



APPLICATION PROCEDURE for master study programs at TU Dresden – International Institute (IHI) Zittau

Thank you for your interest and we are looking forward to receive your application!

There is not any application via uni-assist. Please apply directly in the [TU Dresden ONLINE PORTAL](#) (open during the application period).

1st STEP

Create an [APPLICANT ACCOUNT](#).

2nd STEP:

Read information there carefully. And then start with the application.

3rd STEP:

Please fill out the online application. At the end, an application form will be generated automatically. Please print it out and sign it. Please send the complete application with the required documents (listed below and at the end of the application form) completely and as early as possible (to have more time to apply for visa) **by post/mail** directly to the following address (the inbox counts): **TU Dresden – IHI Zittau, Frau Scheunig, Markt 23, 02763 Zittau, Germany**

Information about the **APPLICATION PROCESS**

- Application set should not be stapled.
- We reserve the right to request official certified copies of the documents
- Please note the deadlines. The inbox counts.
- We can only accept and process complete applications with complete copies and translations (English or German). Incomplete or late applications will be rejected.
- In case you have some documents that are printed front and back (e.g. WAEC Certificate, Bachelor's certificate...), please make sure to copy both sides (front and back side).
- In case you present copies of study documents (e.g. transcript of records, degree certificate...) please make sure that every page is stamped and signed by the university.
- 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.

REQUIRED DOCUMENTS

- **COPY*** and **OFFICIAL TRANSLATION** (by a licensed translator; English or German) of **your SCHOOL-LEAVING CERTIFICATE** (university entrance qualification) – *applicants from Nigeria, Ghana, Liberia and Gambia also submit a “WAEC or NECO-direct access card” (a scratch card to access WAEC or NECO results online)*
- **COPY*** and **OFFICIAL TRANSLATION** (by a licensed translator) of **your DEGREE** (e. g. bachelor certificate) with a **TRANSCRIPT of RECORDS** (overview of marks) with an official translation (by a licensed translator) and **DIPLOMA SUPPLEMENT** (if available) **in German or English**
- **APS CERTIFICATE** (original) for applicants from India, Peoples Republic of China, Vietnam
- **Current proof of your LANGUAGE COMPETENCES** – it means a special certificate in original (for English: IELTS, TOEFL – not older than two years, all parts at least on level B2, no compensation of a worse result one with a better one) or as certified copy (for German: at least DSH-2, DSD II, TestDaF 4-4-4-4). **Please ask at British Council to send the original IELTS certificate directly to us.**
- **Graduates from a German universities:** matriculation certificate or de-registration certificate and “Studienverlaufsbescheinigung”
- **CURRICULUM VITAE**, gapless, in English or German
- A conclusive **LETTER OF MOTIVATION** in German or English, written by yourself, detailing the reason for the chosen studies subject, chosen university and what consequences you envision the studies will have on your future. 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 programs and convince us in how they relate the courses covered in our program to their own future career. Therefore, the CV and the letter of motivation are especially important in such cases and will be carefully analysed.
- **COPY OF YOUR INTERNATIONAL PASSPORT** (the data page) and/or - if already available - **COPY OF VISA and/or RESIDENCE PERMIT FOR STUDY**

REQUIRED LANGUAGE SKILLS

Master Biotechnologie und Angewandte Ökologie; Business Ethics und Responsible Management; Internationales Management

German **C1/2 CEFR** (Common European Framework of Reference for Languages)
e.g. DSH-II, DSDII, TestDaF 4-4-4-4

English all part results at least on level **B2 CEFR** (Common European Framework of Reference for Languages); no compensation of a worse result with a better one; proved e.g. by **IELTS, TOEFL iBT**- both not older than two years (does not apply to native speakers)

Master Ecosystem Services; Organismic and Molecular Biodiversity

English all part results at least on level **B2 CEFR** (Common European Framework of Reference for Languages); no compensation of a worse result with a better one; proved e.g. by **IELTS, TOEFL iBT** – both not older than two years (does not apply to native speakers)

APPLICATION PERIOD

Winter semester (1st semester / higher semester)

01.04.-15.07. Non-EU students

01.06.-15.09. German students and EU students

for preparatory course

01.10.-30.11. for German language course in summer semester to prepare DSH

01.04.-31.05. for German language course in winter semester semester to prepare DSH

POSTAL ADDRESS

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VISA APPLICATION PROCEDURE

- Citizens from EU countries do not need a visa.
- In case you are not a citizen of the EU, you need a **valid visa for study** in Germany.
- As international students you can get information about visa application procedure at the German Missions in your home country. Please ask there about the appointment system and procedure. Please note that the passport has to be valid for at least three months more than the validity of the visa. You can also consult the website of the **Ministry of Foreign Affairs of Germany (Auswärtiges Amt)** www.auswaertiges-amt.de .
- Please take care of a visa appointment at the responsible embassy on time. The appointments are quickly booked out. 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.
- To be able to get the visa converted in a residence permit for study after your arrival at Immigration department, you must be insured for the whole period of your stay. We recommend you to administrate the (German) **health insurance** in your country before departure. Please find out from the immigration authorities what kind of insurance is recognised.

ACCOMODATION

Accommodation is offered by Studentenwerk Dresden in Zittau, Görlitz and Dresden. You can find more information on the website of www.studentenwerk-dresden.de/wohnen

HEALTH INSURANCE during study (after admission)

https://tu-dresden.de/studium/vor-dem-studium/internationales/informationen-von-a-z?set_language=en

- Students from EEA (European Economic Area) Countries
Please have an international health insurance card (EHIC – European Health Insurance Card) issued by your health insurer in your home country. With this card, you must register with a statutory health insurance company after your arrival in Dresden. Inform the health insurance company immediately that you are studying at the TU Dresden. A so-called electronic notification of the health insurance company must then be made to the TU Dresden.

- Students from other countries

Students that are not from EEA countries and are under 30 years old must be insured at a statutory health insurer in Germany (costs around € 80 per month).

- Students in the introductory course or during the orientation semester and students over 30 years old

If you are unable to take out statutory health insurance (e.g. because you are over 30 years old), please still contact a statutory health insurance company. They will then advise you. Please provide your admission letter, your name and date of birth and ask the statutory health insurance company to confirm your insurance status to TU Dresden electronically.

Travel health insurance from your home country is not accepted for study!

CONTACT FOR REQUESTS

Mrs. Uta Scheunig, phone: +49 3583 612-4115, email: studium.ihl@tu-dresden.de

February 2023