




APPLICANT INFORMATION Bachelor International

Applicants with International
Higher Education Entrance Qualification



Applying for Preparatory School / Preparatory Courses and Undergraduate Courses of Study (Bachelor / State Examination)

Your application	Your responsibility
<p>Regardless of your nationality, as an applicant with an international higher education entrance qualification you must apply via uni-assist e.V.</p> <p>The same applies</p> <ul style="list-style-type: none"> • if your higher education entrance qualification has been recognized by a German educational authority; • if you have passed the assessment test (<i>Feststellungsprüfung</i>) at a preparatory school in Germany; • if you are already enrolled at TU Berlin and are considering switching to a different undergraduate course; • if you wish to apply for an undergraduate program with free admission. <p>Please note: Application prior to enrolment!</p> <p>Pre-check by uni-assist e.V.</p> <p>uni-assist e.V. checks your application documentation to ensure it is 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 (admission application) in electronic form; • whether your higher education entrance qualification and your average grade (as calculated by uni-assist e.V.) 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 documentation and its submission within the deadline.</p> <p>Please note:</p> <ul style="list-style-type: none"> • uni-assist e.V. is not obliged to inform applicants of incomplete or insufficient application documents prior to the expiration of the application deadline. • An extension of the application deadline is not possible. • Incomplete or late submissions will be rejected. • CVs or letters of recommendation are not accepted in place of the online application to uni-assist e.V. Inadequate or incomplete applications to uni-assist e.V., in particular missing statements regarding your school education, higher education or language skills, may lead to a rejection. • Please make sure that uni-assist e.V. and TU Berlin always have your current email and postal addresses. If your name is not on the postbox, please do not forget to state 'c/o' or your apartment number in the address. We cannot be held accountable for missed deadlines because of incorrectly stated contact information. <p>Handling fees</p> <p>uni-assist e.V. charges handling fees for the pre-check of your application documentation and will only start to process your application once the payment has been received in full. A delay or default in payment will lead to a rejection. For further information please see:  http://www.uni-assist.de/zahlungstransfer.html</p>
<p>Processing result</p> <p>After the pre-check, uni-assist e.V. will inform you of the processing result.</p> <p>The evaluation of applications usually takes up to six weeks. Applications should be submitted as early as possible before the deadline.</p> <p>Following the pre-check, uni-assist e.V. will electronically pass on the application documents to TU Berlin.</p> <p>Please note that TU Berlin's assessment of your application documents may result in a different decision.</p>	<p>APPLICANT INFORMATION Bachelor International</p> <p>Only information provided by the Office for Undergraduate Admission (Bachelor International) applies to the completing of applications, including the form of application and the documents to be submitted. Any information from other sources which differs should be disregarded.</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 complete the application process and to see if your application is complete.</p>

Good luck! Team Bachelor International at TU Berlin

CONTACT

<i>Postal address:</i>	<i>Consultation hours:</i>	<i>Telephone Service at TU Berlin:</i>
Technische Universität Berlin Office of Student Affairs Undergraduate Admissions (International) – IA 2 Straße des 17. Juni 135 D 10623 Berlin	Consultation hours of the Campus Center (TU Berlin's Main Building, Room 0030) Mon, Tue, Thu: 09:30 – 15:00 Fri: 09:30 – 14:00	Telephone Service at TU Berlin: ☎ +49 (030) 314 – 29999 Mon to Thu: 09:00 – 17:00 Fri: 09:00 – 14:00
<i>Please send your application to:</i>	<i>Online:</i>	<i>Email:</i>
uni-assist e.V.'s postal address: Technische Universität Berlin c/o uni-assist e.V. D 11507 Berlin <i>uni-assist e.V.'s letterbox:</i> Geneststr. 5 D 10829 Berlin	Current information is available on our websites: 🌐 http://www.tu-berlin.de and Quick Access: 75216	telefonservice@tu-berlin.de If you have any questions, please contact us stating your applicant number.

Section I ADMISSION REQUIREMENTS

Basic requirements for admission to a preparatory study facility or for taking up specialized studies on an undergraduate program at TU Berlin are:

- submission of the application within the deadline;
- a higher education entrance qualification 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).

Depending on which requirements you fulfill, you will be assigned to a particular applicant group. Please find an overview at the end of Section I.

Application deadlines (application periods)

Application deadlines and application periods: 🌐 <http://www.tu-berlin.de> and Quick Access: 75372

Higher education entrance qualification

If you wish to apply for admission to TU Berlin, you must provide proof of a higher education entrance qualification (*Hochschulzugangsberechtigung – HZB*). 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 e.V. will evaluate your higher education entrance qualification as to whether 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/>

The anabin database provides applicants with information on the recognition of country-specific higher education 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 e.V. 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 higher education entrance qualification according to anabin

direct	<p>anabin valuation: <i>“direkter Zugang” (direct admission)</i></p> <p>You can apply directly for an undergraduate program.</p>
indirect	<p>anabin valuation: <i>“Feststellungsprüfung/Studienkolleg” (assessment test / Preparatory School)</i></p> <p>Before applying for any undergraduate program, you must attend Preparatory School and pass the assessment test. By passing the test, you will obtain a direct, subject-specific higher education entrance qualification.</p>
general	<p>anabin valuation: <i>“für alle Fächer” (for all subjects)</i></p> <p>If you have a general higher education entrance qualification, you are eligible to apply for preparatory courses or undergraduate programs in any subject of your choice.</p>
subject-specific	<p>anabin valuation: <i>“fachorientiert” (subject-specific)</i></p> <p>If you have a subject-specific higher education 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</p>
No higher education entrance qualification	<p>anabin valuation: <i>“Keine Zulassung zu allen Hochschulen” (No admission to all institutions of higher education)</i></p> <p>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 specialized studies. Here you can find out more about the possibilities of acquiring a higher education entrance qualification: https://www.berlin.de/sen/bildung/lebenslanges-lernen/zweiter-bildungsweg/</p>

Documentation to be submitted for the assessment of the higher education entrance qualification


Form and extent of the documentation to be submitted	<p>For the assessment of your higher education 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.</p> <p>Please pay attention to the notes on “Official Certification and Translation” on the following page.</p> <p>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.</p> <p>Information on the educational certificates to be submitted can be found, among other places, in the evaluation proposals on the anabin website.</p> <p>Incomplete and/or provisionally issued educational certificates cannot be considered and will lead to the rejection of your application.</p> <p>Please note that, as a rule, the most recently acquired educational certificate determines the “date of acquisition of the higher education entrance qualification”.</p>
Documentation to be submitted in principle	<ul style="list-style-type: none">• final secondary school transcript and, where available, certificate including an overview of subjects and grades• 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 (second degree) in Section III of the APPLICANT INFORMATION Bachelor International.
Additional documentation that may be required for submission	<ul style="list-style-type: none">• semi-annual and annual reports from the final two to four years of school including overview of subjects and grades;• proof of participation in a university entrance examination or attendance of a pre-university course;• proof of successfully completed academic years at institutions of higher education in the form of overviews of subjects and grades;• certificate attesting to the passing of an assessment examination at a preparatory school in Germany.

Language skills

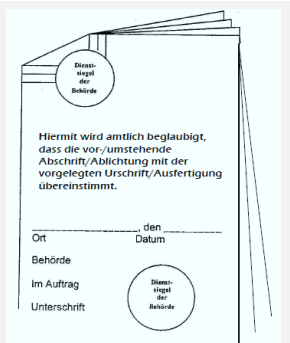
Language proficiency

All undergraduate programs are taught in German. Therefore, you must provide proof of your German language skills. In some cases, English language skills are required too.

A list of required language skills and proficiency levels can be found here:

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

Certified translation and official authentication




The entire 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.

TU Berlin has set the following internal standards with regard to your application papers and certificates: please submit only officially authenticated copies of your higher education entrance certificate and language certificate.

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

Further information can be found here:

 <http://www.tu-berlin.de/> and Quick Access: 181230

Additional information

German + foreign citizenship

Dual citizens

According to the resolution of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany (KMK) of 28 May 1968, those who possess another citizenship in addition to their German citizenship and wish to pursue a course of study shall be treated as German citizens during the application process and with regard to their potential admission to studies.

This means: they **MUST** apply as German citizens.

Applicant groups

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

Applicant group	Requirements	Application
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Application for a preparatory study facility

A	<p>Your foreign educational certificates have been assessed as being an indirect higher education entrance qualification</p> <p>+</p> <p>You have German language skills at proficiency level B2 or higher</p> <p>+</p> <p>You wish to study a course in the subject range of technology, mathematics and natural sciences (T Course) or economics and social sciences (W Course) or medicine and biology and pharmacy (M Course)</p> <p>+</p> <p>If you wish to study a W Course (economics and social science), you must provide proof of additional English language skills at proficiency level A2 or higher</p>	<p>Irrespective of your nationality, you wish to apply for</p> <p>Preparatory School</p> <p>in preparation for the assessment examination for courses in the focus areas T, W or M.</p>
B	<p>Your foreign educational certificates have been assessed as being a direct higher education entrance qualification</p> <p>+</p> <p>You have German language skills at proficiency level B2 or higher</p> <p>+</p> <p>You wish to study a course in the subject range of technology, mathematics and natural sciences or economics and social sciences</p>	<p>Irrespective of your nationality, you wish to apply for the language course as part of the</p> <p>preparatory course.</p>

Specialized studies: application for the first regular study semester

C	<p>You are a citizen of a foreign country outside the European Union or you are stateless +</p> <p>Your foreign educational certificates have been assessed as being a direct higher education entrance qualification +</p> <p>You have German language skills at proficiency level DSH-2 or higher</p>	<p>You wish to apply for the first full study semester as part of a first degree program.</p>
E	<p>You are a citizen of the European Union (EU), Iceland, Liechtenstein or Norway +</p> <p>Your foreign educational certificates have been assessed as being a direct higher education entrance qualification +</p> <p>You have German language skills at proficiency level DSH-2 or higher</p>	<p>You wish to apply for the first full study semester as part of a first degree program.</p>
Z	<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 proficiency level DSH-2 or higher +</p> <p>You wish to be admitted to the first full study semester in an undergraduate program with restricted admission</p>	<p>You wish to apply for the first full study semester to acquire your second degree.</p>

Specialized studies: application for the second or a higher full study semester

D	<p>Your foreign educational certificates have been assessed as being a direct higher education entrance qualification +</p> <p>You have German language skills at proficiency 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</p> <p>you wish to apply for the second or a higher full study semester in another course of study, while having your previous academic achievements and examinations recognized ⇒ Lateral entry</p>	<p>Irrespective of your nationality, you wish to apply for the second or a higher full study semester.</p>
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In the event that study places for the first or a higher full study 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 full study semester) or by means of a lottery system (higher study semesters).

Section II PREPARATORY COURSES

A Preparatory course / assessment test

<p>Preparatory course / assessment test</p>	<p>You can apply for admission to Preparatory School in preparation for the assessment test (<i>Feststellungsprüfung</i>) if</p> <p>the assessment of your foreign educational certificates has resulted in an indirect higher education entrance qualification for the focus course that is assigned to the desired course of study, and if you are obliged to take an assessment test at a preparatory school in Germany before taking up your specialized studies +</p> <p>you can provide proof of German language skills at proficiency level B2 or higher.</p> <p>For Focus Course W, proof of English language skills at proficiency level A2 or higher must be provided in addition.</p> <p>Training at Preparatory School takes two to four semesters and ends with the assessment test.</p> <p>Application for admission to specialized studies is only possible after passing the assessment test.</p> <p>Please note: the passing of an assessment test at a preparatory school in Germany does not imply that a general German higher education entrance qualification has been acquired, but rather that the candidate</p>
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has earned the direct right to study a specific subject at a higher education institution in Germany.

If your higher education entrance qualification has not been assessed as being equal to the German higher education entrance qualification (*Abitur*), you may be required to attend Preparatory School. In this case, you have an **indirect** higher education entrance qualification and need to pass the assessment test (*Feststellungsprüfung*) before applying for any undergraduate program.

The assessment test may be taken **internally** (after attending Preparatory School) or **externally** (external/supplementary examination – *externe Feststellungsprüfung / Ergänzungsprüfung*). Please note that your indirect higher education entrance qualification must be subject-specific for an undergraduate program either in the subject range of technology, mathematics and natural sciences (T) or social and economic science (W) or medicine, biology and pharmacy (M).

Applicants for Preparatory School must provide proof of their German language skills and, if they wish to apply for the “W course”, English language skills, in addition.

Please note: passing the assessment test does not imply that you have acquired a general higher education entrance qualification (German *Abitur*). You still need to apply via uni-assist e.V.

Selecting 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 course of study / focus course at TU Berlin's Preparatory School:
<http://www.tu-berlin.de/> and Quick Access: 171747

Focus courses at TU Berlin

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

- T Course: for undergraduate programs in technology, mathematics or natural sciences
- W Course: for undergraduate programs in social and economic science
- M Course: for undergraduate programs in medicine, biology and pharmacy (fee-based course; for further information, please see: <http://www.tu-berlin.de/> and Quick Access: 175951)

Admission test

All applicants must apply via uni-assist e.V.

After application and before admission to the preparatory courses at TU Berlin, you must pass the admission test (*Aufnahmetest*) held at Preparatory School.

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

Preparatory course

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) courses of study in Germany

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

The preparatory course takes one semester and ends with the language assessment test in German. You may need to attend the preparatory course if your higher education entrance qualification has been assessed as being equal to the German higher education entrance qualification (*Abitur*) and you can provide proof of German language skills at proficiency level B2 or higher.

After one semester, you can take an examination in German at proficiency level DSH-2.

Please note: your direct higher education entrance qualification must be subject-specific for an undergraduate program in the subject range of technology, mathematics and natural science or social and economic science.

Desired course of study with Master's degree as the objective of study

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 degree program (Bachelor or state examination) from the range of courses offered at TU Berlin.

How to apply

Registration at hochschulstart.de?

In some cases, a prior registration with hochschulstart.de is required for the application.

Please note: NO application via hochschulstart.de. ONLY registration prior to application via uni-assist e.V.: <http://www.hochschulstart.de/>

This only applies to applicants

- who are citizens of Germany, the European Union, Iceland, Norway or Liechtenstein and wish to apply for the first semester of an undergraduate program with restricted admission
- who have already earned a degree and wish to apply for the first semester of an undergraduate program with restricted admission

Step 1

Online application and number of possible undergraduate programs to be selected

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

<http://www.uni-assist.de/bewerberportal.html>

Please choose an undergraduate program from TU Berlin's range of degree programs for which you wish to apply.

Please inform yourself whether your desired undergraduate program (or the desired study semester) is offered in the winter semester only or in the summer semester too.

The number of undergraduate programs for which you can apply depends on the "applicant group" to which you have been assigned (A, B, E, C, Z, D → for more information, please refer to the current **APPLICANT INFORMATION Bachelor International**). For each desired undergraduate program, you need to fill in a separate online application form. The applications for your desired undergraduate programs will be considered in the order stated in the online application last submitted (first choice, second choice, third choice, ...), provided that you meet our admission requirements. If you apply for more undergraduate programs than permitted, those undergraduate programs applied for that exceed the permitted number will not be considered.

Please fill in the online application for your chosen undergraduate program and submit it online to uni-assist e.V.

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 documentation and handling fees

uni-assist e.V. charges handling fees for the pre-check. You can find more detailed information at: <https://www.uni-assist.de/zahlungstransfer.html>

Basic documentation to submit with your application:

- proof of higher education entrance qualification,
- proof of language skills (certificates),
- copy of your passport.

For more information about the documentation required, please read our **CHECKLIST Bachelor International** at the end of this document.

Please make sure that your documentation meets the requirements for "Certified translation and official authentication".

If you have been assigned to applicant group Z or D, you are required to submit additional application documentation. Please find further information in the **APPLICANT INFORMATION Bachelor International**.

uni-assist e.V. charges handling fees for the preliminary review of application documents and will start this process only after receiving the payment. For further information, please refer to:

<https://www.uni-assist.de/fees-payment.html>

Step 3

Submit

By the end of the application period, you must submit your online application electronically via uni-assist's applicant portal and hand in your other application documents to uni-assist e.V. in paper form.

Please make sure you send the required documents in the requested form to uni-assist e.V. before the deadline expires.



CHECKLIST

Bachelor International

Applicants with International
Higher Education Entrance Qualification



Please pay attention to the deadline and the form in which the documentation is to be submitted:

- The respective application deadlines and periods can be found at <http://www.tu-berlin.de> and Quick Access: 75372
- 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 e. V. in paper form.
- Please pay attention to the notes on "Official certification and translation" in Section I of the **APPLICANT INFORMATION Bachelor International**.

On this CHECKLIST you can mark which documents you are required to submit for an application.

Information on the documentation to be submitted can be found in the **APPLICANT INFORMATION Bachelor International**:

<http://www.tu-berlin.de> and Quick Access: 75216

uni-assist e.V.'s handling fees

- Proof of payment in full for the preliminary review of your application by uni-assist e.V.: <http://www.uni-assist.de/>

Registration at <http://www.hochschulstart.de/>

- Applicant groups **A, B, E, Z**: in some cases, a prior registration at hochschulstart.de is required (NO application via hochschulstart.de, ONLY registration BEFORE application via uni-assist e.V.)

Application form and additional special form

- Please register with uni-assist's applicant portal, fill in the online application and submit it online to uni-assist e.V.: <http://www.uni-assist.de/bewerberportal.html>
- Applicant group **E**: special application forms
- Applicant group **Z**: "*Begründung für das beantragte Zweitstudium*" (Reasons for applying for a second undergraduate program)

Higher education entrance qualification: Section I of 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 (*Feststellungsprüfung*) – preparatory school certificate from a German preparatory program
- Transcript of records from your previous university, including summary of subjects and grades
- Proof of accreditation from previous university
- University degree from the previous university including your transcript of records

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

- Proof of German language skills
- For Applicant group **A**: for Focus Course W, proof of English language skills at the required level

Application for the second or a higher full study semester: Section IV in the **APPLICANT INFORMATION Bachelor International**

- Applicant group **D** ⇒ **Change of university**:
 - Certificate of enrollment with the following information: name of the course of study, desired degree, number of full study semesters and university semesters
 - if not stated on the certificate of enrollment: in addition, proof of the standard period of study of the identical course studied so far or, if you are applying from a related course of study: an equivalence assessment
- Applicant group **D** ⇒ **Lateral entry**: credit transfer form "Application for evaluation of credits already earned (**Part A**)" ("*Antrag auf Überprüfung bisher erbrachter Leistungen*") with prior evaluation by TU Berlin's responsible examination board, including assignment to a full study semester

Other documentation

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