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## Information on applying for the Bachelor's degree programme in E-Commerce

31. October 2022

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### 1. General admission requirements

The Bachelor's degree programme in **E-Commerce** at Rosenheim Technical University of Applied Sciences is not subject to any particular admission restrictions. The programme takes place at the Chiemgau Campus in Traunstein.

**This means that every applicant will be offered a place if the general admission requirements listed below have been met!**

### 2. Applications

It is possible to start studies in either a winter or summer semester. Applications for the summer semester can be made from 1 November until 15 January (start of studies: 15 March), and applications for the winter semester can be made from 1 April until 15 July (start of studies: 1 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 <http://www.th-rosenheim.de/applications.html>, where you will also upload all the necessary documents for your application.

**Please do not send us any documents. Documents sent to us by post will not be considered (online application procedure)!**

If you have any questions, please have a look at our **FAQs** on the following website <https://www.th-rosenheim.de/en/home/information-for/interested-students-student-applicants/applications-admission-and-enrollment/fag-new/> or the relevant help boxes in the online application.

The following documents must be uploaded with your online application:

**Please upload by 15 July / 15 January at the latest:**

- The “**curriculum vitae**” form (which is available to download during the online application).
- **Certificate for a university entrance qualification obtained at a German educational institution written in German or English, e.g. Abitur certificate**  
or  
**a preliminary review documentation, if necessary (VPD) “uni-assist”**  
(this applies if your university entrance qualification was **NOT** obtained at a German educational institution);  
Link to uni-assist: <https://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 is then going to review your documents if they match the admission requirements for German universities. Please make sure to apply for either a Bachelor VPD (for a bachelor's degree programme) or a Master VPD (for a master's degree programme)! You will be able to apply to uni-assist from 1 September (summer semester) and 1 March (winter semester). Register with uni-assist. Upload your higher education entrance qualifications/school or university leaving certificates. Apply to TH Rosenheim with your valid VPD. Your VPD does not expire. TH Rosenheim will accept VPDs made out for other Bavarian universities or universities of applied sciences in the relevant field of studies.

- **English language skills**

Level B2 **English language skills** under the Common European Framework of Reference for Languages (CEFR). These can be evidenced by:

1. Internet-based TOEFL with 72 or more points,
2. IELTS with a band score of 6.0 or higher,
3. Cambridge CEFR B2 First (FCE), Grade C or higher,
4. Cambridge CEFR C1 Advanced (CAE) with level B2 or higher,

Native English speakers are not required to submit proof of adequate English language skills. In cases of doubt or non-submission of proof, applicants may be required additionally/alternatively to pass a language test comparable to those listed above at Rosenheim Technical University of Applied Sciences.

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

**Prior to enrolment, please upload (see letter of acceptance for deadline):**

- **Reporting procedure for health insurance**  
At the time of enrolment at the latest, we need an electronic report from your health insurance company about your insurance status (M10). Please contact your health insurance company about this – the earlier the better. Your health insurance company will then send the necessary report to us. Please provide them with our sender number H0000974.
- **Proof of payment of the student union contribution to the amount of €75**  
(account statements and screenshots showing transactions are suitable evidence of this proof)  
  
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!
- **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 of Applied Sciences or for degrees outside of Germany).
- **For war refugees who cannot prove German language skills in time:**  
Proof of a residence permit according to § 24 Aufenthaltsgesetz (e.g. copy of the check card, which is issued by the immigration authorities).

### **3. German language skills**

Non-German native speakers without a German higher education entrance qualification must provide proof of German language skills at level A2 or higher in accordance with CEFR. The following apply as proof of required German language skills *by the end of the second semester*:

1. Deutsches Sprachdiplom DSD level 1 (level CEFR A2/B1),
2. Goethe certificate at level A2,
3. TELC certificate at level A2,
4. German language courses completed at a university worth at least 4 credit points at level A2 or higher in accordance with CEFR,
5. ÖSD-Certificate A2
6. At least 3 years of German tuition at school, evidenced by an officially certified translation of school certificates.

### **4. Information for applicants from non-EU countries**

Please apply early because experience has shown that the application process for a residence permit takes several weeks. Please find information about housing options on the Internet at [www.th-rosenheim.de/housing](http://www.th-rosenheim.de/housing).

### **5. Information for war refugees**

War refugees who have a residence permit in accordance with Section 24 of the Residence Act (AufenthG - residence grant for temporary protection) can provide proof of the required German language skills up to the 2nd semester.

War refugees who have a residence permit in accordance with Section 24 of the Residence Act (AufenthG - residence grant for temporary protection) can also submit a DAAD language certificate (English B2) from the Language Centre at TH Rosenheim as proof of the required English language skills. Information on the DAAD language certificate (English B2) can be found on the Internet at [www.th-rosenheim.de/en/studies/language-centre/language-certificates/](http://www.th-rosenheim.de/en/studies/language-centre/language-certificates/).

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## **6. Further procedure**

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If you are accepted, you must apply for enrolment in the online applicant portal and upload the missing documents indicated there by 31 August. If you apply to multiple degree programmes, please apply for enrolment for only one programme.

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If someone is authorised (in writing) to represent you, please inform this person of the importance of the deadlines! Negligence by an authorised representative will lead to you being excluded from the procedure, just as your own negligence would.

If you have applied for enrolment in the online applicant portal by 31 August and Student Administration has all the required documents (processing status in the online applicant portal: "Enrolment application in progress") you will receive your study documents in the mail. There is no need to enrol in person.

We will inform you about important enrolment information by e-mail.

**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!**