

Technische Universität Berlin
Graduate Admissions – IA 1

Filled in form has to be uploaded in
tuPORT as a PDF.

Application for Enrollment in a Master’s Program at TU Berlin

Please carefully follow the instructions provided herein for completing the enrollment application.

1. Information on the degree program

I hereby apply for enrollment in the degree program detailed below for the

winter semester _____

summer semester _____

Degree program	Degree semesters (that you have been admitted to) <input type="checkbox"/> 1. <input type="checkbox"/> 2. <input type="checkbox"/> 3. <input type="checkbox"/> 4.
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<p>Degree type</p> <p><input type="checkbox"/> Master’s degree (to be acquired at TU Berlin)</p> <p><input type="checkbox"/> Master’s degree – dual degree (to be acquired both at TU Berlin and abroad)</p> <p><input type="checkbox"/> Master of Education (degree to be acquired at TU Berlin)</p> <p><input type="checkbox"/> Exchange studies (degree not to be acquired at TU Berlin, but abroad)</p> <p><input type="checkbox"/> Exchange studies – dual degree (to be acquired both abroad and at TU Berlin)</p> <p><input type="checkbox"/> Continuing education Master’s programs (to be acquired at TU Berlin)</p>

2. Personal details

Application number	Matriculation number (if you are already enrolled at TU Berlin or have been enrolled at TU Berlin in the past)
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Last name	First name
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<p>Gender (according to your entry in the civil registry of the country of your birth)</p> <p><input type="checkbox"/> male <input type="checkbox"/> female</p> <p><input type="checkbox"/> diverse <input type="checkbox"/> prefer not to disclose</p>	Date of birth	Place of birth
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<p>1st nationality</p> <p><input type="checkbox"/> German <input type="checkbox"/> Other</p>	If the International country code is not known, please name the country
<p>2nd nationality</p> <p><input type="checkbox"/> German <input type="checkbox"/> Other</p>	If the International country code is not known, please name the country

3. Student status

Please tick the student status that applies to you.

- Degree-seeking student;** semester fees and contributions are paid at TU Berlin, membership rights and -obligations are exercised at TU Berlin
- Student enrolled at multiple universities;** student enrolled at several universities **in Berlin and Brandenburg**, with membership rights exercised at a university other than TU Berlin, with semester fees and dues paid at the first university (**current certificate of enrollment from the first university must be uploaded**)

Attention: If you desire a multiple enrollment at TU Berlin, please inform us via the following online form. We will process your form as soon as possible and switch your status to multiple enrolled in our SLcM system. Due to the new status, there will not be a further requirement of semester fee payment in the app „My Account Balance“. Please do not transfer any fees for your enrollment at TU Berlin.
 Online form: <https://www.tu.berlin/en/go6791/>

- Exchange student;** student participating in an exchange program

4. University entrance qualification

Please enter here the qualification that entitles you to study at a German institution of higher education. (For instance, *Abitur*, high school diploma, *Baccalauréat*).

Type of university entrance qualification (see code list on page 11)	Date on which qualification was acquired (DD.MM.YYYY)	Average grade

Country in which the qualification was acquired	City, county <u>and</u> federal state where you acquired your university entrance qualification
<input type="checkbox"/> Germany	
<input type="checkbox"/> Country other than Germany	International country code of the country

5. Total university semesters

How many semesters in total have you completed at German universities? For first-year students and students who have never been enrolled at a German university before "01" applies.	
For a total of how many semesters were you given leave ?	
How many semesters were you enrolled at a preparatory study institution? (preparatory school / German course at a German institution of higher education)	

6. Details of previous studies up to now (WORLDWIDE)

(Please upload a current certificate of enrollment or exmatriculation (please enter the total number of university semester) if you are, or have been, enrolled at a German university. Not required if you are currently enrolled at TU Berlin.)

First enrollment (program start / first-time enrollment)

from	to	Degree acquired in Germany: name of the university, county and federal state Degree acquired in a country other than Germany: country
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Type of degree (page 10)	Degree program	Degree semesters
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Second enrollment (change of degree program and/or university)

from	to	Degree acquired in Germany: name of the university, county and federal state Degree acquired in a country other than Germany: country
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Type of degree (page 10)	Degree program	Degree semesters
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Third enrollment (change of degree program and/or university)

from	to	Degree acquired in Germany: name of the university, county and federal state Degree acquired in a country other than Germany: country
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Type of degree (page 10)	Degree program	Degree semesters
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Fourth enrollment (change of degree program and/or university)

from	to	Degree acquired in Germany: name of the university, county and federal state Degree acquired in a country other than Germany: country
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Type of degree (page 10)	Degree program	Degree semesters
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Note

If you find there is not enough space here for your statements, please attach separately full details of your previous academic history.

7. Previous coursework and examinations

Have you ever **“failed”** any of your coursework and/or any of your examinations at a German university?

- Yes
- No

Have you ever **“definitively failed”** any of your coursework and/or any of your examinations at a German university and have been de-registered for this reason?

- Yes, I completed coursework and/or took examinations that have been assessed as **“definitively failed”**. And I have uploaded the “Application for Recognition of Previously Obtained Credits – Part C” together with the responsible examination board’s decision regarding my admission to the degree program I am currently applying for. (<https://www.tu.berlin/en/go2948/>)

I am aware that enrollment in, and commencement of, the degree program applied for is only possible if the examination board has confirmed that the coursework or examination assessed as “definitively failed” is not to be deemed an impediment.

- No

Have you acquired a degree at a university in Germany or abroad?

- Yes – please upload your degree certificate in tuPORT
- No – please upload an up-to-date ECTS certificate (for instance, transcript of records)

Date on which degree was acquired (DD Month YYYY)	Final grade (average grade)	Type of degree (see code list on page 10)

Degree acquired in Germany: name of the university, county and federal state
Degree acquired in a country other than Germany: country

Degree program

8. Committee elections

The following information will be used for inclusion in the electoral register, for instance, for elections to the Student Parliament (does not apply to students with student status M). The information can be changed at any time.

At which of the faculties connected to your degree program do you wish to exercise your right to vote? (On pages 7-8 you will find a list of degree programs along with the responsible faculties.)

At which **faculty institute** do you wish to exercise your right to vote? (On page 9 you will find a list of faculties along with the associated academic facilities.) Please enter the four-digit code of the institute.

9. Processing and circulation of addresses

Within the legal framework of the Regulation on the Circulation of Addresses (Adressenweitergabeordnung – AWO) (<https://www.tu.berlin/en/go4328/>), as amended from time to time, Technische Universität Berlin is entitled to process and pass on students' private addresses and email addresses. The data will be passed on, for example so that you can be informed about upcoming teaching and research events conducted by Technische Universität Berlin, including those conducted in cooperation with non-university institutions.

This data will not be passed on to third parties, unless there is a legal obligation to do so.

Concluding declarations

I declare the following statements to be true and confirm them with my wet signature:

1. I have neither been banned from studying at a German university due to regulatory proceedings (such as criminal proceedings) nor have such proceedings ever been initiated against me.
2. I have never had any of my mandatory coursework, or mandatory examinations, in the chosen degree program assessed as "definitively failed" either at another university within the scope of the Framework Act for Higher Education (Hochschulrahmengesetz – HRG) or at a university in a member state of the European Union or in another signatory state to the Agreement on the European Economic Area.
3. I authorize Technische Universität Berlin to use my exercise, seminar and examination papers for teaching and research purposes.
4. I am aware that as a student of a Berlin university I must have my habitual residence in the catchment area of the university. Pursuant to Section 10 (6) sentence 1a of the Berlin State Higher Education Act (Berliner Hochschulgesetz – BerlHG), the catchment area is deemed to consist of the federal states of Berlin and Brandenburg. I undertake to inform TU Berlin of any change in my address by updating my personal data in tuPORT.
In this regard, I am aware that any violation of the obligation to register may be penalized with a fine according to the Federal Registration Act.
Students registered at another university and doctoral students are exempt from this regulation. Students whose degree programs do not require them to live in the catchment area for the duration of their studies (such as those pursuing extra-occupational master's studies) are likewise exempt.
5. I am aware that, as a non-German citizen, I must be in possession of a valid residence permit – to be applied for at the Berlin Registration Office for Foreigners – in order to enroll at TU Berlin.
Further details are available from Student Mobility and International Students in Room H 51 – 55.
<https://www.tu.berlin/en/go28664/>
6. I took a close look at the safety briefing (<https://www.tu.berlin/go271786/>) before enrolling.

The deadline for uploading this application and other enrollment documents to tuPORT is stated in the letter of acceptance or in the "Enrollment and re-registration" app in tuPORT.

Please do not upload the application and other enrollment documents until you have all the required documents ready in full. This will enable us to process your case more quickly.

In the event of missing or incomplete documents, TU Berlin is not obliged of its own motion to investigate the facts of the case. We therefore ask you to ensure that all information and documents are submitted in full. The University will also not of its own motion request missing or incorrect documents.

Your data will be collected on the following legal basis:

- Section 10 of the Federal Statistics Act (Bundesstatistikgesetz – BStatG)
- Higher Education Statistics Act (Hochschulstatistikgesetz – HStatG)
- Section 6 of the Berlin Data Protection Act (Berliner Datenschutzgesetz – BlnDSG)
- Sections 2ff. of the Student Data Ordinance (Studierendendatenverordnung – StuDatVO)
- Section 6 of the Berlin State Higher Education Act (Berliner Hochschulgesetz – BerIHG)
- Regulation on the Circulation of Addresses (Adressenweitergabeordnung – AWO) of Technische Universität Berlin

Additional declaration for applicants with an ECTS certificate

Allowing students to enroll under reserve of revocation – that is, with an ECTS certificate – is a concession on the part of TU Berlin. In accordance with Section 22 (2) Ordnung zur Regelung des allgemeinen Studien- und Prüfungsverfahrens an der Technischen Universität Berlin – AllgStuPO, applicants are expected within the first degree semester of the master’s program to provide the Graduate Admissions Office with evidence of having acquired their first university degree qualifying them for a profession.

Should you be unable to do so as a result of circumstances beyond your control, you may apply during the first degree semester for a one-time extension for a further semester. No further extensions are then possible.

The form to apply for an extension to enroll for a master’s program under reserve of revocation (as per Section 24 (4) AllgStuPO) is available via your TUB account (tuPORT) at “My applications”.

<https://www.tu.berlin/en/go2993/>

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 semesters. When applying as a re-registrant for the next-higher or higher degree semester in a master’s program with restricted admission, you are additionally required to provide proof of sufficient academic performance to qualify for this particular semester (30 ECTS per completed degree semester).

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

Enrollment under reserve of revocation is only possible for master’s programs.

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).

By signing I confirm that I have understood the above information and am aware of the resulting consequences.

Date

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

Code list for committee elections

Note: If you cannot find here the information you are looking for, please contact the staff in the Graduate Admissions Office or enter your information in plain text (block letters) next to the code fields.

Faculties: List of faculties that can be selected for the individual degree programs or partial study programs. This information is gathered for the purpose of inclusion in an electoral register for the exercise of the right to vote and to stand for election at the institutes (academic facilities) and faculties of Technische Universität Berlin. If you do not choose an option for degree programs that are supervised by different faculties, you will be assigned to the faculty in bold print ex officio.

Master's programs

Master's program	Faculty	Master's program	Faculty
Aeronautics and Astronautics	V	Patent Engineering	V
Architecture	VI	Physics	II
Architecture – Typology	VI	Polymer Science	II
Art Studies	I	Process, Energy and Environmental Systems Engineering – PEESE	III
Audio Communication and Technology	I	Production Engineering	V
Automotive Systems	IV	Regenerative Energy Systems	III
Biological Chemistry	II	Scientific Computing	II
Biomedical Engineering	V	Sociology and Technology Studies	VI
Biotechnology	III	Statistics	VII
Brewing and Beverage Technology	III	Sustainable Energy and Process Engineering (SEPE)	III
Building Archeology and Heritage Conservation	VI	Technomathematics	II
Building Energy Engineering	III	Theory and History of Science & Technology	I
Business Mathematics	II	Transportation Planning and Operation	V
Chemical Engineering	II / III	Urban and Regional Planning	VI
Chemistry	II	Urban Design	VI
Civil Engineering	VI	Urban Ecosystem Sciences	VI
Civil Systems Engineering	VI	Vehicle Engineering	V
Computational Engineering Science/ITM	V		
Computational Neuroscience	IV		
Computer Engineering	IV		
Computer Science	IV		
Design & Computation	I/IV/V/VI		
Digital Media & Technology	IV		
Ecology and Environmental Planning	VI		
Economics and Sustainability/ Industrial Economics	VII		
Educational Sciences – Consulting and Organizational Development	I		
Electrical Engineering	IV		
Energy Science	V		
Environmental Planning	VI		
Food Technology	III		
Geodesy and Geoinformation Science	VI		
Geotechnology	VI		
German as a Foreign Language	I		
Historical Urban Studies	I		
Human Factors	V		
Industrial Engineering and Management	VII		
Information Systems Management	VI		
Innovation Management, Entrepreneurship and Sustainability (IMES)	VII		
Interdisciplinary Research on Antisemitism	I		
Landscape Architecture	VI		
Language and Communication	I		
Material Science and Engineering	III		
Mathematics	II		
Mechanical Engineering	V		
Media Studies	I		
Media Technology	IV		
Naval Architecture and Ocean Engineering	V		

Master's programs for teachers

Master's program for teachers	Faculty
Work Studies	Central Institute SETUB
Civil Engineering	Central Institute SETUB
Civil Engineering / Mathematics for lateral entry (teacher training)	Central Institute SETUB
Electrical Engineering	Central Institute SETUB
Electrical Engineering / Information Technology for lateral entry (teacher training)	Central Institute SETUB
Electrical Engineering / Mathematics for lateral entry (teacher training)	Central Institute SETUB
Nutrition / Food Science	Central Institute SETUB
Vehicle Engineering	Central Institute SETUB

Master's program for teachers	Faculty
Information Technology	Central Institute SETUB
Information Technology / Mathematics for lateral entry (teacher training)	Central Institute SETUB
Agricultural and Horticultural Science	Central Institute SETUB
Landscape Design	Central Institute SETUB
Media Technology	Central Institute SETUB
Mechanical Engineering	Central Institute SETUB
Mechanical Engineering / Mathematics for lateral entry (teacher training)	Central Institute SETUB

Post-graduate master's programs

Post-graduate master's program	Faculty
Stage Design and Scenography	VI
Building Sustainability – Management Methods for Energy Efficiency	VII / I / III / IV / V / VI
Energy Management (EM)	VII / I / III / IV / V / VI
European and International Energy Law	VII / I / III / IV / V / VI
Global Production Engineering (GPE)	V

Post-graduate master's program	Faculty
Real Estate Management	VI
Space Engineering	VI
Sustainable Mobility Management Urban Management	VII / I / III / IV / V / VI VI
Science Management / Science Marketing	VII / I / III / IV / V / VI

Code list for committee elections

Institutes at individual faculties

This information is also used for inclusion in an electoral register for the exercise of the right to vote and to stand for election at the institutes (academic facilities) and faculties of Technische Universität Berlin.

<p>Faculty I – Humanities</p> <p>3131 Institute of History and Philosophy of Science, Technology, and Literature</p> <p>3132 Institute for Art History and Historical Urban Studies</p> <p>3134 Institute of Education</p> <p>3135 Institute of Language and Communication</p> <p>3136 Institute of Vocational Education and Work Studies</p> <p>Faculty II – Mathematics and Natural Sciences</p> <p>3231 Institute of Solid-State Physics</p> <p>3233 Institute of Theoretical Physics</p> <p>3235 Institute of Chemistry</p> <p>3236 Institute of Mathematics</p> <p>3237 Institute of Optics and Atomic Physics</p> <p>Faculty III – Process Sciences</p> <p>3331 Institute of Biotechnology</p> <p>3332 Institute of Food Technology and Food Chemistry</p> <p>3333 Institute of Environmental Technology</p> <p>3334 Institute of Material Science and Technology</p> <p>3335 Institute of Chemical and Process Engineering</p> <p>3337 Institute of Energy Technology</p> <p>Faculty IV – Electrical Engineering and Computer Science</p> <p>3431 Institute of Energy and Automation Technology</p> <p>3432 Institute of High-Frequency and Semiconductor System Technologies</p> <p>3433 Institute of Telecommunication Systems</p> <p>3434 Institute of Computer Engineering and Microelectronics</p> <p>3435 Institute of Software Engineering and Theoretical Computer Science</p> <p>3436 Institute of Commercial Information Technology and Quantitative Methods</p>	<p>Faculty V – Mechanical Engineering and Transport Systems</p> <p>3531 Institute of Fluid Mechanics and Technical Acoustics</p> <p>3532 Institute of Psychology and Ergonomics</p> <p>3533 Institute of Land and Sea Transport Systems</p> <p>3534 Institute of Aeronautics and Astronautics</p> <p>3535 Institute of Engineering Design, and Micro and Medical Technology</p> <p>3536 Institute of Machine Tools and Factory Management</p> <p>3537 Institute of Mechanics</p> <p>Faculty VI – Planning Building Environment</p> <p>3631 Institute of Civil Engineering</p> <p>3632 Institute of Applied Geosciences</p> <p>3633 Institute of Geodesy and Geoinformation Science</p> <p>3634 Institute of Ecology</p> <p>3635 Institute of Landscape Architecture and Environmental Planning</p> <p>3636 Institute of Urban and Regional Planning</p> <p>3637 Institute of Sociology</p> <p>3638 Institute of Architecture</p> <p>Faculty VII – Economics and Management</p> <p>3731 Institute of Economics and Law</p> <p>3732 Institute of Business Administration</p> <p>3733 Institute of Technology and Management</p> <p>Central Institution SETUB (School of Education)</p> <p>4800 Central Institute SETUB</p>
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Final exam or degree pursued

University / academic institution of higher education	
<i>Diplom</i>	11
<i>Diplom</i> (translator)	13
<i>Diplom</i> (interpreter)	12
<i>Magister</i>	02
Master's degree	88
Bachelor's degree	82
<i>Diplom</i> (short course)	14
Doctorate with final exam	06
Master of Education	64
Master of Educa. (Work Studies)	55
University of applied sciences (FH):	
<i>Diplom</i>	51
<i>Diplom</i> (translator)	54
<i>Diplom</i> (interpreter)	52
<i>Magister</i>	02
Bachelor's degree	84
Master's degree	90
College of fine arts	
Artistic final exam	80
Bachelor's degree	83
Master's degree	89
Teacher (upper secondary school)	
Teacher (upper secondary school) with general subjects	25
Teacher (upper secondary school) with one vocational subject	27
Teacher:	
Bachelor's degree with teaching option	31
Bachelor's degree with teaching option – integrated secondary schools	37
Bachelor's degree with teaching option – vocational schools	47
Teacher	20
Teacher with two subjects	23
Teacher for special needs schools	26
Other teachers according to types of school	29
Staatsexamen (state exam):	
<i>Staatsexamen</i> (state exam) / 1st state exam	26
One-phase <i>Staatsexamen</i> (state exam)	29
Degree acquired abroad:	
Degree acquired abroad (no distinction between bachelor's and master's degree)	96
Further degrees:	
Final exams in the subject area Civil Engineering including Brewing and Distilling	59
Stage/concert maturity exam	71
<i>Diplom</i> / short course (general institution of higher education)	14
Study program without final exam (for instance, with certificate)	95

University entrance qualification

General university entrance qualification

<i>Gymnasium</i> (academic high school)	03
Integrated school, Independent Waldorf School	06
Evening school, adult education center	27
German school abroad (German applicants)	17
General university entrance qualification acquired abroad (international applicants)	39
College (except preparatory school)	29
Aptitude exam	33
Secondary vocational school	21
Extended secondary school	09
External exam	37
Specialist academic high school, higher secondary vocational school	18
Specialist college	12
Preparatory school	31

Subject-linked university entrance qualification:

Admission on the grounds of Section 11 of the Berlin State Higher Education Act (BerlHG)	53
<i>Gymnasium</i> (academic high school) with subject-linked university entrance qualification	60
German school abroad (German applicants)	47
Graduation from integrated school	62
Vocational school	44
Evening school with subject-linked university entrance qualification	70
Subject-linked university entrance qualification acquired abroad	59
Aptitude exam	52
Specialist academy	45
Specialist academic high school / higher education entrance qualification acquired in the former GDR (prior to 31 August 1990)	43
Specialist secondary high school	66
Technical school (qualification: Engineer)	49
Other university entrance qualifications (for instance, assessment examination, not applicable to preparatory schools)	55
Subject-linked university entrance qualification (not specified)	95
Preparatory school	51