



# YOUR CHECKLIST

## on applications for the Master's degree programme in Wood Technology

### 1. Admission requirements

Admission to the Master's degree programme requires a **Bachelor's degree in Wood Technology, Wood Building and Construction, Interior Engineering or a related field, or an equivalent qualification gained in Germany or abroad.** Admission to the degree programme also requires a good command of English and German.

You can find more detailed information in the applicable Study and Examination Regulations here:

 [Study and examination regulations and curricula](#)

**Study and examination regulations and curricula**



### 2. Applications

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

**Application period:**


**Winter semester** 15 April to 15 June (start of studies 1 October)

**Application portal**



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

**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 June at the latest:

- **Certificate of higher education entrance qualification** obtained at a **German, Austrian or Swiss educational institution** in German or English language
- **Diploma or Bachelor's certificate from your first/undergraduate degree obtained in Germany, Austria or Switzerland** (If you have not received your certificate yet, you can present your confirmation of grades as proof that you have successfully completed your first degree). You may need to upload a German or English translation produced by an officially appointed translator. It is essential that this shows the overall examination result! If you have not finished your first degree by the application deadline, please observe the information on the **last** page of this information sheet.

- **„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, Austrian or Swiss educational institution).

Does not apply for first/undergraduate degrees obtained in Austria and Switzerland.

If you did not obtain your first/undergraduate degree 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 a master's degree programme. Please make sure to apply for a **Master VPD** (for a master's degree programme)! You can apply at uni-assist all year round: Register with uni-assist. Upload your 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**

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.

If the English language of a Bachelor's or Master's degree programme is not indicated on the degree documents, a separate certificate from the university must be submitted.



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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 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 for English-taught degree programmes at level A2 or higher according to the CEFR (Common European Framework):

- 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 programme
- completed German studies in Germany or abroad
- German at level A in the final certificate of the International Baccalaureate Diploma Programme.

Not applicable for applicants with a period of study in a German-language degree programme at the TH Rosenheim or studies in German-language within the Federal Republic of Germany.

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.

### ○ Transcript of records and, if available, the diploma supplement

You may need to submit a German or English translation produced by an officially appointed translator.

### ○ If applicable, evidence of the grading system for your first/undergraduate

**degree**, including details of the highest and lowest possible pass grades (if this is different to the German grading system).



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- **Proof of change of name**, if necessary (e.g. marriage certificate)

### Please upload until enrolment

- **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 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

### 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](#)

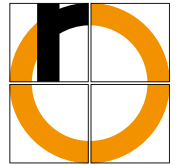
### 4. Information for war refugees

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 submit **the evidence of sufficient German language skills later, by the 2nd semester**. 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/)

#### Notice:


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



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### If you have been admitted:

Apply for enrolment in the  **Online Application Portal** by 31 August 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
- **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](http://www.th-rosenheim.de/en/die-hochschule/organisation/verwaltung/student-administration)

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

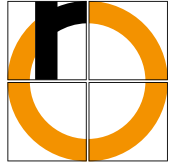
### What do you do if you have not completed your first degree by the start of the semester?

In this case, Student Administration will send you temporary guest access for all online services at Rosenheim Technical University of Applied Sciences. Please get in touch with Student Administration once your overall examination result has been announced to find out about enrolment.

**Enrolment will need to be denied if the first degree has not been completed by the date of the first examination in the Master's degree. Completed means that the final overall examination result must have been submitted!**

### What do you do if you have a first degree with at least 180 but less than 210 credit points?

In order to pass the Master's examination, **proof** must be provided **of the missing credits**, or they must be caught up from the range of relevant courses at Rosenheim Technical University of Applied Sciences. The Examination Committee shall determine which study achievements and examinations need to be taken additionally in the degree programme. In some cases, relevant vocational or professional work periods may be credited to the missing ECTS credits. Proof of a **total of 300 ECTS** credits (inclusive first course of studies) is therefore required to successfully obtain your degree qualification. Applicants with fewer than 180 ECTS credits from their first degree cannot be admitted to the Masters' degree programme.



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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>

**E-mail:** [bewerb@th-rosenheim.de](mailto:bewerb@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 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](#)