

## Guidelines for Master's programme applicants from abroad

### 1. General information

You have to submit your application online via the web server of the Technical University of Applied Sciences Augsburg ([HIS study portal](#)). **Please note that each Master's programme requires different application documents.** You can find information about this on the respective websites of the study programmes (<https://www.tha.de/en/Master-Programs.html>). You must submit the entire application to the TH Augsburg within the application deadline. This is only done digitally via the online application portal. An e-mail with possible file attachments will not be accepted and documents cannot be submitted by post or in person.

Application forms that are not digitally available to the Technical University of Applied Sciences Augsburg or that do not include the required documents in full will not be considered!

For each application in a degree programme you have to fill in a separate online application and hand it in to the Technical University of Applied Sciences Augsburg together with all documents. References to other applications cannot be considered.

### 2. Application period

The current application periods can be found on our homepage:  
<https://www.tha.de/en/Application.html>

Applications must be uploaded together with the required documents to the Technical University of Applied Sciences Augsburg online application portal by the closing date for applications at the latest! The deadline is a cut-off date.

### 3. Responsible office for application

Your application documents must be submitted completely digitally. Documents sent by post will not be considered. Unfortunately, it is also not possible to hand in your documents in person.

If you need to submit additional documents, you can also do so via our online system.

#### **4. Master's programme applicants with educational qualifications from abroad**

As a Master's degree program applicant with educational qualifications from abroad, you need to include the following documents with your application:

- Copy of your university entrance qualification from abroad and the officially certified translation including the grading system or grade scale;
- Officially certified copy of your university qualification, generally a Bachelor's degree or diploma, from abroad;
- Officially certified translation of your foreign university qualification including description of subjects or module guide and the grading system or grade scale;
- Pre-examination documentation via uni-assist e.V. (can take up to 6 weeks!) only for:
  - ***Master International Business and Finance***
  - ***Master Business Information Systems***
  - ***Master Sustainability Management***
  - ***Master Computer Science***
  - ***Master Human Resource Management***
  - ***Master Mechanical Engineering***
  - ***Master Interactive Media Systems***
  - ***Master Marketing Management Digital***
  - ***Master Architecture***
  - ***Master Industrial Safety***
  - ***Master Production***
  - ***Master Environmental and Process Engineering***
  - ***Master Taxes and Accounting***
- Proof of the average grade achieved and the total ECTS; for the Master's degree in **Mechanical Engineering** - additionally Transcript of Records
- Proof of the required language skills. For more information on the language skills required for the Master's degree program applied for, contact the relevant faculty;
- Proof of previous education abroad by means of the APS certificate of the academic test center for applicants from **PR CHINA, VIETNAM, INDIA** and **MONGOLIA**;
- Proof of the mandatory requirements for the degree program in question, for example, letter of motivation, internships, etc. You can find information on these requirements on the faculty web pages;
- Copy of your passport;
- CV in table form;

**As a Master's programme applicant, please do not send your documents to the "Zeugnisanerkennungsstelle" (Certificate Recognition Office) in Munich!**

## **5. Application procedure**

Step 1: Online application form & Pre-examination documentation (only Master IBF, PMG, MA, IMS, MMD, AR, INS, MPR, MMU, MSR)

You complete the online application form and upload it to the application portal.

Please make sure you remember the applicant number you entered on the online form. You will need this number if you need to submit additional documents.

If applicable: Pre-examination documentation via uni-assist e.V. (can take up to 6 weeks!)

Step 2: Add all required application documents

Now, in addition to your online application, you must upload all documents and proofs to the portal by the deadline.

### **Please note:**

- If you are applying for more than one degree programme, you must complete the online application form for each degree programme and also enclose all documents for each degree programme!
- Only applications that have been submitted in full to the TH Augsburg in the online portal will be considered! Filling out the online application form alone is not sufficient.
- Questions regarding the content of your application and the admission requirements will only be answered in the faculty of the respective Master's programme.

Step 3: Upload the application documents

Your application documents must be submitted completely digitally. Documents sent by post will not be considered. Unfortunately, it is also not possible to hand in your documents in person.

If you need to submit additional documents, you can also do so via our online system.

### **Please note:**

Applications must be submitted by the end of the application period stated on page 1 at the latest. The application must be uploaded to the online portal together with the required documents by the end of the application period stated on page 1 at the latest. This is a cut-off deadline.

## 6. Important contacts

The contact for questions regarding the application in general is

Department III Student secretariat  
Technical University of Applied Sciences Augsburg  
An der Hochschule 1  
86161 Augsburg  
Tel. 0821 / 5586 3950

Room: A 2.05 (Building A)  
Opening hours: Tuesday - Thursday from 9 a.m. - 12 p.m.  
Service telephone: Tuesday - Thursday from 10 a.m. - 12 p.m.

Contact persons for questions about the individual degree programmes, as well as for the recognition of previous academic achievements (when applying for a higher semester) are the study advisors of the individual degree programmes.

## 7. Further information

- **Online application**  
<https://www.tha.de/en/Application/Masters-Programs.html>
- **Technical University of Applied Sciences Augsburg range of degree programs**  
<https://www.tha.de/en/Master-Programs.html>
- **Assessment test** from the preparatory college of the Bavarian Universities of Applied Sciences, Friedrich-Streib-Straße 2, 96450 Coburg, Germany. Tel.: +49 (0)9561/427060
- Language skills  
<https://www.tha.de/en/Forms-and-Informationcenter.html>

## **8. Officially certified photocopy**

An officially certified photocopy must meet certain formal requirements as compared to a standard photocopy.

The copy must be furnished with a note declaring that the copy and the original match (certification note), the signature of the certifier and an official seal. A simple stamp is not sufficient.

An official certification can only be recognized when it has been issued by a public body which carries an official seal. Official certification can be provided by authorities, notaries or churches organized under public law.

You can find more detailed information e.g. here:

<https://www.hochschulstart.de/bewerben-beobachten/bewerbung/unterlagen>

In Augsburg you can get officially certified copies e.g. here:

Studierendenwerk Augsburg – b!st-Beratung; visiting adress: Am Silbermannpark 1a, 86159 Augsburg, Germany

<https://studierendenwerk-augsburg.de/counselling/document-certification/>