APPLICATION PROCEDURE for master study programmes at TU Dresden - IHI Zittau

APPLICATION FORM AND REQUIRED DOCUMENTS

Please fill out the form in English or German readable on computer and not by hand. We can only accept and process complete applications with official certified copies and translations (English or German). Simple copies or copies certified by a notary or lawyer are not sufficient.

- **APPLICATION Form (AF)** Please fill the application form completely and sign it. [https://www.daad.de/deutschland/stipendium/hinweise/de/8527-formulare-und-downloads/](https://www.daad.de/deutschland/stipendium/hinweise/de/8527-formulare-und-downloads/)
- **OFFICIAL CERTIFIED COPY** (by a public authority or German Embassy) and **OFFICIAL CERTIFIED TRANSLATION** (of an approved translator) of your **SCHOOL-LEAVING CERTIFICATE** (university entrance qualification)
- **OFFICIAL CERTIFIED COPY** (by a public authority or German Embassy) and OFFICIAL CERTIFIED TRANSLATION (of an approved translator) of your **DEGREE** (e. g. bachelor certificate) with a **TRANSCRIPT of RECORDS** (overview of marks - also as an official certified copy with an official certified translation) and **DIPLOMA SUPPLEMENT** (if available) in German or English
- **Proof of your LANGUAGE COMPETENCE** – it means a special certificate in original (IELTS, TOEFL or English language proficiency supplied by your university) or as official certified copy (DSH, TestDaF)
- **CURRICULUM VITAE** in English or German
- **MOTIVATION LETTER with your signature**: We check how well applicants performed in courses that show a relationship to the topics we teach. We furthermore expect that the applicants demonstrate a deep interest in the topics covered by our master's programmes and convince us in how they relate the courses covered in our programme to their own future career. Therefore, the CV and letter of motivation are especially important in such cases and are carefully analysed.
- **PASS IMAGE**: please send us a coloured passport photograph for the campus card
- **COPY OF YOUR INTERNATIONAL PASSPORT**
- **APS** for applicants from Vietnam, Peoples republic of China and Mongolia
REQUIRED LANGUAGE SKILLS

Master Biotechnologie und Angewandte Ökologie, Business Ethics und CSR-Management, Internationales Management

**German**
- DSH/TestDaF (4 x 4 at least)

**English**
- on level B2 (Common European Framework of Reference for Languages): proved by IELTS, TOEFL, native speakers or a current English language proficiency certified by your university (in original, if the language of instruction during your study was completely English).

Master Biodiversity and Collection Management, Ecosystem Services

**English**
- on level B2 (Common European Framework of Reference for Languages): proved by IELTS, TOEFL, native speakers or a current English language proficiency certified by your university (in original, if the language of instruction during your study was completely English).

APPLICATION PERIOD

**Winter semester (1st semester / higher semester)**

- 01.04.-15.07. Non-EU students
- 01.06.-15.09. German students, EU students

**Summer semester (higher semester)**

- 01.10.-15.01. Non-EU students
- 01.12.-15.03. German students, EU students

for preparatory course

German language course in summer semester

- 01.10.-30.11. EU students and Non-EU students

German language course in winter semester

- 01.04.-31.05. EU students and Non-EU students

POSTAL ADDRESS

There is not application via uni-assist or online.

Please send the required documents (listed above) as early as possible (to have more time to apply for visa) by post/mail to the following address:

TU Dresden – IHI Zittau, Frau Scheunig, Markt 23, 02763 Zittau, Germany
PLEASE NOTE!

- There is no online application via uni-assist or online application. Please send application directly by post/mail.
- We only accept certified copies and translations.
- We can only process complete applications.
- It is **not possible to study at your home country university and TU Dresden at the same time**. If you start studying at TU Dresden you need to submit a certificate that you have been taken off the university register in your home country. Otherwise it is not possible to study at TU Dresden.

VISA APPLICATION PROCEDURE

In case you are not a citizen of the EU, you need a **valid Visa for studying** in Germany for the duration of the study at TU Dresden-IHI Zittau.

International students coming from EU countries do not need visa. Other international students can get information about visa application procedure at the German embassies or consulates in their home countries or can consult the website of the **Ministry of Foreign Affairs of Germany (Auswärtiges Amt)** [www.auswaertigesamt.de](http://www.auswaertigesamt.de).

To be able to get the visa confirmed after your arrival at Immigration department, you must be insured for the whole period of your stay. We recommend you to administrate the **health insurance** in your country before departure.

If you need VISA, ask at the German Embassy/Consulate in your home country about procedure; remember than you need the forms from us and visa applications should be submitted to the Embassy at least 8-10 weeks before the planned date of departure. It is not possible to apply for the visa in Germany.

ACCOMODATION

More information concerning accommodation you can find on the website of [www.studentenwerk-dresden.de/goerzitt/wohnen](http://www.studentenwerk-dresden.de/goerzitt/wohnen).

CONTACT

If you have further questions or need more information, please contact us:

Ms. Uta Scheunig, phone: +49 3583 612-4115, e-mail: [studium.ihi@mailbox.tu-dresden.de](mailto:studium.ihi@mailbox.tu-dresden.de)

Zittau, February 2019