



Information

Status: August 2023

Guidelines for Master's Degree Applicants from Abroad

1. General information

You have to submit your application online via the web server of the Augsburg University of Applied Sciences. **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. You must submit the entire application to the THA 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 Augsburg University of Applied Sciences 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 Augsburg University of Applied Sciences together with all documents. References to other applications cannot be considered.

2. Application period

Winter semester:	May 1 – June 15
Summer semester:	November 15 – December 15

Applications must be uploaded to Augsburg University of Applied Sciences in the online application portal together with the required documents no later than on the day of the application deadline! 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 degree 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 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***
 - ***Master Computer Science***
 - ***Master Business Information Systems***
- 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 degree program 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 THA 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 Sachgebiet III/ Abteilung für Studienangelegenheiten (Subject Area III/ Student Affairs).

Technische Hochschule Augsburg
Sachgebiet III/ Abteilung für Studienangelegenheiten.
An der Hochschule 1
86161 Augsburg

Room: A 2.03 (Building A)
Opening hours: Tuesday - Thursday from 8 a.m. - 12 p.m.
Service telephone: Tuesday - Thursday from 9 a.m. to 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.

Online application

<https://www.hs-augsburg.de/en/Application/Masters-Programs.html>

Current information sheet on the admission process

<https://www.hs-augsburg.de/Binaries/Binary48053/Information-sheet-winter-semester-2023-24-EN.pdf>

Augsburg University of Applied Sciences range of degree programs

<https://www.hs-augsburg.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.hs-augsburg.de/en/Forms-and-Informationcenter.html> => Application Process

7. 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 address: Am Silbermannpark 1a, 86159 Augsburg, Germany

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