

## Application for admission to a master's program at TU Berlin

- This application is for master's programs with and without restricted admission (NC). It does not apply to continuing education master's programs.
- This application is only valid for applicants who have obtained their first university degree at a German university or are about to do so.
- Only one application for admission to a master's program is permitted per semester.
- Please register first via online registration 1 (<https://zulapp.zuv.tu-berlin.de/gisserver/servlet/de.his.servlet.RequestDispatcherServlet?state=wimma&stg=n&imma=einl>)
- After registering online, submit this form, signed and completed, to Graduate Admissions, along with all specified application documents and, if applicable, further documents for a possible selection process. The form and accompanying documents must be submitted as a single PDF via the upload form at <https://apply4master.studsek.tu-berlin.de/>.
- The application deadline for your degree program can be viewed at <https://www.tu.berlin/en/go167/>.

### 1. Semester of application

(e.g. summer semester 2021)

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### 2. Which master's program and degree semester are you applying for?

Master's program

Degree semester  
(e.g. 1st degree semester)

1.  2.  3.  4.

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### 3. Personal details

TU Berlin matriculation number (if available)

TU Berlin application number  
(provided to you at the end of online registration 1)

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Last name

First name(s)

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Gender

female  male

other  not applicable

Date of birth

Place of birth

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Nationality(ies)

(Please state your primary and if applicable your secondary nationality)

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### 4. Contact information

Address line 1 (street/house number)

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Address line 2 (e.g. room no., c/o...)

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Zip code

City/town

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TU Berlin email (if active) / private email

Phone/mobile

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## 5. Qualification for a master's program

(German university degree that formally entitles the holder to apply for a master's program at a German university - e.g. bachelor's degree)

**Please select the appropriate option:**

**Option 1**

I have obtained a first university degree from a German university.

Title of the degree

Degree program

(e.g. Bachelor of Science, Bachelor of Arts, *Diplom*)

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Name of the university

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Duration of the program

From

to

Standard period of study

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Final grade:

Date of completion:

Date of termination of enrollment for this program

(If you are still enrolled in this degree program at the time of applying, please state this here)

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**The following documents are to be submitted as a PDF:**

- Transcript and, if applicable, degree certificate (the final grade and date of completion must be indicated)
- Certificate of enrollment or certificate of termination of enrollment from the previous university attended in Germany
- If you did not graduate from TU Berlin, you should also submit the study and examination regulations for your degree program as a PDF. In addition, indicate the areas that might be relevant for fulfilling the subject-specific admission requirements of the master's degree at TU Berlin. This assists the relevant examination board in accurately assessing the content of your degree.

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**You must read the following information:**

You can find detailed information on qualifying for a master's program at <https://www.tu.berlin/en/go2954/>.

**Option 2**

(only possible for bachelor's degrees and when applying for the first degree semester):

I have not yet completed my bachelor's degree at a German university, but I am about to graduate and am therefore applying with an ECTS certificate.

I am aware that such an application is only possible if the number of credits missing does not exceed the total ECTS credits available for one standard semester. (usually 30 ECTS points; e.g. for a bachelor's with a standard period of study of six semesters and worth a maximum of 180 ECTS -> an application is possible with a current total of 150 ECTS points)

Title of the degree

Degree program

(e.g. Bachelor of Science, Bachelor of Arts)

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Name of the university

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Duration of the program

From

to

Standard period of study

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Provisional average grade  
(to be calculated by your university)

Current total ECTS points  
(to be provided by your university as a total)

Maximum number of ECTS credits  
for your degree

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**The following documents are to be submitted as a PDF:**

- Current ECTS certificate for your bachelor's, issued by your university
  - o The certificate must contain the current average grade, the current ECTS total and a date of issue.
  - o TU students should submit a QISPOS printout with the master's qualification or a corresponding transcript of grades from tuPORT.
  - o Students from other universities can, for example, use a current transcript obtained from the responsible examination office or from the university's online portal.

- Alternatively, a sample certificate is available on our website, which must be completed by the respective university and submitted together with a transcript.
  - Certificate of enrollment from the previous university attended in Germany
  - If you are not completing your bachelor's degree at TU Berlin, then you should also submit the study and examination regulations for your program as a PDF and indicate the details of the standard period of study and the maximum number of ECTS points to be obtained.
- In addition, indicate the areas that might be relevant for fulfilling the subject-specific admission requirements of the master's degree at TU Berlin. This assists the relevant examination board in accurately assessing the content of your degree.

**You must read the following information:**

You can find detailed information on qualifying for a master's program at <https://www.tu.berlin/en/go2954/>. Detailed information on applying and enrolling without a completed bachelor's degree can be found at <https://www.tu.berlin/en/go2966/>. This page includes important information on the ECTS certificate as well as the TU Berlin sample certificate.

**Option 3:**

I have completed or will complete my first university degree at a university abroad.

**Please note:**

**If this is the case, this application is not appropriate for you and will not be processed. You must register using the uni-assist online portal and upload your documents as a PDF.**

**You must read the following information:**

You can find detailed information on how to apply via uni-assist at <https://www.tu.berlin/en/go2990/>.

## 6. Academic history worldwide (the indication is mandatory)

Please list below the universities you have been enrolled at and the degree programs you have taken to date. You must include both programs at German universities and programs at universities abroad. Please also indicate periods during which you were enrolled at a university but did not complete any coursework or take exams.

### First enrollment at a university

Name of the university

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Country

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Title of the degree  
(e.g. Bachelor of Science, Bachelor of Arts)

Degree program

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Start date

When did your enrollment in the program end?

Number of semesters you were enrolled in this program

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Did you complete the degree program?

- Yes**, I successfully completed the program.
- No**, but I will be completing it.
- No**, I was not able to complete the program because I did not pass a piece of graded work.
- No**, I did not complete the program for other reasons.

### Second enrollment at a university

Name of the university

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Country

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Title of the degree  
(e.g. Bachelor of Science, Bachelor of Arts, Master of Science)

Degree program

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Start date

When did your enrollment in the program end?

Number of semesters you were enrolled in this program

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Did you complete the degree program?

- Yes**, I successfully completed the program.
- No**, but I will be completing it.
- No**, I was not able to complete the program because I did not pass a piece of graded work.
- No**, I did not complete the program for other reasons.

### Third enrollment at a university

Name of the university

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Country

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Title of the degree  
(e.g. Bachelor of Science, Bachelor of Arts, Doctorate)

Degree program

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Start date

When did your enrollment in the program end?

Number of semesters you were enrolled in this program

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Did you complete the degree program?

- Yes**, I successfully completed the program.
- No**, but I will be completing it.
- No**, I was not able to complete the program because I did not pass a piece of graded work.
- No**, I did not complete the program for other reasons.

### Fourth enrollment at a university

Name of the university

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Country

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Title of the degree  
(e.g. Bachelor of Science, Bachelor of Arts, Doctorate)

Degree program

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Start date

When did your enrollment in the program end?

Number of semesters you were enrolled in this program

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Did you complete the degree program?

- Yes**, I successfully completed the program.
- No**, but I will be completing it.
- No**, I was not able to complete the program because I did not pass a piece of graded work.
- No**, I did not complete the program for other reasons.

The following documents are to be submitted as a PDF:

Certificate of enrollment or certificate of termination of enrollment from the previous university attended in Germany.

If there is not enough space for your complete academic history, please enclose a separate overview of your full academic history with your application as a PDF.

## 7. German language skills for admission to a specialized degree at a German university

For all consecutive master's programs that are taught in German (all non-international consecutive master's programs), proof of German language skills must be provided. Therefore, please provide information on your German language skills when applying for one of these German-language master's programs. Relevant proof must be attached to the application as a PDF.

For detailed information, go to <https://www.tu.berlin/en/go2960/> .

- I have a university entrance qualification taught in German obtained at a German-speaking institution or am currently obtaining one.  
I have attached proof of this to my application as a PDF. (e.g. German *Abitur*, German-taught degree, completion of vocational training in Germany)
- I have one of the German qualifications listed at <https://www.tu.berlin/en/go2960/>, which entitle the holder to admission to a university degree taught in German at TU Berlin.  
As proof, I enclose the relevant language certificate as a PDF.

Level of your German language skills according to the Common European Framework of Reference (CEFR) (e.g. C1)

Title of your language certificate (e.g. TestDaF, DSH 2, Goethe-Zertifikat C2, Propädeutikum am Studienkolleg)

Please state the date of your test/qualification.

- I do not have any of the German-language certificates mentioned above.

## 8. English language skills

For all consecutive master's programs taught in English (all international consecutive master's programs) as well as for some German-language master's programs (see application and admission regulations - ZZO - of the respective program <https://www.tu.berlin/en/go1301/>), proof of English language skills is required. Therefore, please provide information on your English language skills if you are applying for one of these English-language master's or for a German-language master's for which additional English-language skills are required. Relevant proof must be attached to the application as a PDF.

Detailed information on the required English language skills can be found on the web page of the relevant degree program - <https://www.tu.berlin/en/go144/>. If you have any questions regarding the recognition of language certificates, please contact the responsible Course Guidance at the faculty.

- English is my native language. I am submitting a copy of my passport or identity card as a PDF.  
Which nationality with English as a native language do you hold?
- I have obtained an English-taught degree or am in the process of obtaining one. I have attached proof of this to my application as a PDF. (e.g. Degree incl. proof that English was the language of instruction - is usually mentioned in the Diploma Supplement)
- The following language certificate is proof of my English language skills.  
I am attaching this to the application as a PDF.

Level of your English language skills according to the Common European Framework of Reference (CEFR) (e.g. B2, C1)

Title of your language certificate (e.g. IELTS, TOEFL, English in *Abitur*, GKWI insert for the master's in Industrial Engineering and Management)

Please state the date of your test/qualification.

- I do not have any proof of English language skills.

## 9. Other foreign language skills

For some consecutive master's programs, additional language skills are required in addition to German and/or English (see the application and admission regulations - ZZO - of the respective program <https://www.tu.berlin/en/go1301/>). Please provide information on your relevant language skills when applying for such a master's program. Relevant proof must be attached to the application as a PDF. Detailed information on further required language skills can be found on the website of the relevant degree program - <https://www.tu.berlin/en/go144/>. If you have any questions regarding the recognition of language certificates, please contact the responsible Course Guidance at the faculty.

- I can prove further language skills on the basis of my native language. I am submitting a copy of my passport or identity card as a PDF.

What is your nationality?

What is your native language?

- I have a degree in a language other than German or English or I am in the process of obtaining one. I have attached proof of this to my application as a PDF. (e.g. Degree incl. proof of the language of instruction - is usually mentioned in the Diploma Supplement)

Please state the language of instruction of your studies.

- The following language certificate is proof of my further language skills. I am attaching this to the application as a PDF.

What further language are you providing evidence of?

Level according to the Common European Framework of Reference for Languages (CEFR). (e.g. B2, C1)	Title of your language certificate	Test/Completion date
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What further language are you providing evidence of?

Level according to the Common European Framework of Reference for Languages (CEFR). (e.g. B2, C1)	Title of your language certificate	Test/Completion date
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- I have no other language skills.

## 10. Internships

For some consecutive master's programs, proof of completing an internship is required (see the application and admission regulations - ZZO - of the respective program <https://www.tu.berlin/en/go1301/>). Please provide information on any completed internships when applying for such master's programs. Proof must be attached to the application as a PDF. Detailed information on whether and to what extent proof of an internship must be provided can be found on the website of the respective degree program - <https://www.tu.berlin/en/go144/>. If you have any questions regarding the form of proof required, please contact the responsible Course Guidance at the faculty.

Have you already completed an internship?

- Yes, I have enclosed relevant proofs with my application as a PDF.
- No

## 11. General information about applications

Before submitting this application, you must first register via online registration 1.

[https://zulapp.zuv.tu-](https://zulapp.zuv.tu-berlin.de/qisserver/servlet/de.his.servlet.RequestDispatcherServlet?state=wimma&stg=n&imma=einl)

[berlin.de/qisserver/servlet/de.his.servlet.RequestDispatcherServlet?state=wimma&stg=n&imma=einl](https://zulapp.zuv.tu-berlin.de/qisserver/servlet/de.his.servlet.RequestDispatcherServlet?state=wimma&stg=n&imma=einl)

You will receive your application number at the end of the registration process.

This application must then be completed, signed and submitted in full as a PDF, along with the specified application documents and, if applicable, other documents for a possible selection procedure, using the following upload form: <https://apply4master.studsek.tu-berlin.de/>.

**Please do not submit your application until it is complete and refrain from sending additional documents, as this may cause delays in the procedure.**

If it is **absolutely** necessary to submit additional documents before the closing date, please use the [upload form](#).

Documents and proofs submitted after the application deadline will not be considered.

You can log into the portal "Status of your application" using your application number and check the status of your application. <https://zulapp.zuv.tu-berlin.de/qisserver/rds?state=user&type=0>

## 12. Please take note of the following web pages:

Information regarding formal admission requirements (qualification for a master's program, ECTS certificate, German language skills) and the application, admission and enrollment procedure should **only** be obtained from the Office of Student Affairs – Graduate Admissions (<https://www.tu.berlin/en/go1661/>). Information from other sources is not valid.

Application deadlines:

<https://www.tu.berlin/en/go167/>

Formal master's admission requirements (qualification for a master's program and ECTS certificate):

<https://www.tu.berlin/en/go2954/>

Language requirements:

<https://www.tu.berlin/en/go2960/>

Master's application procedure including a checklist of the documents to be submitted:

<https://www.tu.berlin/en/go3011/>

Application for a higher degree semester and placement in a degree:

<https://www.tu.berlin/en/go2981/>

Allocation of study places:

<https://www.tu.berlin/en/go2942/>

Restricted admission including cut-off grades and waiting time:

<https://www.tu.berlin/en/go173/>

Request for special consideration due to exceptional circumstances:

<https://www.tu.berlin/en/go1331/>

Legal basis:

<https://www.tu.berlin/en/go206/>

Master's programs available:

<https://www.tu.berlin/en/go144/>

Under the respective degree program, you will find information on the admission requirements including English language skills, further language skills and internships as well as information on any selection procedures. Additional documents may be required for the selection procedure (e.g. samples of work). Please read these materials and submit any extra documents required with this application by the closing date.

### 13. Concluding Declaration

Please read both declarations carefully.

By signing and sending the application, you confirm that you have read the declarations, accept their content and are aware of the consequences.

I understand that I may only submit one application for admission to a master's program per semester to Technische Universität Berlin. This may be for an open admission or restricted admission master's program. Any further applications will not be accepted and thus not considered. I must read all documentation thoroughly in advance and decide which master's program I wish to apply to. Only the first application received will be considered.

Subsequent changes will not be considered!

I understand that a selection procedure will be conducted in restricted admission master's programs if there are more complete and qualified applications than available study places. I confirm that I have checked if there are any additionally required documents on the homepage of the relevant master's program or in the relevant application and admission regulations, and I have included these documents if available.

My application is only correctly submitted if it is received by Graduate Admissions by the application deadline. Applications not received by TU Berlin by this time or which are received but not complete cannot be considered in the procedure. All deadlines are set at 24:00 on the date specified.

I have observed the application deadlines (cut-off dates) <https://www.tu.berlin/en/go167/> .

I am aware that the University is not obliged to investigate cases where there are missing or incomplete documents or to request that missing documents are submitted.

I am aware that applications with incomplete information and/or documents will be rejected on formal grounds.

Only PDF files are accepted. Other file formats (e.g. .doc, .jpg.), zip files, cloud links or similar are not accepted.

As an applicant, I am responsible for the completeness and correctness of the information and documents I provide.

I understand that only information published on the website of Graduate Admissions regarding applications, admissions, and enrollment is valid. Graduate Admissions accepts no responsibility for any incorrect information obtained from other sources.

I am applying for admission (allocation of a study place) on the basis of the details provided here. I understand that my application can only be included in the allocation procedure if the information is evidenced by uploaded documents.

I am aware that waiting periods first begin to accrue after the completion date of the first university degree. Any periods of study or enrollment at a university thereafter are deducted from the waiting period. The waiting period is restricted to six years.

It is not possible to apply for/be admitted to/enrolled in a degree semester higher than the standard period of study.

I have read the information concerning re-registration/lateral entry in a higher degree semester on the TU Berlin website.

I hereby declare that I have already registered in advance via online registration 1 with the applicant number given in this application.

I further understand that providing false information can result in legal prosecution and my exclusion from the process of allocating places or - should this only become clear after enrollment - the withdrawal of my admission and the revocation of my enrollment.



## 14. Additional declaration for applicants with an ECTS certificate

The following regulation is intended to expedite the transition from a bachelor's program to a master's program at TU Berlin.

Applicants for a master's program unable to provide proof of their bachelor's degree but who are about to complete their bachelor's program can, as an alternative, present a certificate, issued by the relevant department at their current university. This certificate must meet the requirements of TU Berlin. If it fails to do so, the application will not fulfill the legal requirements and will be rejected (pursuant to Section 22 (2) Ordnung zur Regelung des allgemeinen Studien- und Prüfungsverfahrens an der Technischen Universität Berlin – AllgStuPO)

Detailed information regarding ECTS certificates is available on our homepage <https://www.tu.berlin/en/go2993/> .

Should you be admitted to a program, enrollment is provisional (i.e. under reserve of revocation). You are required to present proof of your bachelor's degree within the first degree semester to Graduate Admissions by uploading it as a qualification for a master's program in tuPORT.

Should you not be able to do so for reasons beyond your control or influence, you can apply during the first degree semester for a one-time extension of the deadline of no more than one semester. No further extensions can be granted. The form to apply for an extension for provisional enrollment in a master's program (as per Section 24 (4) AllgStuPO) is available as an online application in tuPORT. Please remember to nevertheless transfer the semester fee before the re-registration deadline for the second degree semester. If the payment is not credited to the TU Berlin account until after the re-registration deadline, you must pay a late fee (€19.94).

Should you, however, not be granted an extension, you will be ex-matriculated from the master's program and will need to reapply as a re-registrant. When doing so, you may only apply for the next higher degree semester. When applying as a re-registrant for the next higher degree semester in a master's program with restricted admission, you are additionally required to provide proof of sufficient credit points to qualify for this semester (30 ECTS per completed semester of study).

It is not possible to re-enroll if you are not able to complete the program within the standard period of study.

<https://www.tu.berlin/go2969/>

It is not possible to be assigned to a higher degree semester during the period of enrollment under reserve of revocation (as per Section 22 (4) AllgStuPO).

Provisional enrollment is only possible for master's programs.

It is not possible to study part-time when enrolling in a master's program under reserve of revocation.

Detailed information on applying and enrolling for a master's program can be found at <https://www.tu.berlin/en/go2966/> .

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Date

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Handwritten signature

(without a written signature, the application is considered not to have been submitted)

### Note

This application is only valid with your handwritten signature. The handwritten signature can also be done with the mouse pointer or inserted as a scan. A typed *signature* will NOT be accepted.

### Annotations

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