

General Information for Foreign Applicants about Bachelor Degree Programmes



Hochschule für Technik
und Wirtschaft Berlin

University of Applied Sciences

All documents from applicants who obtained their university entrance qualification (UEQ) abroad will be pre-checked by uni-assist. This does also apply for Germans who obtained their UEQ abroad. Therefore, the documents listed below have to be sent directly to uni-assist.

Certified copies of the following documents are required for an application at HTW Berlin:

Certificate of your University Entrance Qualification

Often a school-leaving certificate that qualifies you for a university entry in your home country will also be accepted as an equivalent qualification for university entry in Germany. Under certain circumstances, however, you may be required to present further qualifications such as a university entrance examination or proof of successfully completed study years in your home country, in order to be eligible to apply for a bachelor programme at our university.

In general, the following documents are required:

- Certificates from your home country:
 - **school leaving certificate**
 - **university entrance examination**
 - **grade transcripts from former universities**
- Certificate of the academic test centre (APS) for applicants from the People's Republic of China, Vietnam and Mongolia

German or English language translations of all documents have to be submitted as well.

You can find out on your own how your foreign certificates will be assessed in Germany on <http://www.anabin.de/>. You only have to apply for an acceptance of your certificates at the Senate of Education, Science and Research, if you cannot find your certificates on <http://www.anabin.de/> <http://www.berlin.de/sen/bildung/zeugnisanerkennung/index.html>

Certificate of the Assessment Test (Feststellungsprüfung)

You are only required to take the assessment test ("Feststellungsprüfung"), if you are not yet eligible to directly apply for a bachelor programme in Berlin. Prior to the assessment test is the one-year preparatory course (Studienkolleg). You can apply for the preparatory course at HTW Berlin, see **Information for Foreign Applicants at the Preparatory Course** (leaflet).

Certificate of the German Language University Entrance Examination for foreign students (DSH-2)

Before admission a sufficient command of German has to be proved. Apart from the **DSH-2** the following certificates are accepted:

- The German language certificate from the conference of German cultural ministers - second level (das **Deutsche Sprachdiplom der Kultusministerkonferenz – Zweite Stufe**)
- The A-level (**GDS**) or the O-level German Language Diploma (**KDS**) or the centrally standardised advanced examination (**ZOP**) of the Goethe-Institute.
- **TestDaF** - Level 4 of all parts of the examination
- The **certificate** of the Assessment Test (**Studienkolleg**)

Students Service Centre

International Students Advisor

Treskowallee 8
10318 Berlin
Room HG 038

www.htw-berlin.de
<http://www-en.htw-berlin.de/>

Central office:
Telefon +49 30 5019-0
Telefax +49 30 509 01 34

Public transport:
U5 Tierpark, Tram 27, 37, M17
Treskowallee/HTW

TestAS	<p>The TestAS will help you to assess realistically, if studying at a German higher education institution is the right decision for you. Besides, good results in the TestAS will upgrade your chances of getting a study place at HTW.</p> <p>http://www.testas.de/</p>
Certificate of a pre-study internship and/or aptitude test for the desired study programme	<p>Some study programmes at HTW require a pre-study internship and/or a separate aptitude test prior to the application. Please refer to this page: http://www-en.htw-berlin.de/studying/study_programmes/index.html for further information on the duration and content of the required internship and the separate application for the aptitude test. As regards the pre-study internship, usually a fulltime internship with 40 hours per week is required.</p> <p>A certificate has to be presented as proof. It has to list the field of activity, the duration, the average of daily or weekly working hours.</p> <p>Certificates in a foreign language (except English) have to be supplemented by certified German language translations.</p>
University Transfer	<p>Please refer to the information on university transfer on http://www-en.htw-berlin.de/documents/Application/UniversityTransfer.pdf</p>
<ul style="list-style-type: none"> ▪ grade transcript ▪ course descriptions ▪ credit points 	<p>To apply for a higher semester, you must also submit a grade transcript (with stamp and signature from your previous university and a description of the contents of all course you studied there.</p>
Application for admission to the HTW Berlin	<p>The application is done via uni-assist (www.uni-assist.de). You must submit all required documents directly to uni-assist until 15. January for applications for the summer term, and until 15 July for applications for the winter term. The postal address to which you must send your complete application documents is:</p> <p>HTW Berlin c/o uni-assist Helmholtzstraße 2 - 9 10587 Berlin</p>
Residence Regulations	<p>Please apply for a student visa before entry into the Fed. Republic of Germany. Further information can be obtained from the German Representations in your home country.</p> <p>http://www.auswaertiges-amt.de/diplo/de/Laenderinformationen/DtAuslandsvertretungen-Laenderauswahlseite.jsp</p> <p>The visa must be converted into a residence permit for students at the foreigner's registration office (Ausländerbehörde) in Berlin once you are here: http://www.berlin.de/labo/auslaender/dienstleistungen/index.html</p> <p>Without any command of German an application for visa has very little chance of success. Therefore we recommend to attend a German language course in your home country, e.g. at the Goethe-Institute http://www.goethe.de.</p>