

# Information for Foreign Applicants about the Master's Degree Programme\*

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.



Hochschule für Technik  
und Wirtschaft Berlin

University of Applied Sciences

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

### Certificate of the first academic degree

- Certificates of your first academic degree:
  - **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 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**).

**Foreign certificates of German language training are not accepted.**

Applicants for **English** study programmes must provide proof of a sufficient knowledge of English. Please check on the web-page of the respective study programme which certificates are required in individual cases.

### Certificate of professional experience and other additional documents

Some Master's degree programmes at the HTW require a professional experience and other additional documents. Please refer to the web-page of the programme for further information on the required documents:

[http://www-en.htw-berlin.de/studying/study\\_programmes/index.html](http://www-en.htw-berlin.de/studying/study_programmes/index.html)

A certificate has to be presented as proof. It has to list the field of activity, the duties in the company, the duration and the average of daily or weekly working hours.

Certificates in a foreign language (except English) have to be supplemented by certified translations in German.

Student Service Centre

Office of Admissions  
and Enrolment

Treskowallee 8  
10318 Berlin  
Room HG 038a

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

Central office:  
Tel +49 30 5019-0  
Fax +49 30 509 01 34

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

**University  
Transfer**

Please notice the information about university transfer on <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](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 has to be converted into a residence permit for students at the foreigner's registration office (Ausländerbehörde) in Berlin once you are here in Germany.

<http://www.berlin.de/labo/auslaender/dienstleistungen/index.html>

**Without any command of German an application for visa has 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>.