



YOUR CHECKLIST

on applications for the Bachelor's degree programme Bachelor of E-Commerce

1. Admission requirements

You need an university entrance qualification for admission to the Bachelor's degree programme E-Commerce. If you have obtained this abroad, you must first apply for a „Vorprüfungsdokumentation“ (VPD) from uni-assist (see below).

Additional requirements are English and German language skills.

Further information can be found in the current  **Study and examination regulation**.

The **Bachelor's degree** programme **Bachelor of E-Commerce** takes place at Campus Chiemgau in Traunstein. Admission to the E-Commerce degree programme is not limited. **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 **winter semester**.

Application period:

Winter semester 1 November to 15 January (start of studies october)

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

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!



YOUR CHECKLIST

on applications for the Bachelor's degree programme Bachelor of E-Commerce

Documents you should upload by 15 July 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/

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 will check whether your documents comply with the admissions requirements for German universities. You can apply at uni-assist at any time: Register with uni-assist. Please make sure that you apply for a **Bachelor's VPD** (for a Bachelor's degree programme)! 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.

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

 www.th-rosenheim.de/studienbewerber.html

- **Proof of language skills**

English language skills

The qualification requirement for the English-language degree program is English proficiency at level B2 of the Common European Framework of Reference (CEFR) for languages.

These can in particular be demonstrated by:

- Internet-based TOEFL with a score of 72 points or higher.
- TOEIC with 785 points or more
- IELTS with band 6.0 or higher
- Cambridge CEFR B2 First (FCE) with Grade C (min. 160 points) or higher
- Cambridge CEFR C1 Advanced (CAE) with Level B2 (min. 160 points) or higher
- TELC Certificate English B2 or higher
- Pearson PTE Academic, 60 points or higher
- At least 6 years of school English with at least the grade „sufficient“ in the senior year, as evidenced by a German language university entrance qualification or an equivalent, recognized university entrance qualification from a non-German school
- Completed English-language bachelor's or master's degree program
- Completed English language studies in Germany and abroad
- A grade of at least „good“ in the module ‚Technical English‘ or a comparable English module from the previous German-language degree.

Applicants whose native language is English are exempt from providing proof of sufficient English language skills.

In cases of doubt or if no proof is available, the passing of a language test comparable to the



YOUR CHECKLIST

on applications for the Bachelor's degree programme Bachelor of E-Commerce

above-mentioned proofs at the TH Rosenheim may be required.

German language skills

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

Proof of the German language skills required for the course of study is considered to be:

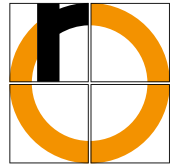
- German language diploma DSD level 1 (level CEFR A2/B1) or higher
- Goethe Certificate A2 or higher
- TELC Certificate A2 or higher
- ÖSD Certificate A2 or higher
- German language test for university admission DSH 1 or higher
- Test of German as a foreign language TestDaF TDN 3 or higher
- Passed German courses at a university in Germany with a minimum of 4 ECTS credits at level A2 or higher according to the CEFR
- Certificate of the examination to determine the suitability of foreign study applicants for the
- Admission to a course of study at a university in the Federal Republic of Germany (assessment test)
- Completed German-language Bachelor's or Master's degree program
- Completed German studies in Germany or abroad
- German at level A in the final certificate of the International Baccalaureate Diploma Programme

Applicants whose native language is German are exempt from providing proof of sufficient German language skills. In cases of doubt or if no proof is available, the passing of a language test comparable to the above-mentioned proofs at the TH Rosenheim may be required. The respective examination board 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)



YOUR CHECKLIST

on applications for the Bachelor's degree programme Bachelor of E-Commerce

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 give your statutory health insurance company our **sender number H0000974** and they will send the required notification to us. If you are insured with a private health insurance, please contact a statutory health insurance company and apply for a certificate of exemption (Befreiungsbescheid).

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

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

Certificate of removal from the university register, if necessary
with details of the university semester or study times

For applicants from India: Certificate of the Academic Evaluation Center (APS)

Notice:

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

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

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/



YOUR CHECKLIST

on applications for the Bachelor's degree programme Bachelor of E-Commerce

If you have been admitted:

Apply for enrolment in the  **Online Application Portal** by 30 September. 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!

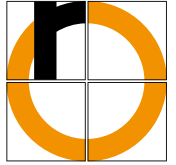
- Upload all the required documents to the Office of Student Administration by that date
- You will then receive your study documents by mail
- There is no need for personal enrolment at the university
- Important enrolment information will be sent to you by e-mail
- **Applicants from non-EU countries**

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

You will receive your study documents either at the Student Centre on Campus Chiemgau in Traunstein or you can pick them up at the Student Office in Rosenheim.

Office opening hours Student Administration Office:

 www.th-rosenheim.de/en/die-hochschule/organisation/verwaltung/student-administration



YOUR CHECKLIST

on applications for the Bachelor's degree programme Bachelor of E-Commerce

Go ahead, secure your study place now via the online application portal. We look forward to welcoming you soon at Rosenheim Technical University of Applied Sciences!

 **ONLINE APPLICATION PORTAL**

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**

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

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

E-mail: bewerben@th-rosenheim.de


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 a forgery is suspected, we reserve the right to have the original document presented. 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**