

# Application for Admission as a Guest Student for the

Summer semester \_\_\_\_\_

Winter semester \_\_\_\_\_



**Hochschule für Technik  
und Wirtschaft Berlin**

*University of Applied Sciences*

## Student Services Department Admission and Enrolment Office

Treskowallee Campus  
Building A

### Applicant:

Please fill in this form online or legibly in printed capital letters.

**Family Name:** \_\_\_\_\_

**First name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Gender:**  male  female

**Nationality:** \_\_\_\_\_

**Postal Code, Town/City:** \_\_\_\_\_

**Street, House No.:** \_\_\_\_\_

**Additional Address Info:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

### Would you also like to apply for a HTW account?

Yes

No

Information on HTW accounts can be found here:  
[portal.rz.htw-berlin.de/anleitungen/account/](http://portal.rz.htw-berlin.de/anleitungen/account/)

I have read and understood this information on HTW accounts. Processing of my account application will take approx. five days. I shall receive my login data by post. With my signature I confirm that the information I have given for the application as a guest student is correct and permit HTW Berlin to store this information electronically for internal administrative purposes. I have not made any other applications to receive a HTW account.

\_\_\_\_\_  
Date, Applicant signature

### **Student Services Department Confirmation:**

A valid form of photo ID was presented.

\_\_\_\_\_  
Date, Student Services Department Stamp

Relevant Faculty: 1 / 2 / 3 / 4 / 5

As per § 19 of HTW Berlin's University Regulation (Hochschulordnung), students from other higher education institutions are only eligible for admission as guest students for programmes at HTW Berlin which are not subject to restricted admission.

Admission as a guest student is subject to free places being available. **A copy of documentation proving enrolment at another higher education institution must be submitted.**

Please note that admission as a guest student at HTW Berlin for **Master's programme modules** is only possible if you possess appropriate documentation proving that you have completed **a first academic degree**. Please submit this documentation with your application.

**PROCESS:**

- (1) Confirmation from the Admission and Enrolment Department that free places are available for the desired programme and module – though this does not automatically lead to admission being granted to the desired module. This first requires the completion of steps (2) and (3).
- (2) Written agreement from the module lecturer in consultation with the faculty responsible for the module.
- (3) Confirmation of the admission as a guest student from the Admission and Enrolment Department.

**APPLICANT INFORMATION:**

<b>Name and location of the higher education institution currently attended:</b>		
Total no. of semesters studied:	No. of semesters studied on current programme:	No. of semesters taken as leave:
Study programme:		Degree (Diplom/Bachelor's/Master's):

<b>First date of enrolment at a higher education institution in Germany</b> (summer/winter semester + year):
Name of the first higher education institution attended:

Type of entry qualifications , e.g. Abitur:	Awarded on (DD.MM.YYYY):
Bundesland (if in Germany):	Kreis (if in Germany):

I wish to apply for admission as a guest student for the following modules on the programme:

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<b>Applicant Information</b> → title/no. of the module (!) as well as → programme semester and → number of weekly study hours (WSH)	<b>Permission from Faculty</b> → Date and lecturer signature

**Please note the terms and conditions on the next page!**

# Terms and Conditions

- (1) Guest students are students who are enrolled an another higher education institution.
- (2) Before permission can be granted by the lecturer, confirmation that free places are available on the desired programme must be obtained from the Admission and Enrolment Department (does not apply for foreign language modules).
- (3) Permission for the student to participate in the desired module is granted by the lecturer signing the appropriate section of the form on the previous page.
- (4) Guest students may only be admitted in cases where the module in question has not already reached its capacity via enrolled students. In restricted-admission programmes, participation on modules from the first programme semester and, in some cases from later semesters, is **not** permitted.
- (5) Admission as a guest student is valid for one semester. **8 weekly study hours** (WSH) or **10 credits** (ECTS) may not be exceeded.
- (6) The right to admission is based on the respective programme's study regulations.
- (7) The fully completed application form signed by the lecturer must be submitted to the Admission and Enrolment Department, where admission as a guest student is carried out.
- (8) Guest students may obtain module certificates according to the conditions which apply to the module. This also applies for repeatability of study and examinations. Guest students may obtain a certificate from the lecturer of the module in question.  
The corresponding form can be downloaded here:  
<https://www.htw-berlin.de/en/studies/applications/special-cases/guest-listeners-and-guest-students/#c24136>
- (9) Participation in intermediate and final examinations for faculty modules is not possible.
- (10) It is possible for a HTW Account to be set up for the guest student upon request. This is not mandatory – if you do not require a HTW Account, cross the "No" box on page 1.

I recognise the conditions as stated here:

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Place, date, applicant signature

If you do not agree with the conditions above, your application is nullified  
and will not be processed.

**- To be filled out by the Admission and Enrolment Department -**

Confirmation of free places (only in terms of capacity)  
via the Admission and Enrolment Department

Berlin, \_\_\_\_\_

Signature: \_\_\_\_\_

Confirmation of admission as a guest student by the Admissions  
and Enrolment Department for the

Summer semester \_\_\_\_\_

Winter semester \_\_\_\_\_

for

Mr / Ms \_\_\_\_\_

Born on \_\_\_\_\_

Resident in \_\_\_\_\_

Berlin, \_\_\_\_\_

Signature: \_\_\_\_\_

Office hours for the Student Service Centre can be found here:

[www.htw-berlin.de/studium/studierendenservice/studierenden-service-center/](http://www.htw-berlin.de/studium/studierendenservice/studierenden-service-center/)