

Special limited enrollment by invitation (no degree awarded by TU Berlin)

Step-by-step instructions for students

1. Once you have received a letter of invitation from the faculty, register in the online registration portal 2: <https://www.tu.berlin/go4856/> as a student of **Group B**.
2. When registering you will receive an application number. Please inform your supervising instructor at the faculty of this number.
3. They will then send an email to Undergraduate Admissions or Graduate Admissions at the Office of Student Affairs informing them of the intention to enroll you on a temporary basis as well as the dates of the enrollment

The email must include the following information:

- Last name (as in passport)
- First name(s) (as in passport)
- Date of birth
- Application number
- Degree program and intended qualification (master's, bachelor's)

4. You will be informed by email about setting up your TUB account.
5. Create your account and log in to tuPORT, upload the required documents and take care of everything else you are required to do to enroll (e.g. pay the semester fee).
You can find out about enrollment requirements at <https://www.tu.berlin/go2996/> under "Bachelor's degree: Special limited enrollment (no degree awarded by TU Berlin)", or "Master's degree: Special limited enrollment (no degree awarded by TU Berlin)"
6. If all documents and proof are complete, you will receive an email confirming your enrollment. You will receive another email regarding the issuing of your student ID.

Please note: After enrollment, you will be requested to change your application account to a permanent student account. As part of this process, you will also be asked to upload a photo for the student ID. Once the photo has been uploaded, the student ID card will be requested and you will receive an email with further information once your ID is ready.

If you have any questions about enrolling, please contact the Office of Student Affairs directly. You can find current contact details and office hours at <https://www.tu.berlin/go1661/>