Technical Tips
Online Application with Numerus Clausus (NC)

Student Services
Main Campus Cottbus

Personal information
- Please be sure to fill in all of the required fields (indicated with a *). If you have overlooked or not filled in a required field, then you will not be able to proceed with the online enrolment form.
- Please enter your date of birth in the following format: DD.MM.YYYY (e.g. 30.07.1983). Type a period between the DD.MM.YYYY. Do not use commas.
- If you possess an additional citizenship to your German citizenship, then please also fill out the following on the online enrolment form:
  - your current place of residence (country) and
  - whether you are insured by a German or European health insurance provider.

Please attach photocopies of both of your passports.

Address and contact information
- If your address should change after you have enrolled, then please contact Student Services on the Main Campus, telephone +49 355 69 5569, with your applicant/enrolment number and inform them of your new address (you will be notified of the change at the end of your entries on the online enrolment application).
- Enter a valid email address so that we can contact you (please be sure that your email inbox is not full). Be aware that all of our communications with you will take place through this email address.
- You will receive a so-called registration mail per email after you have completed filling out the online enrolment form. Your online registration form will be attached to the email as a PDF.

Higher education entrance qualification and health insurance
- If you possess a subject-specific higher education entrance qualification for vocationally qualified applicants without academic higher education entrance qualifications according to § 8 Paragraph 2 and 3 of the Brandenburg University Law, then in the field “Date of acquiring the higher education entrance qualification” type in the date your vocational degree was issued to you. Your final grade from your vocational degree can be typed into the field “Higher education entrance qualification final grade”.
- If you possess an International Baccalaureate®, then choose “general higher education entrance qualification acquired abroad” for the type of higher education entrance qualification. Your grade is the number of points you achieved. The Registrar’s Office will translate this grade to the German grading system when they review your application documents.
- If you have not yet received your certificates for your higher education entrance qualification (e.g. Arbitur certificate), then you cannot fill in your final grade. In this case it does not make sense to send in an online application yet.
Please be aware that placements in study programmes are NOT granted based on the order in which applications are submitted. Rather, placements are based on qualification!

- Please enter the final grade of your higher education entrance qualification (e.g. Arbitur) without a comma or period. For example: 25 for a final grade of 2.5.

- Please name your COMPULSORY health insurance provider (e.g. AOK, DAK, TK, Barmer, etc.). If you do not see your compulsory health insurance provider in the list, then please choose “No entry". The Registrar’s Office will take care of filling out this portion of the enrolment form on the basis of the certificates you submit from your compulsory health insurer.

  If you have PRIVATE health insurance, then upon your enrolment you need to submit the certificate “Waiving compulsory health insurance". Any compulsory health insurer (AOK, DAK, etc.) can issue this certificate to you. Also in this case, choose “No entry" on the enrolment form.

**Study programme**

- If you do not see your desired study programme listed, then either applications are not yet being accepted or the application deadline is already passed.

- You may apply for two study programmes of equal rank at the same time. Additional applications for study programmes may not be submitted at this time.

- If you already possess a higher education degree and are applying for a further higher education degree, then in the framework of applying for the further higher education degree at the BTU-CS, the date of your completion of the prior higher education degree counts as the date your acquisition of a higher education entrance qualification.

**Prior higher education**

- In the field „First university", please enter the name of the research-oriented university/application-oriented university (in Germany) where you were first enrolled.

- Please consider the following when filling in the field Leave of Absence for a Semester: The leave of absence for a semester from your former university needed to have been officially registered as a leave of absence for a semester from your regular studies (so-called “personal semesters off" or other hiatuses do not count as official leaves of absence).

- Please consider the following when filling in the field Internship Semester: An internship semester takes place during a semester of your studies when you are still enrolled at a university and are completing a required internship (e.g. an internship at a business).

**Additional tips**

If you experience any technical problems when applying, please do not create a new applicant account. Send a message to zulassungen-uni@b-tu.de. State your full name, your
applicant number and describe the problem in as much detail as you can. Screenshots are welcome in explaining the problem.

If your completion of the enrolment application form should be interrupted for some reason before you could send it, then you will unfortunately have to start a new application. **It is not possible to regain access to an application.**

If you have entered information incorrectly or have any other sort of problem with entering information, then please send an email to zulassungen-uni@b-tu.de. Please state your full name, applicant number and a detailed description of the problem.