

## FAQs Application Process at HTW Berlin

Please read these FAQs carefully before submitting your application. In the following you will be given answers regarding questions related to your application documents and further issues surrounding your application. If you are unsure about any answers or cannot find an answer to your enquiry please contact me at [lindford@htw-berlin.de](mailto:lindford@htw-berlin.de)

### 1. What documents do I need to submit?

The following documents should be integrated into one PDF file and submitted to [exchange@htw-berlin.de](mailto:exchange@htw-berlin.de) :

- I) HTW Exchange application form
- II) One photo (integrated digitally into the application form)
- III) Learning Agreement
- IV) Transcript of Records
- V) Proof/Certificate of German and/or English language knowledge (depending on the chosen study program)
- VI) Valid medical insurance certificate (depending on country of origin – EU: copy of valid European Health insurance card; Non-EU: Travel insurance for the first month only)
- VII) Passport Copy (including the Visa page for Non-European Students)
- VIII) Portfolio (Design students only)

### I) HTW Exchange application form

#### 1. Where do I find the application form and where do I submit it to?

The application form can be downloaded from:

<http://www-en.htw-berlin.de/studying/incoming-exchange-students/making-an-application/>

Once you have completed it you should send the signed form alongside all other scanned application documents to: [exchange@htw-berlin.de](mailto:exchange@htw-berlin.de)

## **2. What Study Program should I select for “Field of Study” on the application form and the learning agreement ?**

This depends on whether you are deciding on one of the thematic tracks from the Horizon Program or whether you are applying for one of the traditional German-taught study programs (“Studiengänge”):

The list of our traditional study programs can be found here:

**<https://www.htw-berlin.de/studium/studiengaenge/>**

The list of thematic tracks can be found here:

**<http://www-en.htw-berlin.de/studying/horizon-programme/thematic-tracks/>**

Please note that in the online application (open until 30<sup>th</sup> October 2016) you cannot select the names of tracks but only the names of the traditional programs. You will be able to find out what program you need to choose for your specific track on the application website as soon as the system is open.

## **3. How can I apply for a place at the dormitory, what are the rental terms ,when do I know if I have received a place and what are other housins options?**

We have agreements with student dormitories that allocate a limited amount of places to us every semester. In your application you should state whether you would like to stay in a dormitory or not. However, we cannot guarantee a place for all students but you will be informed about it as soon as possible after your application has been confirmed. Normally, this should be the case at the end of June/beginning of July (for the winter semester) or the end of December/ beginning of January (Summer semester). Please understand that we cannot arrange any housing before that. From past experiences we can say that most students (especially from outside Europe) who state that they would like to stay in the dormitory will also receive a place. In case you applied for a place at the dormitory and you did not get accepted there, you will have enough time to independently find a room on the regular housing market before the semester starts. Usually rent is about 250 EUR a month for a single one-room apartment in the dormitories (shared rooms are not offered) and it might vary depending on the size of the room (around 20sqm). Students can move in on 1<sup>st</sup> September (Winter Semester) and 1<sup>st</sup> March (Summer Semester). All rooms are furnished (Bed, Shelf, desk, small kitchen, separate bathroom). Dishes, cutlery, linen and WiFi-access are not included. When moving in, the first rent and the deposit (1 ½ rents) will have to be paid at the housing administration. The deposit will be paid back when moving out. Most places available at our dormitories are located in the “Victor Jara” dormitory in Berlin Biesdorf

which is well connected with the university and the city center by public transportation. Some students might also be accommodated in the "Aristotelessteig" residence which is located right next to the Treskowallee-campus but we do not receive places at that dormitory every semester. Please understand that dormitory places are sought after as they are considerably cheaper than regular nonsubsidised flats in Berlin. The allocation will happen automatically based on availability (priority for non European students). It is not possible for you to apply straight to the dormitory as we have binding contracts with them and therefore the allocation and all communication is carried out by HTW Berlin. It is also not possible to choose one specific location.

## Internet pages

A number of internet accommodation portals list flats for rent or vacancies in a shared flat can be found below:

- [wg-gesucht.de](http://wg-gesucht.de)
- <https://www.spreepolis.berlin/>
- <http://www.studentendorf-berlin.com/adlershof>
- [die-wg-boerse.de](http://die-wg-boerse.de)
- [dreamflat.de](http://dreamflat.de)
- [immobilienscout24.de](http://immobilienscout24.de)
- [immobilio.de](http://immobilio.de)
- [immonet.de](http://immonet.de)
- [immowelt.de](http://immowelt.de)
- [nestoria.de](http://nestoria.de)
- [studenten-wg.de](http://studenten-wg.de)
- [wgcompany.de](http://wgcompany.de)
- [wohngemeinschaft.de](http://wohngemeinschaft.de)
- [wohnungsboerse.net](http://wohnungsboerse.net)

#### **4. Do I have to take part in the Welcome weeks that take place before the actual lectures start?**

Yes, taking part in the Welcome weeks is obligatory. The first important event is the Welcome meeting during which we will provide you with all the essential information and documents regarding the semester. There will also be a German intensive course for two weeks, an introduction to our online system, called LSF (necessary to access the schedule as well as the class- and exam registration) There will be other important meetings as well as cultural events especially organized for our exchange students. As the welcome weeks take place before the actual lectures will start, this also always gives us enough time to get all administrative tasks done (e.g. residency registration, Visa

extension, etc.) and to solve problems especially regarding the enrolment. In case of exceptional reasons (e.g. a mandatory internship) where you arrive after the welcome weeks have started it will make it a lot more difficult to solve certain issues, so please be aware of that when planning your arrival.

## **5. Is the German intensive course obligatory and do I get ECTS for it?**

Yes, it is obligatory but only for non- native German speakers. It will also be used in order to determine your level for the regular German course (optional) taking place during the semester.

You will not receive ECTS for the intensive course but if you choose to study German (or any other language) during the semester you will obtain 4 ECTS. However a certificate of participation is issued after the intensive course if you participate in more than 80% of the classes.

## **II) One photo (attached to the application form)**

### **1. What are the requirements regarding the photo and how should I submit it?**

The photo does not have to be biometric necessarily but it would be favorable if it is a portrait with your face clearly visible. Please insert your photo into the respective field on the "International Exchange Student Application form"

## **III) Learning Agreement**

### **1. Where do I find the courses that I need to enter into the Learning Agreement?**

This depends on the agreement between our two universities. If we are sure about what program you will take part in here, we will immediately send you an overview file with the courses and respective descriptions. Otherwise you can find a list of all study programs on <https://www.htw-berlin.de/studium/studiengaenge/>

There you will find all Study Programs offered at HTW Berlin and you can also find the corresponding course descriptions if you click on the program's name e.g. " Angewandte Informatik" and then on "Studium" and "Ordnungen & Module" and then select the most current "Studien- und Prüfungsordnung".

Before selecting the study program from the aforementioned list please check what is stated for "Beginn". If it says "Beginn zum WiSe und SoSe", courses from all semesters of the curriculum can be chosen. If it says "Beginn zum WiSe" and the students' application is for the Wintersemester, courses from all odd (1,3,5,7 etc.) Semesters can be chosen and if it says "Beginn zum SoSe", courses from all even(2,4,6, etc.) semesters can be chosen.

If you are planning to study Business courses in English at HTW Berlin please refer to the Horizon Website:

**<http://www-en.htw-berlin.de/studying/horizon-programme/thematic-tracks/>**

It is not possible to mix courses from different thematic tracks or from a thematic track and our traditional study programs. You can also only enroll for a thematic track if there is an exchange agreement between our two universities in that particular field of studies.

**Please note that the Learning Agreement needs to be signed by you and your coordinators in your home university. Also please make sure that you state at least two alternative courses alongside your preferred course choice. This will help us to solve enrolment problems more quickly.**

## **2. What courses do you recommend me to choose?**

Please understand that we cannot really recommend any specific courses. You should select them based on the following criteria:

### **- Language abilities**

- you should have a German level of B2 or higher in order to successfully take part in courses taught in German) and a C1 level in order to take part in the International Business program. For the thematic tracks of the Horizon program only B2 in English is required at this stage.

### **- Subject Specialization**

- you should choose courses that are suitable to your regular study program (e.g. related to Business studies if you study Business at your home university) unless your university advises you otherwise

**- Availability**

- “I” Courses from our International Business Exchange program are usually guaranteed so you should receive courses chosen from that list. The same applies to Core Modules from the different thematic tracks.
- you should not choose 1st semester courses from our regular Bachelor's programs as they are reserved for newly enrolled regular student

**- Level/difficulty**

1. usually courses of higher semesters are a bit more difficult than lower semester ones as they usually require prior knowledge
2. the more credits (or "LP") a course has, the more time needs to be invested in order to pass the course
3. If you choose courses from higher semesters it is recommended to have some prior knowledge in the subject area in order to make it easier for you to accomplish the course.
4. We will send your application documents including your Learning Agreement and your Transcript of Records to the respective departments who might advise you against taking a specific course in case they believe that it would not be suitable for you.

### **3. How do I fill in the Learning Agreement correctly?**

Make sure that you enter the same course titles that are used in our course lists/course descriptions/course regulations and also specify the course number e.g. “B19” or “1.4”.

### **4. Can I choose courses from different Study Programs?**

No, you have to decide on one study program or thematic track only.

### **5. Do all of my courses have to be in the same language ?**

Yes, except for foreign language courses.

### **6. How many credits do I receive for my chosen courses?**

Most courses account for 4 to 6 ECTS. You can find the exact value in the courses description /study regulations .

**7. When will I be informed whether my course choice got accepted or not?**

Once we have received all complete applications we will forward them to the respective departments who will then check the Learning agreements and decide whether you can be accepted for each individual course. This process is normally completed by the end of July (for the Winter Semester) and the end of January (for the summer semester). In some cases courses are not offered in the semester that you are studying at HTW Berlin or there are not enough capacities, but in most cases you should receive the courses that you have chosen on your Learning Agreement. We advise you to choose alternatives right away and state them on the Learning Agreement as it is easier to make changes once you are here. During the Welcome Weeks you will be able to see your schedule. As you can choose courses from different semesters there might be some overlaps in your schedule. In that case it is usually possible to join another group for that class but sometimes the course has to be changed altogether.

**8. Can I change my Learning Agreement later on ?**

It is possible to change your Learning Agreement after your arrival at HTW Berlin in case the selected courses are not offered or if you would like to swap courses for other reasons. In any case you should always double-check with your home university if the newly chosen course is accepted by them and if it will be recognized so that it replaces the course you would have to take at your home university.

**9. I would like to study courses from one of your Design Programs. Can I choose courses both from “Basisstudium” & from “Fachstudium” or am I restricted to one of the two?**

You are free to choose both from “Basisstudium” & from “Fachstudium”. If you choose courses from higher semesters it is recommended to have some prior knowledge in the subject area in order to make it easier for you to accomplish the course. Please check the following sections of this FAQ for advice on course choice.

**10. I am studying in the 3rd semester at my home university. Do I have to choose only third semester courses from the program I will study at HTW Berlin?**

No, you can basically choose freely from all semesters. For undergraduate programs you should avoid choosing courses from the first semester as there are not that many

capacities for exchange students.

### **11. Can I go beyond or below 30 ECTS on my Learning Agreement?**

Yes, it depends on your home universities' requirements. Most students usually aim at obtaining 30 ECTS.

## **IV) Transcript of Records**

### **1. What is my transcript of records?**

A transcript of records is an overview of your grades obtained so far. It gives us an idea of your previous study performance.

### **2. Where do I obtain it?**

Usually you can obtain it from your online student portal or from your examination office.

### **3. Do you also accept the Transcript that I have downloaded from the online system or does it need to be certified?**

We follow the honor code, so we trust you and also accept the uncertified transcripts.

## **V) Proof/Certificate of German and/or English language knowledge (depending on the chosen study program)**

### **1. Do I need to prove German Language Proficiency even if I will study in English at HTW Berlin?**

No, In order to participate in the International Business program a basic knowledge of German is not mandatory but desired (as it would help you get by in Germany, especially when dealing with authorities/administrations) and a C1 advanced level in English is required (mandatory).



## **2. Do I need to prove German language proficiency even if I study in English at my home university**

No, if it is visible from your transcript of records that you are studying in English or if your home university is located in an English speaking country you do not need to prove any English language levels.

## **3. If I want to study in German, what would be the requirements?**

In order to participate in the programs taught in German a minimum level of B2 Intermediate German is needed.

## **4. How can I prove my language abilities?**

You can prove your level of German or English by providing a certificate (e.g. TOEIC/TOEFL, or a statement of your language teacher) explicitly stating your level of English/German with regard to the European Frame of Reference (A1-C1).

### **Required Test Results:**

- TOEFL  
Internet test: 95 points and above
- IELTS  
minimum level 7
- TOEIC  
800 points and above

## **5. I will receive my certificate after the application deadline. Can I still apply?**

Yes you can still apply. Please submit your certificate as soon as you have received it.

## **VI) Valid medical insurance certificate (depending on country of origin)**

### **1. What do I have to do to be properly insured while studying in Germany?**

#### **• European Students:**

You are covered by your European Medical Insurance Card so you do not need to sign up with an insurance here. Please send us a scan of your valid European Insurance Card.

After your arrival you just need to register with a German medical insurance (free of charge) which will facilitate Health Care related claims e.g. if you want to see a doctor.

- **Non-European students:**

All students from outside Europe would have to sign up with a German Medical Insurance covering their entire study period.

You should get a valid Medical Travel Insurance for March (for summer semester) or September (winter semester) and from 1st April to the end of August (summer) or 1<sup>st</sup> October to the end of March (winter) you would have to sign up with a German Medical Insurance. We offer a Sign-Up service on the day of our Welcome meeting in March/September.

**2. My home university offers a medical health insurance scheme for me while I am in Germany. Do I still have to sign up for a medical insurance in Germany?**

It might be that this can be accepted but it is not guaranteed and might lead to problems. You can let a local insurance company check you insurance and if accepted you can register with (not sign up) a German Insurance. This registration confirmation is needed, e.g. in case you need to apply for a residence permit/visa or if you want to claim money from a doctor etc. There are health insurance representatives on our campus during the welcome days who will provide you with the necessary information.

You can also contact them beforehand at:

Daniel.Koglin@tk.de (Mr Koglin, Daniel)

[peter.kurwoski@aok.de](mailto:peter.kurwoski@aok.de) (Kurwoski, Peter)

## **VII) Copy of the Passport**

Please send us a clearly readable scanned copy of your valid passport. If your passport should expire before or during your stay here, please remember to extend it.

## **VIII) Portfolio (Design students only)**

**1. What programs would require portfolios?**

## **2. What should a portfolio look like?**

It should give the design department a quick overview of your previous work and projects. It does not have to include all projects that you have ever done. 5-10 Pages would be sufficient. Please compress the file so it can be sent by e-mail. You could e.g. use <https://www.pdfcompress.com/> to reduce your files' size.

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## **Additional helpful information**

### **1. Do I need to obtain a Visa in order to study in Germany?**

#### **Citizens of EU and EEA member states:**

As a European citizen you can enter Germany and study here without applying for a Visa

#### **Citizens from :**

- Andorra
- Australia
- Brazil
- Canada
- El Salvador
- Honduras
- Israel
- Japan
- Monaco
- New Zealand
- South Korea
- San Marino
- USA

You can enter Germany without a visa as you automatically have a residence permit for three months but you have to prolong your residence permit after you have arrived. We offer a visa prolongation service for you in order to reduce administrative burdens on your side.

You could also enquire with the German Embassy in your home country whether it is possible to already obtain a 6 months visa in order to avoid the need to extend your residence permit here.

#### **Citizens from all other countries:**

You will need to obtain a visa in order to enter Germany. If possible you should try to already obtain a 6 month visa in order to avoid the need to extend your visa here.

**5. Is it possible to come to HTW Berlin to do an internship?**

Yes, generally you can do an internship at during your time at HTW Berlin if you are here for one academic year (two semesters). In this case you will enroll for courses in the first semester and during the second semester you can do your internship.

You also need to pay the semester contribution for the second semester on time. You should try to apply for an internship as soon as possible and also try to improve your German skills as much as possible as this will make it more a lot easier to find an internship here.

**6. My university is not in the list for the online application. How can I still apply?**

Yes, if you are nominated and you come from one of our partner universities. Please just choose another university and then state the correct one in your application form.

**7. I am applying as a freemover. What university should I choose?**

Please choose any university and state your actual university's name in your application form.

**8. How likely is it that I will be accepted as a freemover?**

Currently we are not able to accept freemover as the number of applications from our partner universities already exceed our capacities. In rare cases based on the departments' decision it might be that we exceptionally can accept a freemover but we would have to be informed by the respective department. In any case you should have alternative options in case your application at HTW Berlin is not successful.

**9. Registration with the citizens office (after your arrival)**

Every student who wants to study at a university in Berlin needs to be registered here with a permanent accommodation for the time they stay here. If you live in a student residence we will have already prepared all documents for you. If you live in a private accommodation you might need to submit further documents such as a confirmation from your landlord . In case you do not use our resgitation service for any reason, you will have to register on your own. Getting appointments at a registration authority is very

difficult though and it might take up to two months to get an appointment, so we advise everybody to do the registration with us during the welcome weeks. After the registration you will receive the confirmation of registration which you need to open a German bank account for example.

NOTE: If you are a Non-European student and you have to apply for a visa, we strongly advise you to register with us so that you get the registration confirmation on time for the application with the Foreigner's Registration Office.

**10. How to I obtain a transcript of record with the grades I received during my semester at HTW Berlin?**

You will receive it around 6 weeks after the end of the examination period.

If you have received all of your grades before that you can contact us and we will make sure it is issued before. It is also possible to obtain a QR-Code-Certified transcript from the student portal (LSF) anytime.

**We are looking forward to welcoming you at the HTW Berlin!**