, another member state of the European Union, Iceland, Liechtenstein or Norway, the examination board must additionally be satisfied that the failed examination does not represent an obstacle to you being accepted to the undergraduate program for which you are applying and indicate this in your credit transfer form “Application for verification of previously obtained credits (part A)”.

You should submit the credit transfer form “Application for verification of previously obtained credits (part A)” - including the TU Berlin’s respective examination board’s decision - to TU Berlin Team Bachelor International by the deadline specified in the written request you received.

The “Application for verification of previously obtained credits (part B)” and the proof of all the credits you have thus far acquired are retained by the TU Berlin’s respective examination board.

Once the above-mentioned conditions have been fulfilled, you will receive a letter of acceptance from TU Berlin.

Applying for a course semester with FREE admission

Additional required documents

If you are or were enrolled in an IDENTICAL degree program:

1. Certificate of enrollment from the university where you were last enrolled in a related degree program.

The certificate of enrollment must be submitted as either the original or a certified copy and must include the following details:

- the title of the degree program,
- the degree final qualification (e.g. Bachelor of Science, Bachelor of Arts),
- the number of semesters in the degree program and the total number of semesters studied at university / universities and
- the standard period of study.

Should the information not appear on the certificate of enrollment, you additionally require an official proof from your previous university. E.g.: an excerpt from the study and examination regulations or a screenshot of the website.

2. Should you have failed an examination including at the final attempt in the degree program you have been studying thus far at a university in Germany, another member state of the European Union, Iceland, Liechtenstein or Norway, the TU Berlin’s respective examination board must additionally be satisfied that the failed examination does not represent an obstacle to you being accepted to the undergraduate program for which you are applying and indicate this in your credit transfer form “Application for verification of previously obtained credits (part A)”.

If you are or were enrolled in a RELATED degree program:

1. Certificate of enrollment from the university where you were last enrolled in a related degree program.

The certificate of enrollment must be submitted as either the original or a certified copy and must include the following details:

- the title of the degree program,
- the degree final qualification (e.g. Bachelor of Science, Bachelor of Arts),
- the number of semesters in the degree program and the total number of semesters studied at university / universities and
- the standard period of study.

Should the information not appear on the certificate of enrollment, you additionally require an official proof from your previous university. E.g.: an excerpt from the study and examination regulations or a screenshot of the website.

2. The completed credit transfer form “Application for verification of previously obtained credits (part A)” from the TU Berlin’s respective examination board including the confirmation of equivalency of the degree programs and that you qualify for a change of university.

You can find the credit transfer form “Application for verification of previously obtained credits (part A)” at: <http://www.tu-berlin.de/> and Quick Access: 159782

You can find the contact details for the TU Berlin’s respective examination board via the current range of undergraduate programs offered at TU Berlin (click on the undergraduate program for which you are applying): <http://www.tu-berlin.de/> and Quick Access: 75396

3. Should you have failed an examination including at the final attempt in the degree program you have been studying thus far at a university in Germany, another member state of the European Union, Iceland, Liechtenstein or Norway, the TU Berlin’s respective examination board must additionally be satisfied that the failed examination does not represent an obstacle to you being accepted to the undergraduate program for which you are applying and indicate this in your credit transfer form “Application for verification of previously obtained credits (part A)”.

Registration with
hochschulstart.de

Citizens of the European Union, Iceland, Liechtenstein and Norway who want to apply for a course semester with restricted admission have to register at hochschulstart.de. This means:

Before applying online via the uni-assist applicant portal, please set up a user account on <https://dosv.hochschulstart.de>. To do so, please click on "register." Once you have successfully registered, you will be issued an applicant-ID (BID) and a BAN. You need to enter both of these numbers when applying online via uni-assist. NO application via hochschulstart.de, ONLY register BEFORE applying via uni-assist!

Step 1

Online application
and number of possible
undergraduate programs
to be selected

Please register on uni-assist's applicant portal and complete the online application:

<https://www.uni-assist.de/en/how-to-apply/apply-online/>

Select an undergraduate program (bachelor or state examination) from the current range of undergraduate programs offered at TU Berlin and enter the course semester that follows the last course semester in your previous identical or related degree program. If it is not possible to select this course semester, you cannot apply for it!

You may only submit 1 application as a "university transfer student."

+

You may also submit applications for undergraduate programs in the first course semester.

Please refer to the information in Section III.

Please complete the online application for your chosen undergraduate program and submit it online to uni-assist.

Please note that attached documents or CVs cannot replace the information in the online application. Omitted or incomplete information in the online application (in particular, with regard to your school education, higher education and language skills) may lead to a rejection of your application.

Step 2

Required documents
and handling fees

Basic documents to submit with your application:

- proof of university entrance qualification
- proof of German language skills at the level required by TU Berlin
- copy of your passport
- certificate of enrollment with the following details:
 - the title of the degree program,
 - the degree final qualification (e.g. Bachelor of Science, Bachelor of Arts),
 - the number of semesters in the degree program and the total number of semesters studied at university / universities and
 - the standard period of study

Should the information not appear on the certificate of enrollment, you additionally require an official proof from your previous university. E.g.: an excerpt from the study and examination regulations or a screenshot of the website.

- if it is not already indicated on the certificate of enrollment, you additionally need proof of the standard period of study for the degree program you have been studying thus far
- if applying to a related undergraduate program, you require the completed credit transfer form "Application for verification of previously obtained credits (part A)" from the TU Berlin's respective examination board including the confirmation of equivalency (*Gleichwertigkeitsfeststellung*)

Please pay attention to the notes on "Official Certification and Translation" on page 6 and the **CHECKLIST Bachelor International** on the final page!

uni-assist charges handling fees for the pre-check. More detailed information you can find at: <https://www.uni-assist.de/en/how-to-apply/pay-all-fees/>

Step 3

Submit

By the end of the application period, the online application must have been dispatched electronically via uni-assist's applicant portal and the other application documents must have been submitted to uni-assist in paper form.

D

Lateral entry

Lateral entry -
What does this mean?

A lateral entry applies to a situation in which you are already enrolled or have been enrolled at a university in another degree program and wish to apply for a higher course semester, taking into account your previous study and examination credits.

Additional required
documents

To apply you require the completed credit transfer form "Application for verification of previously obtained credits (part A)" from the TU Berlin's respective examination board including the assignment to a higher course semester / *Fachsemestereinstufung*.

How can I obtain the
assignment to a
higher course semester?

You should submit the credit transfer form "Application for verification of previously obtained credits (part A and part B)" as well as proof of all study and examination credits you have thus far acquired to the TU Berlin's respective examination board and request an assignment to a higher course semester.

It can take some time to process your application. We therefore recommend that you contact the TU Berlin's respective examination board promptly in order to ensure that the assignment to a higher course semester of the degree program is complete before the application deadline expires.

You can find the credit transfer form "Application for verification of previously obtained credits (part A and part B)" at: <http://www.tu-berlin.de/> and Quick Access: 159782

You can find the contact details for the TU Berlin's respective examination board via the current range of undergraduate programs offered at TU Berlin (click on the undergraduate program for which you are applying): <http://www.tu-berlin.de/> and Quick Access: 75396

On the basis of your credits you will be assigned to a particular undergraduate program semester for which you may then apply. Please note: The course semester must lie within the standard period of study for the respective undergraduate program at TU Berlin. The course semester must also be available in the semester for which you would like to apply.

Should you have failed an examination including at the final attempt in the degree program you have been studying thus far at a university in Germany, another member state of the European Union, Iceland, Liechtenstein or Norway, the TU Berlin's respective examination board must additionally be satisfied that the failed examination does not represent an obstacle to you being accepted to the undergraduate program for which you are applying and indicate this in your credit transfer form "Application for verification of previously obtained credits (part A)".

You can now submit the credit transfer form "Application for verification of previously obtained credits (part A)" to uni-assist together with all other necessary application documents before the deadline expires.

The "Application for verification of previously obtained credits (part B)" and the proof of all the credits you have thus far acquired are retained by the TU Berlin's respective examination board.

D

Lateral entry: How to apply

The description can be found on the next page.

Registration with
hochschulstart.de

Citizens of the European Union, Iceland, Liechtenstein and Norway who want to apply for a course semester with restricted admission have to register at hochschulstart.de. This means:

Before applying online via the uni-assist applicant portal, please set up a user account on <https://dosv.hochschulstart.de>. To do so, please click on "register." Once you have successfully registered, you will be issued an applicant-ID (BID) and a BAN. You need to enter both of these numbers when applying online via uni-assist. NO application via hochschulstart.de, ONLY register BEFORE applying via uni-assist!

Step 1

Online application
and number of possible
undergraduate programs
to be selected

Please register on uni-assist's applicant portal and complete the online application:

<https://www.uni-assist.de/en/how-to-apply/apply-online/>

Select an undergraduate program (bachelor or state examination) from the current range of undergraduate programs offered at TU Berlin and enter the course semester you have been evaluated for by the respective TU Berlin examination board. If it is not possible to select this course semester, you cannot apply for it!

You may only submit 2 applications as a "lateral entry student":

for 1 undergraduate program with restricted admission in a [higher course semester](#)

+

for 1 undergraduate program with free admission in a [higher course semester](#)

+

You may also submit applications for undergraduate programs in the first course semester.

Please refer to the information in Section III.

Please complete the online application for your chosen undergraduate program and submit it online to uni-assist.

Please note that attached documents or CVs cannot replace the information in the online application. Omitted or incomplete information in the online application (in particular, with regard to your school education, higher education and language skills) may lead to a rejection of your application.

Step 2

Required documents
and handling fees

Basic documents to submit with your application:

- proof of university entrance qualification
- proof of German language skills at the level required by TU Berlin
- copy of your passport
- completed credit transfer form "Application for verification of previously obtained credits (part A)" from TU Berlin's respective examination board including the assignment to a higher course semester (*Fachsemestereinstufung*)

Please pay attention to the notes on "Official Certification and Translation" on page 6 and the [CHECKLIST Bachelor International](#) on the final page!

uni-assist charges handling fees for the pre-check. More detailed information you can find at:

<https://www.uni-assist.de/en/how-to-apply/pay-all-fees/>

Step 3

Submit

By the end of the application period, the online application must have been dispatched electronically via uni-assist's applicant portal and the other application documents must have been submitted to uni-assist in paper form.



CHECKLIST

Bachelor International



Applicants with International
University Entrance Qualification

Please pay attention to the deadline and the form in which the documents have to be submitted:

- Range of degree programs: <http://www.tu-berlin.de> and Quick Access: 75396
- Application deadlines and periods: <http://www.tu-berlin.de> and Quick Access: 159054
Incomplete applications or applications that have not been submitted in due form by the end of the application period cannot be considered and will be rejected. It is not possible to extend the application deadline or submit documents after the end of the application deadline. By the end of the application period, the online application must have been dispatched electronically via uni-assist's applicant portal and the other application documents must have been submitted to uni-assist in paper form.
- Please refer to **APPLICANT INFORMATION Bachelor International** for details of which documents need to be submitted, certified translation and official authentication: <http://www.tu-berlin.de> and Quick Access: 75216

Handling fees <https://www.uni-assist.de/en/how-to-apply/pay-all-fees/>

- Payment must be made to and received by uni-assist before the respective application deadline expires.

Registration with hochschulstart.de

- Citizens of the European Union, Iceland, Liechtenstein and Norway and applicants for a second degree program (applicant group Z) have to register at <https://dosv.hochschulstart.de>
NO application via hochschulstart.de, ONLY register BEFORE applying via uni-assist!

Application for admission

- Please register with uni-assist's applicant portal, complete the online application and submit it online to uni-assist
<https://www.uni-assist.de/en/how-to-apply/apply-online/>
- Applicant group E: "Special applications" <http://www.tu-berlin.de> and Quick Access: 159782
- Applicant group Z: "Justification for applying for a second undergraduate program"
<http://www.tu-berlin.de> and Quick Access: 159782

University Entrance Qualification Certificate <http://anabin.kmk.org/> (Section I in the **APPLICANT INFORMATION Bachelor International**)

- Secondary-school final transcript and school leaving certificate, where available, including summary of subjects and grades
- Possibly transcripts (summary of subjects and grades) of the last two to four school years
- Pre-university course certificate / proof of passing the university entrance examination
- Assessment test certificate - for assessment test passed at a Preparatory School in Germany
- Transcript of records from your previous university, including summary of subjects and grades
- Proof of state recognition / accreditation for previous degree program / from previous university
- University degree from the previous university including your transcript of records

Language Skills <http://www.tu-berlin.de> and Quick Access: 171766

- Proof of German language skills at the level required by TU Berlin

Application for a higher course semester (Section IV in the **APPLICANT INFORMATION Bachelor International**)

- Applicant group D ⇒ **Change of university:**
 - Certificates of enrollment with the following information: the title of the degree program, the degree final qualification (e.g. Bachelor of Science, Bachelor of Arts), the number of semesters in the degree program and the total number of semesters studied at university / universities and the standard period of study. Should the information not appear on the certificate of enrollment, you additionally require an official proof from your previous university. E.g.: an excerpt from the study and examination regulations or a screenshot of the website.
 - When applying to a related study program: completed credit transfer form "Application for verification of previously obtained credits (part A)" with confirmation of equivalency, issued by the TU Berlin's respective examination board
- Applicant group D ⇒ **Lateral entry:** completed credit transfer form "Application for verification of previously obtained credits (part A)" from the TU Berlin's respective examination board, including the assignment to a higher course semester

Other documentation

- Copy of your passport (pages with personal data and signature)
- If your name has changed since your documents were issued, you need to provide proof of this change