

# Information for International Applicants for the Master´s programme 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.

The documents listed below must 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.

## Copies of the following documents are required for applications to HTW Berlin:

- **Bachelor´s degree certificate:**
  - degree certificate
  - grade transcript
  - information about the marking system
- Certificate of English language proficiency
- Certificate of work experience (employment certificate)
- Exposition
- Copy of ID (or passport)

### Bachelor´s degree certificate

Certificates proving your first degree in civil engineering or architecture or a related subject area with a total of at least 180 credits are required in order to apply.

#### as a general rule:

Provide detailed information about your education to date: from the most recent school-leaving qualification that makes you 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 your 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 must be submitted. Documents in English do not have to be translated for this purpose.

### Certificate of English Language Proficiency (C1)

When you submit your application, you must proof that you have sufficient knowledge of English – at least C1 level of the Common European Framework of Reference for Languages. The recognized levels include the following:

- **PTE Academic Tests** 76 points
- **TOEFL** 95 (internet based) – Test of English as a Foreign Language
- **IELTS** level 7.0 – 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.htw-berlin.de/en/](http://www.htw-berlin.de/en/)

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

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

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

To receive a degree student status in Metropolia UAS, thus being able to obtain a **joint Finnish-German degree**, student must have minimum of two years post-Bachelor work experience (requirement of Finnish legislation). Without the required work experience, student will be registered in Metropolia UAS as an exchange student and will be only awarded a **traditional German degree** title from the HTW Berlin. Please note, at the Metropolia UAS, exchange student's student benefits (e.g. student health care, longer residence permit in Finland) are limited in comparison to joint-degree students.

For the proof of relevant work experience (with reference to the course content), a letter from the employer must be submitted. 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.

The proof of relevant work experience must be submitted until the application deadline. A degree status change after admission is not possible!

**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.

**Application for admission to HTW Berlin**

**Application is only possible for winter semester.** The application process is carried out via uni-assist ([www.uni-assist.de](http://www.uni-assist.de)). You must submit all required documents directly to uni-assist by **15. December** in order to apply. The postal address to which you must send your completed application documents is:

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

**(Only online applications are accepted.)**

If you obtained your first academic degree at a university in Germany or are an European citizen, you are not required to apply via uni-assist. Instead, please fill in an online application via the online application system of the HTW Berlin until 15. December and submit your 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 websites:

<https://conrem.htw-berlin.de/applying/>

<https://www.htw-berlin.de/en/studies/applications/>

**Residence regulations**

After a successful admission to the programme, please apply for a residence permit immediately through the Finnish Immigration Services:

<https://enterfinland.fi>

After you have arrived in Berlin for your third semester, you must convert your Finnish residence permit into a student residence permit for Germany at the foreigner's registration office (Landesamt für Einwanderung) in Berlin, please see [here](#).

**Request of exemption from semester ticket fee (1st semester)**

According to §18a Section 4, BerlHG and Semesterticket-Satzung you can apply for exemption for mandatory semester ticket 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. Further information can be found [here](#).