



# YOUR CHECKLIST

## on applications for the Bachelor's degree programme International Bachelor of Wood Technology

### 1. Admission requirements

The requirement for admission to the Bachelor's degree programme is a higher education entrance qualification. Additional requirements are English and German language skills.

Further information can be found in the current  [study and examination regulations](#)

The **Bachelor's degree** programme **International Bachelor in Wood Technology** at Rosenheim Technical University of Applied Sciences is not subject to any particular admission restrictions in terms of capacity for new students (NC).

*This means that every applicant will be offered a place if the general admission requirements listed below have been met!*

#### Study and examination regulations and curricula



### 2. Applications


It is only possible to start studies in **summer semester**.

#### Application period:

**Summer semester** 1 November to 15 January (start of studies 15 March)

Please be aware that it is in your own interest to submit your application as early as possible. You must register online on our website where you will also upload all the necessary documents for your application.

 [www.th-rosenheim.de/studienbewerber.html](http://www.th-rosenheim.de/studienbewerber.html)

You can find  [help](#) in the helpboxes in the online-application or via our **FAQs** on this website

#### Application portal



#### Attention: online application procedure

Please do not send us any postal applications - we are unable to consider any applications submitted by post!




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### Documents you should upload by 15 January at the latest:

- **Certificate for a university entrance qualification obtained at a German, Austrian or Swiss educational institution written in German or English.** You may need to upload a German or English translation produced by an officially appointed translator.

e.g. Abitur certificate

- **„uni-assist“ preliminary review documentation if applicable.**  [www.uni-assist.de/en/how-to-apply/](http://www.uni-assist.de/en/how-to-apply/) (this applies if your first/undergraduate degree was NOT obtained at a German educational institution)

Does not apply to most Austrian and Swiss educational certificates. For details please visit:

 [www.th-rosenheim.de/studienbewerber.html](http://www.th-rosenheim.de/studienbewerber.html)

If you did not obtain your higher education entrance qualification at a German institution, you will need a **valid VPD** (Vorprüfungsdokumentation) from **uni-assist**. Uni-assist is then going to review your documents if they match the admission requirements for German universities. You can apply at uni-assist all year round: Register with uni-assist. Upload your higher education entrance qualifications/school or university leaving certificates. Apply to TH Rosenheim with your valid VPD. Your VPD is valid for 1 year.

- **Proof of language skills**

#### English language skills

Admission to an English-language degree programme requires level B2 English language skills under the Common European Framework of Reference for Languages (CEFR). These can be evidenced by:

- Internet-based TOEFL with 72 or more points
- TOEIC with 785 or more points
- IELTS with a band score of 6.0 or higher
- Cambridge CEFR B2 First (FCE), Grade C (at least 160 points) or higher
- Cambridge CEFR C1 Advanced (CAE) with level B2 (at least 160 points) or higher
- TELC Certificate English B2 or higher
- Pearson PTE Academic, 60 or more points
- At least 6 years of English tuition at school with a minimum grade of “satisfactory” in the final year, evidenced by a German higher education entrance qualification or an equivalent recognised higher education entrance qualification from a non-German school.
- Completed English-language Bachelor's or Master's degree
- Completed English studies at home and abroad
- A grade of at least „good“ in the „Technical English“ module or a comparable English module from a previous German-language degree.

Applicants whose native language is English or who have successfully studied (usually at least 50 ECTS credit points or comparable) for at least two semesters at a university in the United States of America, the United Kingdom, Canada, Australia, New Zealand or Ireland are exempt from providing proof of sufficient English language skills. In cases of doubt or if no proof is



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available, the successful completion of a language examination at the TH Rosenheim comparable to the above-mentioned proof may be required in addition or as a substitute.

#### German language skills

If you do not have a German-language university entrance qualification, you must provide evidence of German language skills at level A2 or higher according to the CEFR for English-language degree programmes.

The following apply as proof of required German language skills:

- Deutsches Sprachdiplom DSD level 1 (level CEFR A2/B1) or higher
- Goethe Certificate A2 or higher
- TELC Certificate A2 or higher
- ÖSD Certificate A2 or higher
- Deutsche Sprachprüfung für den Hochschulzugang ausländischer Studienbewerber (German language proficiency test for university entrance for foreign applicants) DSH 1 or higher
- Test Deutsch als Fremdsprache TestDaF (German as a foreign language test for foreign applicants) TDN 3 or higher
- German language courses completed at a university in Germany worth at least 4 credit points at level A2 or higher in accordance with CEFR
- Certificate of an assessment test to determine the eligibility of foreign applicants to study at institutions of higher education in the Federal Republic of Germany
- Completed German-language Bachelor's or Master's degree
- Completed German studies at home and abroad
- German at level A in the final certificate of the International Baccalaureate Diploma Programme.

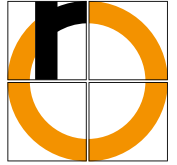
Not applicable for applicants with a period of study at the TH Rosenheim or studies within the Federal Republic of Germany.

Native German speaking applicants are not required to submit proof of adequate German language skills. In cases of doubt or non-submission of proof, applicants may be required additionally/alternatively to pass a language test comparable to those listed above at the TH Rosenheim. The respective Examination Committee decides whether the admission requirements are met.

#### ○ "curriculum vitae" form

The use of the form is mandatory, otherwise your application cannot be processed. This form can be downloaded from the online application portal.

#### ○ Proof of change of name, if necessary (e.g. marriage certificate)



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**Please upload until enrolment** (see letter of acceptance for deadline):

- **Reporting procedure for health insurance** in the form of an electronic report on your insurance status (M10). Please quote our **sender number H0000974** and the health insurance fund will send the required report to us.

Find more information about health insurance:

 <https://www.th-rosenheim.de/en/international/incomings/general-information/health-insurance>

 <https://www.th-rosenheim.de/en/studies-and-further-education/before-your-studies/application-admission-enrolment>

- **Proof of payment of the student union contribution to the amount of € 85,-**

After you have applied for enrolment via Rosenheim Technical University of Applied Sciences online applicant portal, it will generate a PDF file for you where you can find the bank details for the student union contribution. Please make sure you state the transaction reference given here, otherwise we will not be able to allocate your payment to you!

Please wait until you receive confirmation of admission before transferring any payments!

Account statements or screenshots showing transactions are suitable evidence of this proof

- **Certificate of removal from the university register, if necessary**

with details of the university semester or study times

Not necessary for applicants who studied/are studying at Rosenheim Technical University or for degrees outside of Germany

### 3. Applicants from non-EU countries abroad

Please send your applications in early, as experience has shown that the application procedure for a residence permit takes several weeks


 [housing options](#)

### 4. Information for war refugees

War refugees who have a residence permit in accordance with Section 24 of the Residence Act (Act on the Residence, Economic Activity and Integration of Foreigners in the Federal Territory) can also submit a **DAAD language certificate (English B2)** from TH Rosenheim's Language Centre as evidence of sufficient English language skills

 [www.th-rosenheim.de/studium/sprachenzentrum/sprachzertifikate/](http://www.th-rosenheim.de/studium/sprachenzentrum/sprachzertifikate/)

### If you have been admitted:

Apply for enrolment in the  **Online Application Portal** by 28 February and also submit all the required documents to the Office of Student Administration by that date. Failure to meet the deadlines will result in exclusion from the procedure!

In the case of multiple applications, apply for enrolment in only one degree programme!

- You will then receive your study documents by mail
- There is no need for personal enrolment at the university
- Important enrolment information will be sent to you by e-mail

**Notice:**  
Your status will only change after active processing by the Office of Student Administration, not automatically by uploading documents.



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- **Applicants from non-EU countries**

You will receive your study documents either from the head of the degree programme or you can pick them up at the Office of Student Administration once you are in Rosenheim.

Office opening hours Office of Student Administration:

 [www.th-rosenheim.de/en/die-hochschule/organisation/verwaltung/student-administration](https://www.th-rosenheim.de/en/die-hochschule/organisation/verwaltung/student-administration)

Processing status in the online applicant portal: „**Enrolment application in progress**“.

**If we suspect forgery, we reserve the right to view the original document!**



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**Let's go, secure your study place now via the online application portal. We look forward to welcoming you soon at Rosenheim Technical University of Applied Sciences!**

Do you have **general questions about applying** for a place at university?

 [Find out more about the application process](#)

or

please contact the **Central Student Advisory Service:**

 [studienberatung@th-rosenheim.de](mailto:studienberatung@th-rosenheim.de)

Have you **already applied** or are you **stuck in the application process**?

**Then contact us as follows, we will be happy to help you:**

**Online Info Sessions** on how to apply (please find dates and login here):

 <https://www.th-rosenheim.de/en/studies-and-further-education/before-your-studies/application-admission-enrolment>


**Phone:** +49 (0)8031 805 2194 oder -2195

**You can reach our hotline at the following times:**

Monday to Friday: 8:00 h - 18:00 h

**If we suspect forgery, we reserve the right to view the original document! Forging documents is a criminal offence according to Section 267 of the German Criminal Code and will be reported immediately!**




 [Online Application Portal](#)



 [To application process](#)



 [Student Advisory Service](#)