

APPLICATION FOR ADMISSION PREPARATORY COURSE (Studienkolleg) – SEKTOR: UNIVERSITY OF APPLIED SCIENCE

per: February 2009

WRITE IN CAPITAL LETTERS

Hochschule für Technik
und Wirtschaft Berlin (HTW)
Students Service Centre
Office of Admissions and Enrolment
10313 Berlin
(postal address)

SUMMER SEMESTER _____

WINTER SEMESTER _____

Please tick:

ENGINEERING-COURSE

BUSINESS-COURSE

Degree Programme

Requested programme after finishing the
Preparatory Course.

1. _____

2. _____

Did you attend a Preparatory Course? Yes No
(If yes, please provide a certificate!)

A PERSONAL DATA (Certified by ID Card or passport)

Ms

Mr

This application form comprises 3 pages.
It is only processed provided if it is complete, no page is missing and it arrives
before closing date. **The date of receipt
is decisive not the date at the post-
mark.**

End of application:
for the summer semester **15th November**
for the winter semester **15th May**

The date of the entrance exam at the
Preparatory Course is to find at the
invitation or can be obtained from the
International Student's Advisor.

Email:
studierendenservice@htw-berlin.de
Subject: Bewerber Studienkolleg

Any incomplete and untrue information
effected the exclusion from the award
procedure. Furthermore it may be fol-
lowed by a charge against false state-
ment in lieu of an oath.

Name

Maiden Name

Given Name(s)

Date of Birth

Place of Birth

Lodging with

Street

Post/Zip code Town

Country

Email

Phone

Nationality: _____

B ENTRY REQUIREMENTS (HZB)

(Certified copies have to be presented before closing date. Tick the appropriate one!)

Acceptance of certificates from the Senate of Education, Science and Research, Bernhard-Weiß-Straße 6, 10178 Berlin
exists

Yes

No

1. Description of the university entrance qualification (graduation, study)

2. Date of the university entrance qualification

□□.□□.□□ (dd.mm.yy)

3. Country: _____

C LANGUAGE ABILITY

(Certified copies have to be presented before closing date!)

1. Which German language ability do you have?

Description: _____

2. Which English language ability do you have?

Description: _____

D ESSENTIAL INFORMATION FOR APPLICATION

1. The application can only be processed if it is complete and all necessary enclosures are attached. Applications per fax are ineffective. Please do not send clear plastic folders or binders. (Cannot be returned.)

2. The matriculation (enrolment) is only effective due to complete and true information. They have to be filled in the application form of the HTW.

3. Applications are only effective within the set periods. The matriculation can be denied or cancelled if the form and the periods are not paid attention to. The matriculation will also be terminated if facts had been revealed that would have resulted in a denial of the matriculation.

4. The applicants' given address is relevant for any necessary correspondence. They have to ensure that they can be contacted there during the application procedure. Defaults are at the expense of the applicant.
- The correspondence during the application procedure has to be sent to the postal address of the HTW (see top of page 1). Deadlines are met if the documents were handed in at the HTW in time and completely. The date of receipt at the HTW is decisive and not the date per postmark. If missing documents are handed in later, please mark **STUDIENKOLLEG**.
5. The applicants are obliged to inform themselves on the study and examination regulations of the appropriate degree programme at the HTW in due course. We recommend them to ask for advice at the student's advisory service.
6. The HTW is entitled to collect and process the applicant's and student's personal data according to the student's data law of 09.11.2005 (GVBl. Nr. 61, S. 720).
7. The applicant accepts the above-mentioned conditions by his/her signature.

I am aware that only data accompanied by officially certified copies will be processed. Generally I confirm the correctness of any information given by my signature.

Place _____ Date _____

(Signature of the applicant)

(Without your signature the application is not valid and will not be processed.)

Required documents

Your posted application must be accompanied by officially certified copies; with personal submission uncertified copies can be presented accompanied by the originals; Do not send originals unrequested!

- Certification from the Berlin Senate Department for Education, Youth and Sports including the necessary certificates
- officially certified copies of university entrance qualification
- officially certified average grade or grade certificate
- Evidence of German language ability (Certificates are only accepted from German language schools or the Goethe-Institute)
- Evidence of English language ability
- Copy of ID-Card or passport
- further evidences, namely
