

Information for Foreign Applicants about the Preparatory Course (Studienkolleg)*



Hochschule für Technik
und Wirtschaft Berlin
University of Applied Sciences

Taking the Assessment Test (Feststellungsprüfung) is only required if your qualifications are not eligible for a certain programme at institutions of higher education in Berlin. Studies at a Preparatory Course are not generally required, but in your own best interest. Applicants can choose one Preparatory Course or can ask for advice at HTW and will be placed into one. In this case the applicants will be registered for the entrance exam at the Preparatory Course of the Technical University - TU Berlin (Programme for Students at Universities of Applied Sciences). They will receive an invitation to the entrance test from the Preparatory Course of the TU Berlin.

Certified copies of the following documents are required for an application at the Preparatory Course:

School leaving Certificate If your educational qualifications are not sufficient for a direct admission to studies, you may under certain circumstances, be able to attend a Studienkolleg in Berlin.

The following documents are required:

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

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

You can find out how your certificates will be assessed in Germany on <http://www.anabin.de/>

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

Certificate of a German Language Course Before application at the Preparatory Course the applicant has to present a language certificate of **Grundstufe III** or a **Zertifikat Deutsch (B1)**.

Certificate English Ability To attend the business related course you have to prove English ability, e.g. with a school leaving certificate.

Application for Admission to the Preparatory Course Applications must be made with the application form on our homepage:
http://www-en.htw-berlin.de/documents/Application/Application_PC.pdf
This form must be filled in and submitted together with the application documents by regular mail (not e-mail!) or in person to the international students' advisor office. Application form and complete application documents must have been received at HTW at the latest by **15 May** for the winter semester, or by **15 November** for the summer semester.

Students Service Centre

International Students
Advisor

Treskowallee 8
10318 Berlin
Room HG 038

www.htw-berlin.de
www-en.htw-berlin.de

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

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

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/lab0/auslaender/dienstleistungen/index.html>

Without any command of German an application for visa has very little chances 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>.

As soon as you have applied for admission at HTW and have handed in all required documents, you are able to receive a confirmation of your application at HTW Berlin on **request**, to present it at the German Representation or the foreigner's registration office. The confirmation of your application will only be handed out on presentation of a **certified copy** of your **passport** or your **birth certificate (translation required)**.

Entrance Examination

Please take a look at the example of the entrance examination on http://www.studienkolleg.tu-berlin.de/menue/uebungen_und_pruefungen/pruefungsbeispiele/

After the end of the application deadline 15 May/15 November you will receive an **invitation to the entrance test** directly from the TU Berlin

The entrance test takes place **twice a year** in January and June/July.