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**HOW TO APPLY
FOR THE
INTERNATIONAL
MASTER'S PROGRAMS
AT**

TUHH

Technische Universität Hamburg-Harburg

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Dear Applicant

Thank you for your request for information regarding admission to the international Master's degree courses at Hamburg University of Technology (TUHH). We appreciate your interest. Please read this guide intently. It will probably answer many questions and you will help us to offer a timely processing and admission procedure.

General information on the international Master's degree courses at TUHH is available at <http://www.tuhh.de/alt/tuhh/education/degree-courses/international-study-programs.html>.

Admission to TUHH is highly competitive. Selection for the international Master's degree courses at TUHH will be made by a selection committee on the basis of the documents of application. The international Master's degree courses at TUHH only start in winter semester (October 1), lectures at TUHH usually start in mid-October. There is no spring or summer semester intake.

If you are interested in the double degree program in Engineering (M.Sc.) and Management (MA/MBA) offered together by TUHH and its partner NIT Northern Institute of Technology Management, please, also refer to the paragraph at page 5 of this guide.

ADMISSION REQUIREMENTS (and subject specific requirements)

A Bachelor's or equivalent degree from a recognized university in a relevant subject matching the respective Master's degree course at TUHH as well as a very good previous academic performance are required for admission to the international Master's degree courses at TUHH. **For details please refer to <http://www.tuhh.de/alt/tuhh/education/degree-courses/international-study-programs/how-and-when-to-apply/specific-requirements.html>.**

Chemical and Bioprocess Engineering

Applicants for Chemical and Bioprocess Engineering must hold a Bachelor's degree in Chemical Engineering or Biotechnology. This Master's degree course is entirely conducted in English language.

Environmental Engineering

Applicants for Environmental Engineering must hold a Bachelor's degree in an engineering, science or technology subject like Environmental Engineering, Civil Engineering and / or Chemical Engineering and must have

- a minimum total of 18 credits (ECTS) earned in mathematics (including mechanics and / or statistics)
- a minimum of 24 credits in engineering related topics, especially water, waste or energy related engineering topics
- a minimum of 6 credits in biology, ecology and / or other basics of natural sciences
- a minimum of 6 credits in chemistry and / or bio-chemistry

This Master's degree course is entirely conducted in English language.

Global Technology and Innovation Management & Entrepreneurship (new / first intake 2018)

This course is designed as a Joint-Master-Program. Applicants must hold a Bachelor's or equivalent degree from a recognized university in engineering, science and technology, business engineering, business administration (including business informatics, business mathematics and business geography) or economics. A good previous academic performance is required for admission, too. This Master's degree course is entirely conducted in English language.

Information and Communication Systems

Applicants for Information and Communication Systems must hold a Bachelor's degree in engineering, preferably specializing in Electrical or Computer Engineering. This Master's degree course is entirely conducted in English language.

Mechanical Engineering and Management

Admission to the program in Mechanical Engineering and Management requires a Bachelor's degree in Mechanical Engineering and applicants should have a strong understanding of mechanics, mathematics and diverse topics of mechanical engineering. Applicants should also bring along a basic understanding of business administration. The main language of instruction is English.

Mechatronics

Admission to the program in Mechatronics requires a Bachelor's degree in Mechanical Engineering or Mechatronics. The main language of instruction is English.

Microelectronics and Microsystems

Applicants for Microelectronics and Microsystems must hold a Bachelor's degree in engineering, preferably specializing in Electrical Engineering. This Master's degree course is entirely conducted in English language.

LANGUAGE REQUIREMENTS

Please note that all applicants whose native language is not English must submit a valid proof of proficiency in English, even though English might be an official language in their home country and even though their previous education might have been conducted in English language. Valid means that any certificate may not be older than two years.

Candidates must prove their proficiency in English by one of the following tests:

- a valid TOEFL score report. The minimum TOEFL score for admission to TUHH is 90 internet-based / 577 paper-based. The TUHH institution code is 8165, a department code is not required. TUHH does only accept the internet-based and paper-based tests! TOEFL ITP will not be accepted!
- a valid IELTS-Academic score report. The minimum overall IELTS score for admission to TUHH is 6.5.
- a valid Cambridge Certificate in Advanced English
- a valid Cambridge Certificate of Proficiency in English
- a valid "telc English C1"-result



Only native English speakers from Australia, the UK, Ireland, USA, New Zealand, or Canada (except Quebec) are exempted from this requirement. In this case please submit a copy of your passport.

The Master's degree course in Mechanical Engineering and Management and Mechatronics are partly taught in German. For these courses a basic knowledge of German is strongly recommended. A formal proof of proficiency in German is not required for admission to the international Master's programs, but a basic knowledge of German will be helpful for everyday life in Hamburg.

APPLICATION PROCEDURE + DEADLINE OF APPLICATION

In order to get to the online application facility to the international Master's programs an online preliminary assessment test ("pre-check") is required. Please note: The admission requirements at TUHH are very strict and only applicants with a very high GPA in their previous studies can get admission to the international Master's degree courses. During the online preliminary assessment test we will check in particular if your GPA is meeting our admission requirements.

The "pre-check" will be enabled on December 1 and de-activated on March 1 of the following year. To start the "pre-check" please refer to

<http://www.tuhh.de/alt/tuhh/education/degree-courses/international-study-programs/how-and-when-to-apply.html> or use www.tuhh.de/bewerben.

Once you have entered your data we will send you an e-mail to advise on whether you stand a reasonable chance of gaining admission to study for an international Master's degree at the TUHH. If you do, the e-mail will include a link to our online application facility. It is not possible to access the online application facility without the "pre-check". Please do not enter your data more than once. Otherwise only the oldest data record will be considered. And please note: The online application facility will be enabled on December 1 (usually) and de-activated on March 1.

A complete application consists of these three steps:

1. At first please check the subject specific requirements. Afterwards fill in the online application. After entering your data you will receive an application number. You will need this number for all further activities. Please don't forget to write down your application number!
2. Please log in to the special online application portal. You will need your application number and your date of birth. Now it is necessary to upload the required documents (see "documents of application").
3. After you have finished the uploading process please confirm the application. There is no need for sending documents by post. Any documents sent by post mail, fax or e-mail will not be considered! Please note that we will only start the processing of your application after you have confirmed your application.

During the application process applicants have to check their application status online on a regular basis, at least once a week. Please refrain from inquiries concerning the status of your application by e-mail, phone or fax.

There is a rolling admission system for the international Master's degree courses at TUHH, so that admissions can already be declared before the application deadline. The processing of applications starts with the beginning of the application period. The processing of applications will take several weeks, so it is strongly recommended to apply as early as possible.

DOCUMENTS OF APPLICATION

Please note that incomplete applications cannot be considered. And it is possible to apply for one international Master's degree course at TUHH only! Please upload the following documents. It is only possible to upload PDF files with a maximum of 7 MB per file:

1. Curriculum vitae / résumé

TUHH does not require or provide any standard format for the CV. The CV must not consist of more than 2 pages.

2. Bachelor's degree certificate

Bachelor's degree certificate or equivalent including your aggregate mark or grade average. If your final degree certificate is not yet available, you need to submit an official provisional degree certificate or an official letter of your registrar, dean or academic supervisor, listing the remaining subjects and, if possible, the prospective grades as well as the prospective final grade average. A sample – we strongly recommend using it – can be found at

<http://www.tuhh.de/t3resources/tuhh/download/studium/studieninteressierte/Prognoseab131.pdf>

Please refer to page 2 of the sample.

If you graduated from a European university, please also upload a copy of your Diploma Supplement.

3. Complete university transcript of record

Complete university transcript of record (semester mark sheets), listing your subjects and grades. If your final year transcripts are not yet available, you need to submit an official provisional transcript or an official letter of your registrar, dean or academic supervisor, listing the remaining subjects and, if possible, the prospective grades as well as the prospective final grade average.

4. Official explanation of the university grading system

Official explanation of your university grading system issued by your registrar, dean, or academic supervisor, indicating at least the maximum passing grade, the minimum passing grade and the minimum passing grade for graduation.

5. Proof of English: TOEFL, IELTS, CAE, CPE or telc

Applicants whose native language is not English must submit a valid proof of proficiency in English up to the application deadline. Please refer to page 2 of this guide. And further information is available at

<http://www.ets.org/toefl> (TOEFL)

<http://www.ielts.org> (IELTS)

<http://www.cambridgeenglish.org/> (CAE, CPE)

<http://www.telc.net/> (telc)

6. ECTS

You will find a sheet named "ECTS" after you have logged in to the special online application portal (exception: Chemical and Bioprocess Engineering / Microelectronics and Microsystems/ Global Technology and Innovation Management & Entrepreneurship). Please fill the form and submit it.

This is a complete list of application documents! Any other documents (GRE, statement of purpose e. g.) will neither be read nor considered (exception: an application for a double degree program NIT/TUHH – see page 5).

Special information for applicants from India

Please submit university transcripts and degree certificates issued by your university, not by your college. If your complete name (first, middle and second name) is not mentioned on your certificates, please submit an additional document from your university confirming your identity. It is sufficient if your date of birth is mentioned on your certificates, in this case your complete name is not that important.

Special information for applicants from China, Mongolia and Vietnam

In case if admission applicants from China, Mongolia or Vietnam must additionally submit an APS-certificate of the "Akademische Prüfstelle" upon enrolment. The APS-certificate must be valid for the complete course of studies. Applicants have to apply for the APS-certificate at the responsible German embassy in Beijing, Hanoi or Ulan Bator. Applicants who hold a scholarship from DAAD or another recognized German scholarship organization can be exempted from this requirement.

FEES, EXPENSES AND SCHOLARSHIPS

The major part of the cost of education at TUHH is financed through taxes. Students only have to pay a semester contribution of approx. €315 per semester including the payment for a six-month Hamburg public transport ticket. However, you should reckon with monthly living expenses totaling at least €800. Further information concerning the semester contribution at TUHH is available at <http://www.tuhh.de/alt/tuhh/education/students/financing-your-studies/costs/semester-contribution.html>.

Information on scholarships is available at <https://www.daad.de/deutschland/stipendium/en/>.

Exception: Global Technology and Innovation Management & Entrepreneurship – please refer to <https://www.tuhh.de/alt/tuhh/education/degree-courses/international-study-programs.html> concerning costs (tuition fees).

ACCREDITATION

To get further information concerning accreditation please check the website <http://www.asiin-ev.de/pages/en/asiin-e.-v.php>. ASIIN was officially accredited by the German Accreditation Council

("Akkreditierungsrat") on December 12, 2002. More information is also given at <http://www.tuhh.de/alt/tuhh/education/degree-courses/international-study-programs.html>.

NIT/TUHH: DOUBLE DEGREE PROGRAM

The NIT/TUHH Double Degree Program in Engineering and Technology Management enables outstanding B.Sc. graduates in engineering, computer or information science to complete their studies with a Master of Science in Engineering at the TUHH plus a Master of Arts or MBA in Technology Management at the NIT Northern Institute of Technology Management. Admission to one of the M.Sc. courses at TUHH is a precondition for being considered for the Double Degree Program.

The Double Degree Program is tuition-based. The program costs for the Double Degree amount to €22,000 for the whole program (payable in 4 instalments of €5,500). Student loans and scholarships, awarded by NIT partner companies, are available for outstanding applicants. For further information on the Double Degree Program, the financial aspects of the program and the application process please go to <https://www.nithh.de/prospectives/>.

The application process for the Double Degree option is integrated into the application process of TUHH. If you want to apply for the NIT/TUHH Double Degree Program, please chose "Master of Science (NIT)" in the TUHH application portal. Applying for the Double Degree Program does not prejudice your chances of admission to one of the M.Sc. programs at the TUHH. You will be able to withdraw your application for the Double Degree Program at any point in the application process, in which case only your M.Sc. application will be processed further.

The selection process for the Double Degree Program is very competitive, for that reason you have to upload a statement of purpose and two letters of recommendation in addition to the application documents demanded for the M.Sc..



The statement of purpose (max. two pages) should include your reasons for undertaking graduate work in the chosen field of engineering at TUHH, your motivation to pursue the additional technology management program offered by the NIT and your future career plans. If you want to apply for one of the industrial scholarships, please specify in your statement of purpose which scholarship you want to be considered for (do not pick more than one company) and give reasons why you are interested in the specific sponsoring company. Please visit our website to learn which companies are awarding scholarships for this year's intake (<https://www.nithh.de/admissions/double-degree-international/#c968>).

The letters of recommendation (find NIT's standardized form here: [www.nithh.de/fileadmin/user_upload/PDF/NIT Letter of Recommendation 2017.pdf](http://www.nithh.de/fileadmin/user_upload/PDF/NIT_Letter_of_Recommendation_2017.pdf)) should be issued by faculty members acquainted with the applicant's work in the major area of undergraduate study. If that work occurred some time ago, recommendations from those supervisors familiar with the applicant's professional performance are acceptable as well. Please upload the letters of recommendation in **one** pdf. Referees may also send the letters of recommendation directly to the NIT (admissions@nithh.de). In that case, please instruct the referees to indicate your name and your application number in the subject heading of the e-mail.

Your application for the Double Degree Program will not be processed by the NIT until you have been offered admission into the M.Sc. program of your choice. After that the NIT Admissions Team will get in touch with you to inform you about the status of your application for the Double Degree Program. At that point (and not earlier), promising candidates will be asked to submit further documents (e.g. a proof of professional experience) and / or are asked to participate in an interview (usually via Skype). **Until then, we kindly ask you to refrain from inquiries regarding your application status at the NIT.**

For further information regarding the specific application and admission requirements at the NIT, the application documents, tuition fees and financing options please go to www.nithh.de/admissions/double-degree-international or contact admissions@nithh.de

Address:
NIT Northern Institute of Technology Management
Admissions Team
Kasernenstrasse 12
21073 Hamburg, Germany

The NIT program in Technology Management is accredited by FIBAA, for more information please check <http://www.fibaa.org/en/fibaa.html>.

FURTHER INFORMATION

Information on the admission requirements and the application procedure for the German-taught Master's programs at TUHH is available at <http://www.tuhh.de/alt/tuhh/education/application/master-in-german.html>.

Further information about accommodation and other services for students in Hamburg is available at <https://www.tuhh.de/alt/tuhh/international/students/study-with-us/accommodation-office-acco-tuhh.html>.

Further general information about studying in Germany is available at <https://www.daad.de/deutschland/studienangebote/international-programs/en/>.

Further information about the city of Hamburg is available at <http://english.hamburg.de/>.

CONTACT

If you have further questions please send an e-mail by using our web form <http://intranet.tuhh.de/sls/kontakt.php?Lang=en> or contact us in person.

Address
Hamburg University of Technology (TUHH)
STUDIS / Admission and Registration
Am Schwarzenberg-Campus 3 (building E)
21073 Hamburg
Germany

Contact persons, office hours and further details can always be found at <http://www.tuhh.de/alt/tuhh/education/contacts/admission-registration-office.html>.

IMPRINT

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Contact: <http://www.tuhh.de/tuhh/studium/ansprechpartner/studis-studierendenservice.html>

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Note: This guide is valid for the winter semester 2018-intake for the first time. It will be revised at regular intervals. There is no legal claim for the following semesters.