

# Information for International Applicants about the Master in Construction and Real Estate Management\*



Hochschule für Technik  
und Wirtschaft Berlin

University of Applied Sciences

All documents from applicants who obtained their first academic degree abroad will be pre-checked by uni-assist. Therefore, the documents listed below have to be send directly to uni-assist.

This does not apply for nationals of European countries or a member state of the Agreement on the European Economic Area.

## For an application at HTW Berlin copies of the following documents are required:

### Bachelor´s degree

Certificates of a Bachelor or Diploma Degree in civil engineering or architecture or in a related/comparable subject with at least 180 credits are required for the application.

The following documents need to be submitted:

- **degree certificate**
- **grade transcript**
- information about the marking system
- proof of work experience
- exposition
- language certificate
- copy of ID

### as a general rule :

Provide detailed information about your education to date: from the most recent school-leaving qualification that makes your eligible to undertake third-level education in the country in which the qualification was obtained, to your current education status.

Submit all of your educational certificates in full: your school-leaving certificate and the transcript of marks. It is not permitted for parts of the certificate (the annex to the degree certificate) or individual pages to be missing. If you passed a university entrance examination in you native country: submit the certificate or verification as well.

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

English translations of all Academic Records have to be presented.

### Certificate of English Language Proficiency (C1)

With the application, a sufficient command of English – at least on **C1 level** of the Common European Framework of Reference for Languages – has to be proved. The recognized levels comprise the following:

- **PTE Academic Tests** 76 points
- **TOEFL** 95 (internet based) – Test of English as a Foreign Language
- **IELTS** level 7 – International English Language Testing System
- **UNICert III** – general, business or technical English
- **TOEIC** 945 points – Test of English for International Communication

Students Services  
Department

International Students  
Advisor

Treskowallee 8  
10318 Berlin  
Room TA 039

[www.htw-berlin.de](http://www.htw-berlin.de)  
[www-en.htw-berlin.de](http://www-en.htw-berlin.de)

Central office:  
Telefon +49 30 5019-0  
Telefax +49 30 509 01 34

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

**Exposition**

You are supposed to write an essay of at least two pages on the content and purpose of academic research and writing in master study programs in general, answering the questions of what could be the subject of such academic/methodical work, what could be the aim of the academic assignment, what kind of scientific methods are there in master study programs and what could be the meaning of them. To sum up, you are supposed to describe in general terms the nature and possible scope of an academic thesis on master level: the subject, methodology used, possible/hypothetical results and the disposition (title, chapters, volume) of the presented work. Please explain your experience and your expectation about scientific methods and the role of science in a master program.

**Certificate of relevant professional experience (for Joint Degree)**

For the application for the Master of Construction and Real Estate Management an evidence of relevant professional experience with reference to the course content could be submitted. A letter from the employer should be presented as proof. This letter must contain information on the duration of your employment, the type and scope of your activity, and the average daily or weekly working hours.

**Application for admission to the HTW Berlin**

The application is possible for **winter term** only and is done via uni-assist ([www.uni-assist.de](http://www.uni-assist.de)) for international applicants. Please submit all required documents directly to uni-assist until **15. December**. The postal address to which you must send your complete application documents is:

HTW Berlin  
c/o uni-assist e.V.  
D-11507 Berlin

If you obtained your first academic degree at a university in Germany or are an European citizen, you do not have to apply via uni-assist. Instead please fill in an online- application on our homepage until **15. December** and submit your paper documents directly to HTW Berlin. (This does not apply if you have obtained a Master´s degree in Germany!)

Further information can be found on our homepage.

**Residence Regulations**

Please apply for a **Finnish visa** before entry into Finland. Further information can be obtained from the Finnish Immigration Service

[http://www.migri.fi/studying\\_in\\_finland](http://www.migri.fi/studying_in_finland)

The residence permit for Finland has to be converted into a residence permit for students in Germany at the foreigner´s registration office (Ausländerbehörde) in Berlin once you are in Berlin, Germany.

<http://www.berlin.de/labo/auslaender/dienstleistungen/index.html>

**Request of exemption from semester ticket fee (1<sup>st</sup> semester)**

According to §18a Section 4, BerlHG and Semesterticket-Satzung you can apply for exemption for mandatory semesterticket fees for the current semester when you will not be residing within the area of application of the Semesterticket for at least three consecutive months due to study related reasons.

<https://www.htw-berlin.de/en/studies/organising-your-studies/semester-fee/semesterticket/>