

application guidelines

Admission requirements

A bachelor's or equivalent degree from a recognized university in a subject matching the respective master's degree course at TUHH as well as a very good previous academic performance are required for admission to the master's degree courses at TUHH. Candidates must be proficient in English. The courses in Chemical and Bioprocess Engineering; Environmental Engineering; Information and Communication Systems; Microelectronics and Microsystems; Information and Media Technologies are completely taught in English. In Mechatronics and International Production Management a minor portion of the classes might be taught in German.

For Mechatronics and International Production Management a degree in Mechanical Engineering is required. International Production Management additionally requires a strong background in both Design Engineering and Production Engineering.

If you want to apply for the additional MBA or Master's Program in Technology Management of the NIT you do not have to submit a separate set of application documents. Candidates are generally expected to hold a bachelor's degree in the upper 10% of their undergraduate class and should have a strong interest in the management, language, and humanities program of the NIT.

You may submit a paper-based application only, or you may additionally use the optional online application, which is available at <https://www.service.tu-harburg.de/zul>. In any case you would have to submit your documents as hardcopies by post, or through a courier delivery service.

Documents of application

If you wish to apply for admission to a master's degree course at TUHH, you should send in the following documents:

- application form (completed and signed)
- curriculum vitae / résumé
- statement of purpose (one to two pages), including your reasons for undertaking graduate work in the chosen field
- officially authenticated copy of bachelor's degree certificate or equivalent, including your aggregate mark or grade average and your overall rank in class, with explanation

of the grading system (maximum grade, minimum passing grade, etc.)

- officially authenticated copy of complete university transcript of records (semester mark sheets), listing your subjects and grades
- if not native English speaker: valid TOEFL or IELTS score report. The TOEFL institution code of TUHH is 8165. (TUHH does not require any department code.) The minimum TOEFL scores for admission to TUHH and the NIT are 550 (paper-based) / 213 (computer-based) / 79 (internet-based) and 600 / 250 / 100 respectively. Further information on TOEFL is available at www.toefl.org. The minimum IELTS scores for admission to TUHH and NIT are 6.5 and 7.0 respectively. Further information on IELTS is available at www.ielts.org.
- score report of the GRE General Test. The GRE institution code of TUHH is 8165. (TUHH does not require any department code.) Further information on GRE is available at www.gre.org. Graduates from universities in countries participating in the Bologna Process are exempted from this requirement. The same applies to applicants who currently have been granted a performance-based scholarship from DAAD or another recognized German scholarship organization.
- two letters of recommendation must be submitted from faculty members acquainted with the applicant's work in the major area of undergraduate study. If that work occurred some time ago, recommendations from those familiar with the applicant's professional performance are acceptable.
- in case of a three-year bachelor's degree only: officially authenticated copy of university entrance qualification (high school diploma plus university entrance test result, if applicable)

If you wish to apply for admission to the double degree program, which is a combination of one of the M.Sc. programs of TUHH and the MBA or Master's Program of the NIT, your statement of purpose should additionally refer to your interest in the management, soft skills and language program of the NIT and shortly describe your future career plans.

Furthermore, since all applicants for the NIT Program are automatically considered for scholarships (tuition and accommodation), you should specify in your statement of purpose which industrial scholarships you would like to be con-

sidered for. Please check www.nithh.de ("admissions-applications") for further details. Due to a limited number of scholarships being available, the selection process is very competitive.

If your final degree certificate and final year transcripts are not yet available, you are kindly requested to submit an official provisional degree certificate and transcript or an official letter of your registrar, dean, or academic supervisor, listing the remaining subjects and the prospective grades as well as the prospective final grade average.

Authentication of all documents will be accepted only if performed by a notary public, by the German Embassy or Consulate in your home country, or by the institution that has issued the original document. In Germany authentication can also be performed by the respective resident's registration office („Einwohnermeldeamt“).

If the documents are not in English, French, or German, officially authenticated translations have to be added. Please note that authentication itself, too, must be performed in English, French, or German. Documents of application pass into the possession of TUHH and cannot be returned to the applicants, so please do not submit any original documents.

Applicants from China, Mongolia and Vietnam must additionally submit the APS-certificate of the „Akademische Pruefstelle“ of the German Embassy. Applicants from these countries who hold a scholarship from DAAD or another recognized German scholarship organization can be exempted from this requirement.

Please note that incomplete applications and applications containing documents that have not been properly authenticated cannot be considered. It is possible to apply for a maximum of three different international master's degree courses at TUHH. You may speed up the application process by submitting a complete separate application package for each programme you wish to apply for. Admission will be granted to one master's degree course only, so that you have to indicate your priority on the application forms.

Please do not use unnecessary packaging material (folders, transparent covers, separate envelopes, pins, etc.) for your documents.

Deadline of application

The deadline of application for the international master's degree courses at TUHH starting in October is 31 May of the same year. All required documents must be submitted by this date.

Due to an earlier starting date at NIT the deadline of application for the MBA or Master's Program at the NIT in combination with one of the M.Sc. programs at TUHH is 28 February.

Early processing of an application requires submission of the application well in advance of the deadline. There is a rolling admission system, so that admissions can already be declared before the deadline. The processing of applications usually starts in November.

Submitting the application

Applications for admission to the master's degree courses at TUHH and applications for admission to the MBA or Master's Program of the NIT in combination with one of the M.Sc. programs at TUHH should be submitted to the following address:

*Hamburg University of Technology
STUDIS – Studierendenservice
Admission and Registration
Schwarzenbergstr. 95 E
D-21073 Hamburg, Germany*

You can help us to speed up the application procedure by using the online application: <https://www.service.tu-harburg.de/zul>

Applicants keeping a master or diploma degree already and applying for admission to the MBA or Master's Program of the NIT only should send their applications directly to the following address:

*Northern Institute of Technology Management
Admission Office
TUHH – F Building
Kasernenstrasse 12
D-21073 Hamburg, Germany*

Applications submitted through mediators like educational consultants or agencies and applications or documents of application submitted by fax or e-mail will not be accepted.

Because of the very high number of applications, the registration and the processing of applications may take several weeks. Therefore, we recommend to send the application through a courier or registered mail service which confirms the delivery of the documents

to you. Candidates will be informed as soon as possible about their application status.

Admission

Admission to TUHH and the NIT is highly competitive. Selection for the master's degree courses at TUHH will be made by a selection committee on the basis of the documents of application. In addition to that, personal interviews, usually carried out in the home country of the student, are part of the admission process at the NIT.

For those applying to the MBA or Master's Program at the NIT, admission to one of the M.Sc. programs at TUHH is a requirement for being considered for the NIT. Applying for the very selective MBA or Master's Program at the NIT does not lower your chances for admission to one of the M.Sc. programs. After admission to the M.Sc. program at TUHH, the selection committee of the NIT will decide about additional admission to the "MBA" or "Master in Technology Management" program and about scholarship award. Candidates having been short-listed by the committee will be invited for a personal interview in their home country or in Hamburg usually in April or May. The admission process for the NIT will be finished by mid-July.

Admission to the management program leading to the degree „Master of Business Administration in Technology Management (MBA)“ requires a proven practical professional experience after graduation of at least two years (24 months). Practical experience as a student intern during the university education before graduation is a plus during the selection process but cannot formally count as a „professional experience“. However, candidates with less than 24 months of such practical job experience after graduation are very welcome in the course, too. They can be also admitted into the management program, but will get the degree „Master of Technology Management, MTM“ (not: „MBA“). Therefore, all candidates should submit a letter from their former/current employer(s) confirming the exact duration of employment and kind of job position. About 1/3 of our students have more than 2 years of professional experience in industry already.

Tuition

The tuition and the semester contribution fee at TUHH amount to ca. 635 Euro per semester. A system of loans, tuition waivers, scholarships and student jobs is to ensure a socially balanced

access to university education. The major part of the cost of education at German state universities is financed through taxes.

This does not apply to the tuition for the MBA/Master's program in Technology Management. For further information about management tuition (17,000 EURO) and accommodation fee (250 EURO per month), please, visit our website. Students may apply for an industrial scholarship to cover the tuition and accommodation fee. In addition, for all NIT students, it is possible to apply for a student bank loan through the NIT to cover cost for living for a period of two years. This loan scheme runs two years and the money has to be repaid monthly (with reasonable interest rate) starting 12 months after the end of the study program. Students who cannot get an industrial scholarship may apply through the NIT for a loan to cover the remaining tuition and accommodation fees.

Start of the program

The beginning of the master's degree courses at TUHH is 1 October. Lectures at TUHH usually start in mid-October. The MBA or Master's Program at the NIT starts in September already with an intensive German language course in Hamburg.

Further information

If you have any questions regarding the admission procedure at TUHH, please, contact admissions-office@tu-harburg.de. For further information please check: www.tuhh.de/alt/tuhh/education/degree-courses/international-study-programs.html

For further information regarding the specific admission requirements at the NIT and industrial scholarships being available for this year's intake, please, write to admission@nithh.de.