

Information package for your Application



Content

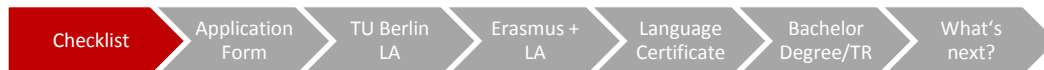
- Checklist for your application
- Application form
- Learning Agreement
- Official German or English language certificate
- Bachelor degree/transcript of records

Checklist for your application

- Application form
- Learning Agreement (TU Berlin form)
- Erasmus+ Learning Agreement
- Copy of the official German or English language certificate
- Bachelor degree or transcript of records

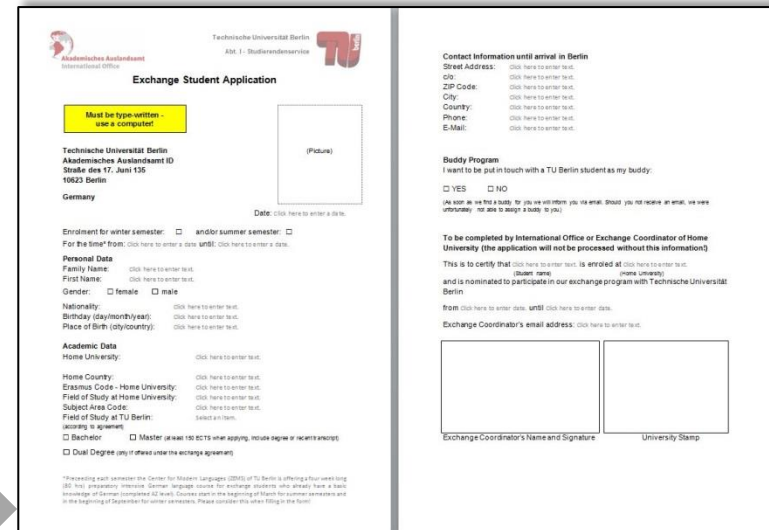
Only for those who want to be enrolled in the Master program

Please note: We only consider the complete set of documents sent to us either by E-Mail from your university or by post before the deadline!



Application Form

- Possible starting dates are: 01.03./01.04. or 01.09./01.10.
- (01.03 and 01.09 are for those students who attend the intensive German course at TU Berlin (ZEMS))
- Participants of the German course are not officially enrolled during the time.
- The formal enrollment is for a whole semester:
from 01. April or 01. October
until 30. September or 31. March
(The actual departure date will be signed at the end
of your stay)
- Information about the [lectures period](#)



Technische Universität Berlin
Abt. I - Studierendenservice

Exchange Student Application

Must be type-written -
save & computer!

Technische Universität Berlin
Akademisches Ausländeramt ID
Straße des 17. Juni 135
10623 Berlin
Germany

Date:

Enrollment for winter semester: and/or summer semester:
For the time from: until:

Personal Data
Family Name:
First Name:
Gender: female male
Nationality:
Birthday (day/month/year):
Place of Birth (city/country):

Academic Data
Home University:
Home Country:
Erasmus Code - Home University:
Field of Study at Home University:
Subject Area Code:
Field of Study at TU Berlin:
According to agreement:
 Bachelor Master (at least 180 ECTS when applying, include degree or recent transcript)
 Dual Degree (only if stated under the exchange agreement)

Contact Information until arrival in Berlin
Street Address:
City:
ZIP Code:
Country:
Phone:
E-Mail:

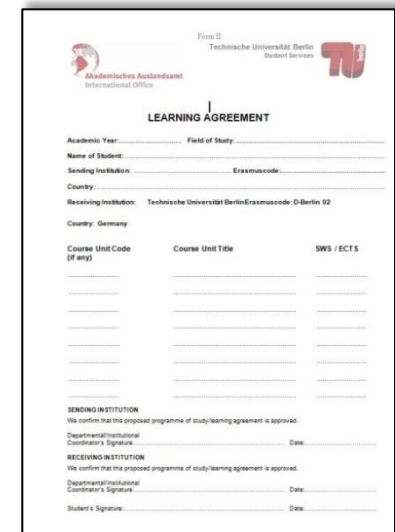
Buddy Program
I want to be put in touch with a TU Berlin student as my buddy.
 YES NO
(We need at least a buddy for you as well when you're here. Should you not receive an email, we were
unfortunately not able to assign a buddy to you.)

To be completed by International Office or Exchange Coordinator of Home
University (the application will not be processed without this information!)
This is to certify that is enrolled at
(Student name) (Home University)
and is nominated to participate in our exchange program with Technische Universität
Berlin
from until
Exchange Coordinator's email address:

Exchange Coordinator's Name and Signature:
University Stamp:

TU Berlin Learning Agreement (LA)

- Please select courses based on the [corresponding previous semester](#)
The new course list is available a few weeks before the new semester and changes may apply
- The first LA is to be seen as a proposal. You will most likely change courses during your stay
- For specific course information please contact the Academic Advising/[Studienfachberatung](#) or responsible person of the course directly



Form II
Technische Universität Berlin
Student Services

Internationales
International Office

LEARNING AGREEMENT

Academic Year: _____ Field of Study: _____

Name of Student: _____

Sending Institution: _____ Erasmuscode: _____

Country: _____

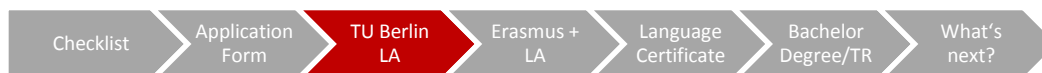
Receiving Institution: Technische Universität Berlin/Erasmuscode: D.Berlin 02

Country: Germany

Course (if any)	Unit Code	Course Unit Title	SWS / ECTS

SENDING INSTITUTION
We confirm that the proposed programme of study/learning agreement is approved.
Departmental/Institutional Coordinator's Signature: _____ Date: _____

RECEIVING INSTITUTION
We confirm that the proposed programme of study/learning agreement is approved.
Departmental/Institutional Coordinator's Signature: _____ Date: _____
Student's Signature: _____ Date: _____



Erasmus+ Learning Agreement (LA+)

Please fill the field “**student’s name**” in the header. See the example below:
 We need to have the Student’s name on every page!

GINA-II-B-Annex IV-Erasmus+ HE Learning agreement studies – version May 2014



Please use the following information to fill in the necessary fields in “**The receiving Institution**”.

The Receiving Institution

Name	Technische Universität Berlin	Faculty	
Erasmus code (if applicable)	DBERLIN02	Department	
Address	Straße des 17. Juni 135 10623 Berlin	Country, Country code	Germany
Contact person name	Mrs. Beatrice Vinci	Contact person e-mail / phone	Exchange.programmes @tu-berlin.de +49 (0)30/314-24696



Erasmus+ Learning Agreement (LA+)

Please set German as the **main language of instruction**

Language competence of the student

The level of language competence⁷ in *German* that the student already has or agrees to acquire by the start of the study period is:

A1 A2 B1 B2 C1 C2

Please use the following information to fill in the necessary fields in “**Responsible person in the receiving institution**”

Responsible person at the Receiving Institution ¹¹	Amelie Krueger p.p. Beatrice Vinci	Amelie.krueger@tu-berlin.de Exchange.programmes@tu-berlin.de	ERASMUS+ (KA 103) Coordinator Incoming Exchange Student Advisor		
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Official German language certificate

(check detailed information in our E-Mail "Application procedure for European exchange students")

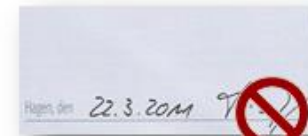
1. Written in German or English



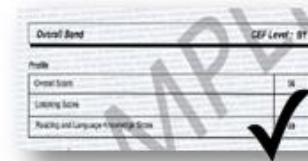
2. Issued by an official language school or an authorized person at your home university (professor of German, not your Erasmus coordinator), on official paper with stamp and signature. Please note that we do not accept OLS results!



3. The certificate should be no older than 1 year in case of A2 level. The certificate should be no older than 3 years in case of B1 or higher level.



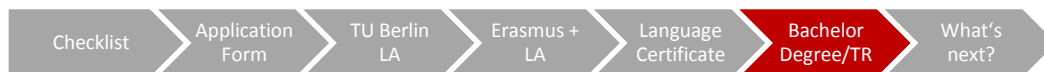
4. Please note that the certificate of participation is not enough! It should be clearly stated that you have completed A2 level!



Bachelor Degree/Transcript of Records

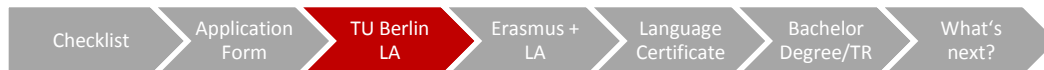
Requirements for the enrolment as a Master student

- Please send us your Bachelor degree or transcript of records (>150 ECTS) in German or English
 - For French students who attended les classes préparatoires: You only need 60 ECTS additionally to the certificate of CPGE
- If you do not have your Bachelor degree yet or you lack some ECTS points, we will register you as a Bachelor student
 - In such a case, please bring your latest transcript or Bachelor degree to Berlin



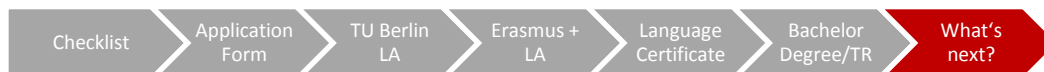
Additional Information about Thesis

- You need to find a supervisor/topic/laboratory on your own
- Bachelor thesis 12 ECTS, master thesis 24 ECTS.
For changes in ECTS, please contact your supervisor at TU Berlin
 - You need the signature of your supervisor to confirm that your work justifies more or less ECTS.
- Please provide us with an English language certificate of B2 level or higher



What happens next?

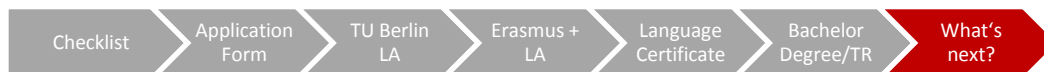
- As soon as we get your documents, we will inform you by e-mail if everything is fine or something is missing. You don't need to write to us
- We will provide all accepted applicants with a letter of acceptance and further information



What happens next?

- Accommodation
 - We have a limited number of dormitory rooms on disposal. More detailed information will be sent by e-mail once the admission process is terminated for all (December, June)
 - Unfortunately, we cannot offer an accommodation to all applicants. We will distribute the rooms - offering the same chance to all interested students
 - **Do not apply at Studierendenwerk beforehand**

Further information available [here](#)



What happens next?

- Pre-semester German intensive course at ZEMS
 - Online registration
 - On level B1 and higher
 - You will have a welcome session (“Early Bird”) and the mandatory placement tests in the beginning of March/September

All accepted students will receive detailed information about the intensive course!

Further information available [here](#)

