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## HOW TO APPLY FOR THE INTERNATIONAL MASTER'S PROGRAMS

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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.

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<sup>st</sup>), lectures at TUHH usually start in mid-October. There is no spring or summer semester intake.

### ADMISSION 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.

#### **Chemical and Bioprocess Engineering**

Applicants for Chemical and Bioprocess Engineering should hold a Bachelor's degree in Chemical Engineering or Biotechnology. The Master's degree courses in Chemical and Bioprocess Engineering, is entirely conducted in English language.

#### **Environmental Engineering**

Applicants for Environmental Engineering should hold a Bachelor's degree in engineering - preferably specializing in Civil, Chemical or Environmental Engineering. The Master's degree courses in Environmental Engineering, is entirely conducted in English language.

#### **Information and Communication Systems**

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

#### **International Production Management**

Admission to the program in International Production Management requires a bachelor's degree in Mechanical Engineering and a strong background in both Design Engineering and Production Engineering. For the Master's degree course in International Production Management a basic knowledge of German is strongly recommended since this course is partly taught in German. (A formal proof of proficiency in German, however, is not required for admission.) The main language of instruction is English.

#### **Mechatronics**

Admission to the program in Mechatronics requires a bachelor's degree in Mechanical Engineering. For the Master's degree course in Mechatronics a basic knowledge of German is strongly recommended since this courses is partly taught in German. (A formal proof of proficiency in German, however, is not required for admission.) The main language of instruction is English.

#### **Microelectronics and Microsystems**

Applicants for Microelectronics and Microsystems should hold a Bachelor's degree in engineering - preferably specializing in Electrical Engineering, The Master's degree courses in Microelectronics and Microsystems, is entirely conducted in English language.

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### 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. Candidates must prove their proficiency in English through:

- **a valid TOEFL score report** (not older than two years)  
The minimum TOEFL score for admission to TUHH is 90 / 577.  
The TUHH institution code is 8165, a department code is not required.
- **a valid IELTS-Academic score report** (not older than two years)  
The minimum overall ELTS 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**

The Master's degree course in International Production 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 of the international Master's programs an online preliminary assessment test is required:

<https://cgi.tu-harburg.de/~c00vims/mastercand/>

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 in particular check if your GPA is meeting our admission requirements.

**The preliminary assessment test will be available from December 1<sup>st</sup> 2014 until March 31<sup>st</sup> 2015.**

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 mail will include a link to our online application facility. It is not possible to access the online application facility without preliminary assessment test.

After you have finished the online-application you can generate your individual application form. You have to send the application form with all the necessary application documents to the address below. You can find a complete list of all the required application documents on the next page. Please do not use unnecessary packaging material (folders, transparent covers, separate envelopes, pins, etc.) for your documents.

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

We recommend sending the application through a courier or registered mail service which confirms the delivery of the documents. Applications submitted through mediators like educational consultants or agencies and applications or documents of application submitted by fax or e-mail will not be accepted.

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During the application process applicants can check their application status online.

There is a rolling admission system for the international Master's degree courses at TUHH, so that admissions can already be declared before the deadline. The processing of applications starts in mid-December for the following year's program. 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 and applications containing documents that have not been properly authenticated cannot be considered.

It is possible to apply for a maximum of two different international Master's degree courses at TUHH. Admission will be granted to one Master's degree course only, so that you have to indicate your priority during the online application.

Please do not use unnecessary packaging material (folders, transparent covers, separate envelopes, pins, etc.) for your documents.

1. **Signed application form**

You can print your individual application form after completing the online application.

2. **Curriculum vitae / résumé**

(TUHH does not require or provide any standard format for the CV.)

3. **Officially authenticated copy of bachelor's degree certificate**

Officially authenticated copy of bachelor's degree certificate or equivalent, including your aggregate mark or grade average with official explanation of grading system (maximum grade, minimum grade and minimum passing grade). If your final degree certificate is not yet available, you need to submit an official provisional degree certificate and 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. **Officially authenticated copy of complete university transcript of record**

Officially authenticated copy of complete university transcript of record (semester mark sheets), listing your subjects and grades with official explanation of grading system (maximum grade, minimum grade and minimum passing grade). If your final year transcripts are not yet available, you need to submit an official provisional degree certificate and 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.

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. If your proof of English is not yet available, you need to submit a copy of your official test date confirmation. Please note that TUHH can only accept the test date confirmation as a temporary proof, if the test date is before May 31<sup>st</sup>.

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)

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### Regulations with regard to authentication and translation

Our regulations with regard to authentication are very strict:

Authentication of all documents will be accepted only if performed by a notary public, by the German Embassy or Consulate in your home country, or by the institution that has issued the original document. (Secondary or intermediate school certificates authenticated by your university or vice versa cannot be accepted.) In Germany authentication can also be performed by the respective residents' registration office ("Einwohnermeldeamt").

If the documents are not in English or German language, officially authenticated translations have to be added. Please note that authentication itself, too, must be performed in English or German language. Documents of application cannot be returned to the applicants, so please do not submit any original documents.

### Special information for applicants from India

Please submit university transcripts and degree certificates issued by your university (not by your college) if possible. 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

Applicants from China must additionally submit the APS-certificate of the "Akademische Pruefstelle" of the German Embassy in Beijing (Address: Landmark Tower 2, Office 0311, 8, North Dongsanhuan Road, Chaoyang District, Beijing-100004; Tel: 0086-10-6590-7138/-7141; Fax: 0086-10-65907140; E-mail: [info@aps.org.cn](mailto:info@aps.org.cn); Internet: [www.aps.org.cn/index\\_chin.html](http://www.aps.org.cn/index_chin.html)).

Applicants from Vietnam must additionally submit the APS-certificate of the "Akademische Pruefstelle" of the German Embassy in Hanoi (Address: 29 Tran Phu, Q. Ba Dinh, Hanoi; Tel: 04-845 38 36/7, 04-843 02 45/6; Fax: 04- 843 99 69; E-mail: [ku-101@hano.auswaertiges-amt.de](mailto:ku-101@hano.auswaertiges-amt.de); Internet: [www.hanoi.diplo.de](http://www.hanoi.diplo.de)).

Applicants from Mongolia must additionally submit the APS-certificate of the "Akademische Pruefstelle" of the German Embassy in Ulan Bator (Address: Negdsen Undestnii Gudamj, Ulan Bator 210613, P.O.Box 708; Tel: 99225839; Fax: 00976 11 323905; E-mail: [aps-ulan@mongol.net](mailto:aps-ulan@mongol.net); Internet: [www.ulan-bator.diplo.de](http://www.ulan-bator.diplo.de)).

Applicants from these countries 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. 300 Euro per semester including an administrative fee, a social fee for the student service organization and the student union as well as the payment for a six-month Hamburg public transport ticket. Further information on the semester contribution at TUHH is available at <http://www.tuhh.de/alt/tuhh/education/students/financing-your-studies/costs/semester-contribution.html>

You should reckon with monthly living expenses totaling at least 800 Euro.

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

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### ACCREDITATION

The Master's degree courses at TUHH have been accredited by ASIIN. The accreditation for Mechatronics is in process. To get further information please check: <http://www.asiin-ev.de/pages/en/asiin-e-v.php> . ASIIN was officially accredited by the German Accreditation Council ("Akkreditierungsrat") on December 12<sup>th</sup> 2002. Since June 11<sup>th</sup> 2003 ASIIN is a provisional member of the Washington Accord.

### NIT/TUHH double degree program

The NIT/TUHH double degree program enables outstanding B.Sc. graduates in engineering or science to complete their studies with a Master of Science in Engineering (TUHH) and a MBA or Master of Arts in Technology Management (NIT). If you want to apply for the NIT/TUHH double degree program a Bachelor's or equivalent degree in a relevant engineering field is expected. Admission to one of the M.Sc. courses at TUHH is a precondition for being considered by NIT. To get further information please check: <http://www.nithh.de/programs/double-degree-program/>

Admission to NIT's MBA or Master in Technology Management is integrated into the admission process of TUHH. If you want to apply for the NIT/TUHH double degree program, please choose "Master of Science NIT" during the online application. The selection process at NIT is very competitive, for that reason you have to submit the following complementary application documents:

- statement of purpose
- two letters of recommendation

For further information regarding the specific application and admission requirements at NIT, the application documents, tuition, fees and financing options please check [www.nithh.de](http://www.nithh.de) or contact [info@nithh.de](mailto:info@nithh.de) .

### FURTHER INFORMATION

Information on the admission requirements and the application procedure for the German-taught M.Sc. programs at TUHH is available at <http://www.tuhh.de/alt/tuhh/education/application/procedure-msc.html>

Further information about accommodation and other services for students in Hamburg is available at <http://www.tuhh.de/alt/tuhh/education/contacts/international-office/accommodation-office-acco-tuhh/rooms-for-international-freshmen-program.html> and <http://www.studierendenwerk-hamburg.de/studierendenwerk/en/home/>

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/>