

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

FORM AND REQUIRED DOCUMENTS

Please fill out the form in English or German readable on computer and not by hand.

Application set should not be stapled.

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.

In case you have some documents that are printed front and back (e.g. WAEC Certificate, Bachelor's certificate...), please make sure to copy and certify both sides.

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.

- **APPLICATION form (AF) -** please fill out the application form completely and sign it.
https://static.daad.de/media/daad_de/pdfs_nicht_barrierefrei/in-deutschland-studieren-forschen-lehren/zulassungsantrag_en.pdf
- **OFFICIAL CERTIFIED COPY** (copies certified by one of German Missions in your country) and **OFFICIAL CERTIFIED TRANSLATION** (by a sworn translator) **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)*
- **OFFICIAL CERTIFIED COPY** (copies certified by one of German Missions in your country) and **OFFICIAL CERTIFIED TRANSLATION** (by a sworn 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 by a sworn translator) and **DIPLOMA SUPPLEMENT (if available) in German or English**
- **Proof of your LANGUAGE COMPETENCE*** – it means a special certificate in original (IELTS, TOEFL – not older than two years) or as official certified copy (DSH, TestDaF)
- **Graduates from a German university:** matriculation certificate or de-registration certificate and "Studienverlaufsbescheinigung"
- **CURRICULUM VITAE** in English or German

Post-/Besucheradresse
TU Dresden – IHI Zittau
Markt 23, 02763 Zittau

Internet <https://tu-dresden.de/ihl-zittau>

Steuernummer
(Inland)
203/149/02549

Umsatzsteuer-Id-Nr.
(Ausland)
DE 188 369 991

Bankverbindung
Commerzbank AG,
Filiale Dresden

IBAN
DE52 8504 0000 0800 4004 00
BIC COBADEFF850

Mitglied von:



**DRESDEN
concept**
Exzellenz aus
Wissenschaft
und Kultur

- **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 will be carefully analysed.
- **PASS IMAGE** - please send us a colored passport photograph for the campus card
- **COPY OF YOUR INTERNATIONAL PASSPORT**
- **APS** for applicants from Vietnam and Peoples Republic of China

REQUIRED LANGUAGE SKILLS

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

German DSH-2 / TestDaF (4 x 4 at least)

English at least on level **B2 CEFR (Common European Framework of Reference for Languages)**: proved e.g. by IELTS, TOEFL- both not older than two years (does not apply to native speakers).

Master Organismic and Molecular Biodiversity, Ecosystem Services

English at least on level **B2 CEFR (Common European Framework of Reference for Languages)**: proved e.g. by IELTS, TOEFL – 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, 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 any application via uni-assist or online.

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

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

Please note:

- There is not any application via uni-assist or online application. Please send complete application directly by post/mail.
- We only accept official certified copies and translations.
- We only process complete applications.
- Please note the deadlines. The inbox counts.
- 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 from EU countries do not need a visa.

Other international students can get information about visa application procedure at the German Missions in their home countries. Please ask there about the appointment system and procedure.

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.

You can also consult the website of the **Ministry of Foreign Affairs of Germany (Auswärtiges Amt)** www.auswaertiges-amt.de

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.

ACCOMODATION

More information concerning accommodation you can find on the website of www.studentenwerk-dresden.de

CONTACT

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

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

Zittau, March 2021