

## Instructions for completing the „Application for Participation in BUA Modules“

1. Please send the electronically completed and signed application as a PDF file to [bu@pruefungen.tu-berlin.de](mailto:bu@pruefungen.tu-berlin.de). Note that for modules/projects that are not offered at the TU Berlin, the respective other branch of the BUA Office for Studies and Teaching is responsible.

2. An electronic signature on the application form is sufficient. Below is some information on how to insert an electronic signature into a PDF file on various user interfaces and applications:

**Windows/(Android):** Open the PDF in Adobe Reader and click on the "Complete and sign" button (in the right-hand pane/bottom) to sign the electronically completed application.

**Mac:** Open the PDF in Preview, click the "Tools" > "Annotate" > "Signature" button and then click "Create Signature". After creating your signature, you can select it and insert it into the electronically completed application.

**iPhone and iPad:** Open the previously electronically completed application form as attachment in Mail. Then click on markup (top right) and then on the plus button to add your signature.

**Chrome:** Install the HelloSign extension. Upload your PDF and click on the signature button.

3. Please attach a certificate of enrollment for the semester you are applying for.

4. For StuROPx projects, please enter "X-Student Research Groups: Project Title" or "X-Tutorial: Project Title" as the module title.

## Application for participation in BUA modules

### PERSONAL DETAILS

Surname: \_\_\_\_\_ First name: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Gender:  female  male  
 divers  not specified

Street/number: \_\_\_\_\_ Residing at/  
 App.-No.: \_\_\_\_\_

Postal code: \_\_\_\_\_ City: \_\_\_\_\_

University email: \_\_\_\_\_ Telephone: \_\_\_\_\_

### DETAILS OF THE INSTITUTION YOU ARE ENROLLED DURING THE REQUESTED SEMESTER

Study program: \_\_\_\_\_ Semesters: \_\_\_\_\_

Pursued degree:  Bachelor  State examination  Master  
 Diploma  Magister  PhD

Name of the institution  
 you are enrolled in: \_\_\_\_\_ (Please enclose a certificate of enrollment  
 for the requested semester)

### INFORMATION ON PARTICIPATION IN BUA MODULES AT TU BERLIN

I apply for participation in the BUA module(s) listed below during:

Summer semester \_\_\_\_\_ (year) Winter semester \_\_\_\_\_ (year)

Module title	Modul-No. (if available)	(ONLY TO BE FILLED IN BY THE BUA BÜRO!)		Date/Signature BUA Büro
		eligible to participate (yes/no)		
		<input type="checkbox"/> yes	<input type="checkbox"/> no	
		<input type="checkbox"/> yes	<input type="checkbox"/> no	
		<input type="checkbox"/> yes	<input type="checkbox"/> no	
		<input type="checkbox"/> yes	<input type="checkbox"/> no	
		<input type="checkbox"/> yes	<input type="checkbox"/> no	

Date/Signature  
 applicant : \_\_\_\_\_