



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 complete copies and translations (English or German).

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.

- **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
- **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** (original certificate) for applicants from Vietnam and Peoples Republic of China
- **Proof of your LANGUAGE COMPETENCE** – it means a special certificate in original (for English: IELTS, TOEFL – not older than two years) or as copy (for German: at least DSH-2, DSD II, TestDaF 4-4-4-4)
Please ask at British Council to send the original IELTS directly to us.
- **Graduates from a German university:** matriculation certificate or de-registration certificate and "Studienverlaufsbescheinigung"
- **CURRICULUM VITAE** in English or German

* We reserve the right to request official certified copies of the documents.

- **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**

REQUIRED LANGUAGE SKILLS

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

German **C1/C2 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**- both not older than two years (does not apply to native speakers)

Master Organismic and Molecular Biodiversity, Ecosystem Services

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** – both not older than two years (does not apply to native speakers)

APPLICATION PERIOD

Winter semester (1st semester / higher semester)

01.04.-15.07. EU students and Non-EU students

01.06.-15.09. German students and 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

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. Please send complete application directly by post/mail.
- We reserve the right to request official certified copies of the documents
- We only process complete applications submitted on time. (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.

Citizens 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. Please find out from the immigration authorities what kind of insurance is recognised.

HEALTH INSURANCE

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. There you will receive a certificate stating that you are not extra covered by statutory health insurance in Germany or that you are not required to take out insurance. You must submit this certificate to the International Office.

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 yo

Students over 30 years old are no longer obliged to submit proof of health insurance to the university. However, students that are required to have a visa must verify their health insurance at the immigration authorities. Joining as a voluntarily insured person at a statutory health insurer or taking out a recognised private comprehensive health insurance is required.

Please note! **Travel health insurance from your home country is not accepted!** Please only take out travel health insurance for the period of your arrival or for additional events during your stay in Germany!

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

May 2022