

Information for Foreign Applicants about the Master Construction and Real Estate Management*

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.

For an application at HTW Berlin certified copies of the following documents are required:

Certificate of the Bachelor

Certificates of a Bachelor or Diploma Degree in civil engineering or architecture or in a related subject area are required for the application.

The following documents are required:

- Certificates from your home country, such as
 - **degree certificate**
 - **grade transcript**
- Certificate of the academic test centre (APS) for applicants from the People's Republic of China, Vietnam and Mongolia

The content of your study programme has to emanate from your academic records.

Certified copies and German translations of all Academic Records have to be presented. Documents in English do not have to be translated for this purpose.

Certificate of English Ability (B2)

With the application a sufficient command of English – at least on **B2 level** of the Common European Framework of Reference for Languages – has to be proved. The recognised levels comprise the following:

- **FCE** – First Certificate in English
- **BEC Vantage** – Business English Certificate
- **TOEFL** 500 (paper based), 170 (computer based) 60 (internet based) – Test of English as a Foreign Language
- **IELTS** level 5 – International English Language Testing System
- **UNICert II** – general, business or technical English
- **TOEIC** 750 points – Test of English for International Communication

Certificate of relevant professional experience from employer

For the application for the Master of Construction and Real Estate Management an evidence of relevant professional experience with reference to the course content is required. **A letter from the employer must be presented as proof.** This letter must contain information on the duration of your employment, the type and scope of your activity, and the average daily or weekly working hours. This letter must be in English or German language (or respective translation).

Students Service Centre

International Students
Advisor

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U5 Tierpark, Tram 27, 37, M17
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Tabular Overview	A tabular overview of your academic education (up to date) and of your professional occupation is required in English language.
Letter of Motivation	A statement detailing your personal motivation to study and your individual study aims has to be presented in English language.
Letter of Recommendation	Two letters of recommendation of higher education tutors are required.
Exposition	An independently formulated text of at least two pages on the content and purpose of academic research and writing in master study programmes is at universities of applied sciences and polytechnics is required. This exposition should answer the questions of what could be the subject of such academic/methodical work, what could be the aim of the academic assignment, what kind of scientific methods are there in master study programmes and what could be the meaning of them.
University Transfer	For transfer from another university to HTW Berlin, please find more details in the "Information for University Transfer" at the following link: http://www-en.htw-berlin.de/documents/Application/UniversityTransfer.pdf
Application for admission to the HTW Berlin	The application is done via uni-assist (www.uni-assist.de) for all foreign degrees. You must submit all required documents directly to uni-assist until 15. January for applications for the summer 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 If you obtained your first academic degree at a university in Germany, you do not have to apply via uni-assist. Instead please fill in an online-application directly on our homepage and submit your paper documents directly to HTW Berlin. All information can be found on our homepage: http://www-en.htw-berlin.de/application/how_to_apply/master.html
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 has to 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
Command of German	Applicants for English study programmes must provide proof of sufficient knowledge of English . Proof of sufficient knowledge of the German language is not required. We do, however, recommend gaining at least an elementary knowledge of the language, as this will make everyday life in Berlin much easier.