

# Information for International Applicants about the Bachelor's Programme International Business\*



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 the 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 English

With the application a sufficient command of English – at least on level of C1 or C2 of the common European Framework of Reference for Languages – has to be proved. The accepted levels comprise the following:

- TOEFL 580 (paper based), 237 (computer based) 96 (internet based) – Test of English as a Foreign Language
- CPE (Certificate of Proficiency in English), all levels
- CAE (Certificate in Advanced English), all levels
- BEC Higher (Business English Certificate), all levels
- IELTS (International English Language Testing System), level 6-9
- TOEIC (Test of English for International Communication), 800 points
- proof of a study in English abroad of a minimum of one year with a minimum of 60 ECTS-credits

Students Service Centre

International Students Advisor

Treskowallee 8  
10318 Berlin  
Room HG 038

[www.htw-berlin.de](http://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

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.

<http://www.testas.de/>

## University Transfer

Please refer to the information on university transfer on

<http://www.en.htw-berlin.de/documents/Application/UniversityTransfer.pdf>

- grade transcript
- course descriptions
- credit points

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 courses you studied there.

## Application for admission to HTW Berlin

The application is done via **uni-assist** ([www.uni-assist.de](http://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:

**HTW Berlin**  
**c/o uni-assist**  
**Helmholtzstraße 2 - 9**  
**10587 Berlin**

## Residence Regulations

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.

<http://www.auswaertiges-amt.de/diplo/de/Laenderinformationen/DtAuslandsvertretungen-Laenderauswahlseite.jsp>

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>

**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>.

## Command of German

Applicants for English study programmes must provide proof of **sufficient k English**

Proof of sufficient knowledge of the German language is not required from s We do, however, recommend gaining at least an **elementary knowledge c** as this will make your everyday life in Berlin much easier.