

Information for International Applicants about the Master's Degree Programme International Business



Hochschule für Technik
und Wirtschaft Berlin

University of Applied Sciences

All documents from applicants who obtained their university entrance qualification (UEQ) abroad will be pre-checked by uni-assist. This does also apply for Germans who obtained their UEQ abroad. Therefore, the documents listed below have to be sent directly to uni-assist.

Certified copies of the following documents are required for an application at the HTW Berlin:

Certificate of Bachelor degree

Certificates of the first degree in international business or in a related subject area (e.g. business administration) with a total of 210 ECTS-credits are required for the application. In general 210 ECTS are equal to 3.5 years of study in your first degree.

The following documents are required:

- Certificates from your home country, such as
 - **degree certificate**
 - **grade transcript**
- Certificate of the academic test centre (APS) for applicants from the People's Republic of China, Vietnam and Mongolia

The content of your study programme has to emanate from your academic records.

Further, you have to **prove that you studied three out of the four following modules** of the bachelor's programme International Business in your first degree:

- Corporate/ Business Finance
- Final Accounting
- Business Mathematics/ Statistics
- Economics

Certified copies and German translations of all Academic Records have to be presented. Documents in English do not have to be translated for this purpose.

Certificate of English

With the application a sufficient command of English – at least on **level C1** or **C2** of the Common European Framework of Reference for Languages – has to be proved. => See next page.

The recognised levels comprise the following:

- TOEFL 580 (paper based), 237 (computer based) 96 (internet based) – Test of English as a Foreign Language
- CPE (Certificate of Proficiency in English), all levels
- CAE (Certificate in Advanced English), all levels
- BEC Higher (Business English Certificate), all levels
- IELTS (International English Language Testing System), level 6-9
- TOEIC (Test of English for International Communication), 800 points
- Proof of a study in English abroad of a minimum of one year with a minimum of 60 ECTS-credits

Students Service Centre

International Students
Advisor

Treskowallee 8
10318 Berlin
Room HG 038

www.htw-berlin.de
www-en.htw-berlin.de

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Telefon +49 30 5019-0
Telefax +49 30 509 01 34

Public transport:
U5 Tierpark, Tram 27, 37, M17
Treskowallee/HTW

Certificate of relevant professional experience from employer	For the application for the Master of International Business an evidence of relevant professional experience with reference to the course content is required. A letter from your employer must be presented as proof. This letter from your employer must contain information on the duration of your employment, the type and scope of your activity, and the average daily or weekly working hours. This letter must be in English or German language (or respective translation).
Tabular Overview	A tabular overview of academic education (up to date) and of professional occupation in English is required.
Letter of Motivation	A statement detailing your personal motivation to study and your individual study aims has to be presented in English language.
Letters of recommendation	Two letters of recommendation from higher education tutors of yours are required.
University Transfer	For transfer from another university to HTW Berlin, please find more details in the "Information for University Transfer" at the following link: http://www-en.htw-berlin.de/documents/Application/UniversityTransfer.pdf
Application for admission to the HTW Berlin	The application is done via uni-assist (www.uni-assist.de). You must submit all required documents directly to uni-assist until 15. January for applications for the summer term. The postal address to which you must send your complete application documents is: HTW Berlin c/o uni-assist Helmholtzstraße 2 - 9 10587 Berlin If you obtained your first academic degree at a university in Germany, you do not have to apply via uni-assist. Instead please fill in an online-application directly on our homepage and submit your paper documents directly to HTW Berlin. All information can be found on our homepage: http://www-en.htw-berlin.de/application/how_to_apply/master.html
Residence Regulations	Please apply for a student visa before entry into the Fed. Republic of Germany. Further information can be obtained from the German Representations in your home country: http://www.auswaertiges-amt.de/diplo/de/Laenderinformationen/DtAuslandsvertretungen-Laenderauswahlseite.jsp The visa has to be converted into a residence permit for students at the foreigner's registration office (Ausländerbehörde) in Berlin once you are here. http://www.berlin.de/labo/auslaender/dienstleistungen/index.html
Command of German	Applicants for English study programmes must provide proof of sufficient knowledge of English . Proof of sufficient knowledge of the German language is not required. We do, however, recommend gaining at least an elementary knowledge of the language, as this will make everyday life in Berlin much easier.