

# Step-by-step applications!

## 1. Applications for Bachelor's degree programmes - step-by-step instructions

### Step 1 – Select a degree programme.

You select a degree programme. You can find an overview of the range of courses [here](#).

### Step 2 – Find out about the application process.

Inform yourself about the admission requirements for the degree programme you have selected. You can find this information in the relevant [information sheet](#). The information sheets contain important regulations and notes on the admission process.

### Step 3 – Prepare your application.

Prepare all the required application documents as stipulated in the information sheet. Certificates written in languages other than German or English also need to be translated. Only officially appointed and sworn translators may translate these documents, and you must submit the originals. German translations produced abroad must be certified by the German Embassy or a German Consulate.

You can receive official certifications with official seals from notaries or EU authorities. The university only accepts certifications from the German Embassy or a German Consulate from applicants from non-EU countries.

Applicants from the People's Republic of China, Mongolia and Vietnam must submit the original certificate of the respective academic evaluation centre. Certified copies of these certificates shall not be accepted.

Please make absolutely sure to note the information on this under point 1.4 in the [information sheet for foreign applicants](#). Please do not submit any original certificates with your application.

Are you unsure whether your foreign qualification certifies you for a degree programme at the TH Rosenheim? You can find information about this [here](#).

### Step 4 – Apply online.

You apply using the [university's application portal](#). The application assistant will help you complete the online application step by step.

Are you applying to a Bachelor's degree programme with restricted admission? In that case, you need to register in advance on [hochschulstart.de](#).

### **Step 5 – Upload your application documents in the applicant portal.**

After the online application, the portal will provide you with the “Curriculum vitae” form which you can download as a PDF. You must fill in this form and upload it in the applicant portal together with the additional documents by the specified application deadline.

### **Step 6 – We check your application.**

If you submitted your documents in full and on time, Student Administration will review them. This process may take several weeks due to the large number of applications we receive. You can use the online applicant portal to track the status of your application, and also see if any documents are missing and upload them. This is why you should check it on a regular basis.

### **Step 7 – We inform you about your admission.**

You can view the result of your application in the online applicant portal. You can activate notifications to receive information about status changes by e-mail. You will also receive written notification several days later by post.

### **Step 8 – Accept the place at the university.**

If you receive a letter of acceptance, you must apply for enrolment in the online applicant portal and submit the missing documents indicated there by 31 August. If you have applied to multiple degree programmes, please apply for enrolment for only one programme.

If you have applied to a Bachelor’s degree programme with restricted admission and have received an admission offer from the TH Rosenheim, you can accept it in the DoSV (dialogue-oriented service procedure) application portal at [hochschulstart.de](http://hochschulstart.de). After that, you will receive a letter of acceptance. Now you need to apply for enrolment via the university’s applicant portal.

### **Step 9 – Enrol at the TH Rosenheim.**

If you have applied for enrolment in the online applicant portal by 31 August and uploaded all the required documents, you will receive your study documents by post. There is no need to enrol in person.

You can also find help on the topics of application, admission and enrolment in our [FAQ](#).

Should you have any questions about the dialogue-oriented service procedure DoSV, please contact Hochschulstart directly ([www.hochschulstart.de/dosv](http://www.hochschulstart.de/dosv) or [service@hochschulstart.de](mailto:service@hochschulstart.de)).

## **2. Applications for Master's degree programmes - step-by-step instructions**

### **Step 1 – Select a degree programme.**

You select a degree programme. You can find an overview of the range of courses [here](#).

### **Step 2 – Find out about the application process.**

Inform yourself about the admission requirements for the degree programme you have selected. You can find this information in the relevant [information sheet](#). The information sheets contain important regulations and notes on the admission process.

### **Step 3 – Prepare your application.**

Prepare all the required application documents as stipulated in the information sheet. Certificates written in languages other than German or English also need to be translated. Only officially appointed and sworn translators may translate these documents, and you must submit the originals. German translations produced abroad must be certified by the German Embassy or a German Consulate.

You can receive official certifications with official seals from notaries or EU authorities. The university only accepts certifications from the German Embassy or a German Consulate from applicants from non-EU countries. Please do not submit any original certificates with your application.

Applicants from the People's Republic of China, Mongolia and Vietnam must submit the original certificate of the respective academic evaluation centre. Certified copies of these certificates shall not be accepted.

Are you unsure whether your foreign degree qualifies you for a degree programme at the TH Rosenheim? You can find information about this [here](#).

#### **Step 4 – Apply online.**

You apply using the [university's application portal](#). The application assistant will help you complete the online application step by step.

#### **Step 5 – Send us your application documents.**

After the online application, the portal will provide you with the “Curriculum vitae” form which you can download as a PDF. You must fill in this form and upload it in the applicant portal together with the additional documents by the specified application deadline.

#### **Step 6 – We check your application.**

If you submitted your documents on time, Student Administration will review them. This process may take several weeks due to the large number of applications we receive. You can use the online applicant portal to track the status of your application and see if any documents are missing. This is why you should check it on a regular basis.

#### **Step 7 – We inform you about your admission.**

You can view the result of your application in the online applicant portal. You can activate notifications to receive information about status changes by e-mail. You will also receive written notification several days later by post.

#### **Step 8 – Accept the place at the university.**

You can accept the place at the university in the online applicant portal by using the button “apply for enrolment”. However, it is essential that you adhere to the instructions in the letter of acceptance and the applicant portal, and the deadlines contained in them.

#### **Step 9 – Enrol at the TH Rosenheim.**

If you have applied for enrolment in the online applicant portal and Student Administration has all the required documents, you will receive your study documents by post. There is no need to enrol in person.

You can also find help on the topics of application, admission and enrolment in our [FAQ](#).

## Recognition of foreign degrees

### Bachelor's degrees

In order to study in Germany, foreign applicants must have a university entrance qualification corresponding to the German school-leaving qualification. Normally, a school-leaving qualification entitling you to study in your native country is sufficient. You can use the [DAAD database on admission requirements](#) to check whether you fulfil the prerequisites of your desired degree programme. You can find even more detailed information for all countries on the anabin information portal for foreign educational qualifications. You can find more information concerning recognition of foreign degrees on the website of the German Academic Exchange Service - [DAAD](#).

If your non-German qualification is not recognised: Provided you meet the necessary admission criteria, you can complete subject-specific school qualifications at [Studienkolleg Coburg](#), a preparatory college. Doing so allows you to apply for degree programmes at Rosenheim Technical University.

If you would like to apply for a Bachelor's degree programme at the TH Rosenheim, please note the information in the [Information sheet for foreign applicants](#).

### Master's degrees

In order to be recognised as fulfilling Master's degree programme admission criteria, degrees from foreign universities must be at least the equivalent of a three-year (six semester) Bachelor's degree programme at a German university. The Examination Committee shall decide on the equivalence of university degrees. The [anabin](#) database provides initial orientation regarding whether a foreign university degree fulfils admission criteria for Master's degree programmes in Germany. In the [Institutionen](#) (institutions) area, you can stipulate whether or not the institution where you earned the degree was a higher education institution. The database contents are only available in German.