



CHECKLIST FOR MY APPLICATION

| Applicants | Documents |
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| First-year students who want to start their studies at the BTU in the winter semester in a bachelor programme | <ol style="list-style-type: none"> 1. A one-page motivation letter explaining your motivation for application 2. Personal data sheet 3. copy of a document proving your higher education entrance qualification (e.g. a diploma) 4. proof of admission to or enrolment at the BTU for the coming winter semester* |
| Students in a bachelor programme of BTU from second semester onwards | <ol style="list-style-type: none"> 1. A one-page motivation letter explaining your motivation for application 2. Personal data sheet 3. copy of a document proving your higher education entrance qualification (e.g. a diploma) 4. Certificate of Enrolment for the coming winter semester* (a Certificate of Enrolment only for summer semester is not permissible) 5. current Transcript of Records |
| Prospective master students who want to start their studies at the BTU in the winter semester | <ol style="list-style-type: none"> 1. A one-page motivation letter explaining your motivation for application 2. Personal data sheet 3. Transcript of Records and certificate of the applicant's most recently completed study programme 4. proof of admission to or enrolment at the BTU for the coming winter semester* |
| Students in a bachelor programme at the BTU who plan to start with a master's programme at BTU in winter semester | <ol style="list-style-type: none"> 1. A one-page motivation letter explaining your motivation for application 2. Personal data sheet 3. Transcript of Records and certificate of the applicant's most recently completed study programme or for students still in the bachelor programme a verified proof from Admissions and Registrar's Office that they will likely complete their bachelor's degree until September 30th. 4. proof of admission to or enrolment at the BTU for the coming winter semester* 5. current Transcript of Records |
| Students in a master programme of BTU from second semester onwards | <ol style="list-style-type: none"> 1. A one-page motivation letter explaining your motivation for application 2. Personal data sheet 3. Transcript of Records and certificate of the applicant's most recently completed study programme 4. Certificate of Enrolment for the coming winter semester* (a Certificate of Enrolment only for summer semester is not permissible) 5. current Transcript of Records |

*In the case the applicant will take a leave of absence **in the winter semester**, an explanation for the absence must be included with the application (e.g. an ERASMUS stay abroad or a mandatory internship). **In addition**, please submit proof of social, political and/or personal commitment, proof of special personal, social or family circumstances (examples can be found in the [checklist for evidence](#)) and proof of other sources of funding (e.g. BAföG, scholarships). Students with a foreign university entrance qualification should submit their UNI-ASSIST notification with the average grade converted into the German system.

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