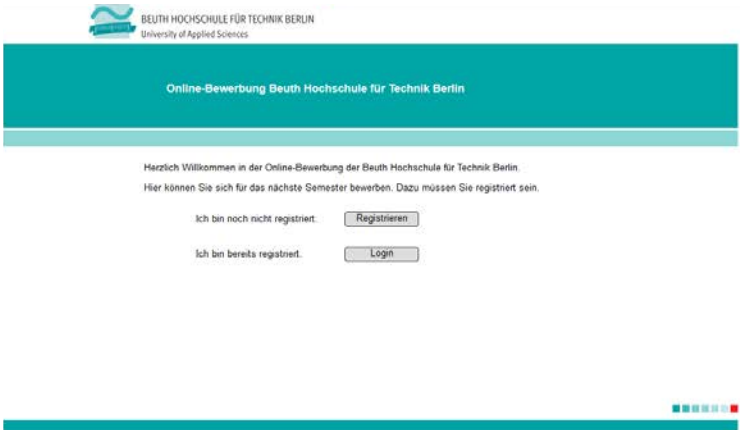
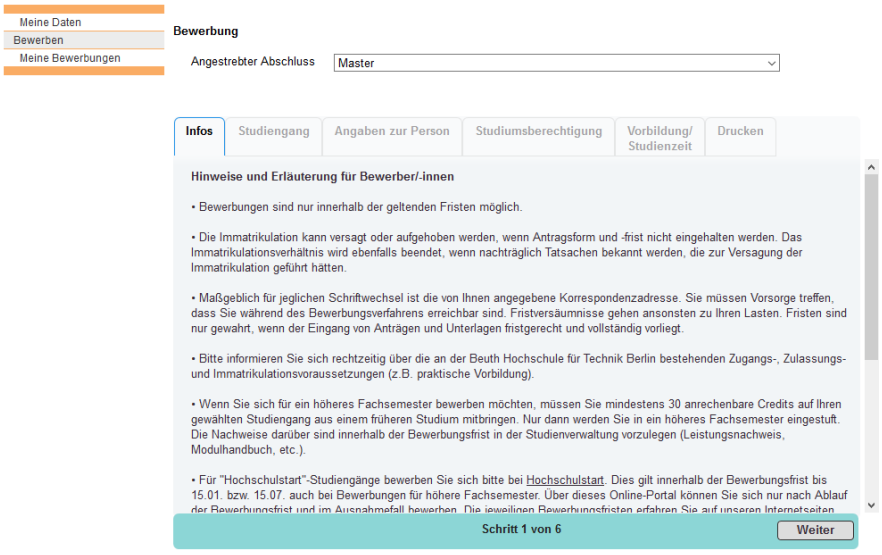
**How to apply with the Beuth online application system**

1. Go to https://sv.beuth-hochschule.de/Portal/bewerberStart/ and either register or login if you are registered already.




Registration is explained at the end of this document. To register click “Registrieren”, use “Login” otherwise. That will lead you to the welcome page of the Beuth service portal.

You may change your registered data at “Meine Daten”. Start your application using “Bewerben”.

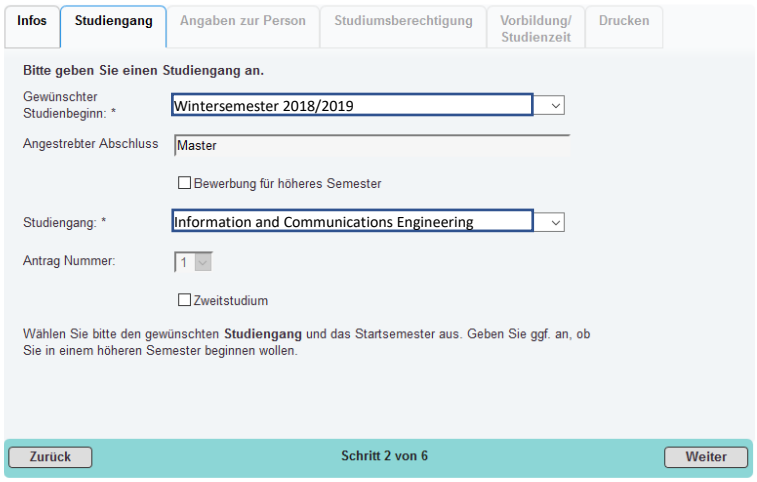



Enter the desired degree (Master for Master program *Informations and Communications Engineering*) and read the following information which tells you:

- You can only apply within the limited official time-frames.
- The enrollment can be deleted if the timeframes are not satisfied by you or if the type / appearance of your application is not correct. Additionally, the enrollment can be cancelled if facts become apparent that might have led to a denial of the enrollment.
- Your correct address is representative for the communication with you. You must always be able to receive your post. Missing of terms and timeframes charge to your account. Timeframes are only satisfied if the application documents arrive in time and complete.
- Please get informed early about application restrictions and enrollment requirements (e.g. practical background)
- If you want to apply for a higher semester, you must bring at least 30 credits from your earlier study. Only then you will be ranked accordingly. This proof must be given within the formal application timeframes (course assessment, module handbook, etc.)
- (some info about starting a Bachelor)
- If you want to apply in the case of hardship, you can find the respective forms on the homepage of the document center of the student administration. Please add this form to all the other documents within the given official timeframe.
- Please note that the application documents must be signed by hand.
- Detailed information about all university courses can be found here [https://www.beuth-hochschule.de/bewerbung](https://www.beuth-hochschule.de/bewerbung)
- At the end of the online application process you must print and sign the online application form. Send the printed and signed form together with the required documents
    - officially accredited copies of the o**riginal graduation certificate*** of your university including the official **German or English translation**.
    - simple copy of your **birth certificate** (no official accrediting required)

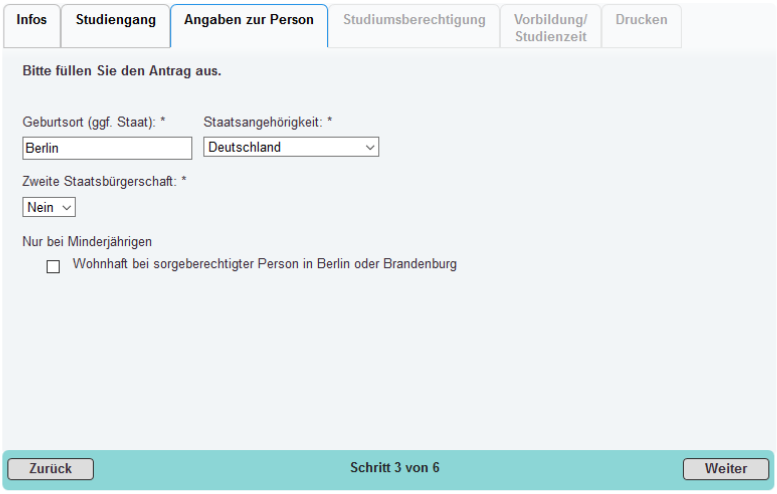
  to the University (**NOTE:** This is what it says here, however, as a foreign applicant you need to send these documents to UNI-ASSIST instead!)

Click “Weiter” to continue which brings you to step 2 where you can select the program (“Studiengang”) *Informations and Communications Engineering* and when you want to start (“Gewünschter Studienbeginn”).




Click “Weiter” to continue with step 3, where you enter personal details:

- Place of birth incl. country (“Geburtsort (ggf. Staat)”)
- Nationality (“Staatsangehörigkeit”)
- 2nd nationality (“Zweite Staatsbürgerschaft”) – yes („JA“) or no („NEIN“)
- Whether you are underage („minderjährig”), presumably not relevant




Click “Weiter” to continue with step 4.

Here you enter your type of university entrance certificate (“Hochschulzugangsberechtigung HZB”) in the upper field along with the average grade (“Durchschnittsnote”) and date of acquisition (“HZB-Datum”). If you acquired the “HZB” in a foreign country, you select “Sonstiger Erwerb der HZB im Ausland aHR / fgHR / FHR”, where “HR” means higher education entrance qualification, “aHR” / “fgHR” / “FHR” refer to a general qualification (“Abitur” / “Matura”), and fgHR or FHR refer to subject specific qualifications (“Fachabitur”), a rather specific type of higher education in Germany.

Enter your first university level degree (typically Bachelor) in the lower field and add average grade and acquisition date.

Don’t check the field “Wehrdienst / Zivildienst geleistet“ unless you have served in the German army “Bundeswehr” or carried out an alternative service in Germany instead.

Click “Weiter” to continue with step 5. In the next form, you can state any practical education (apprenticeship for = “Ausbildung zum” or internship (company) = “Praktikum (Firma)”) and the corresponding dates (from … to = “von” … “bis”); however, you can leave this fields empty, since there is no requirement to have these.

Also, you can add your education times at German universities (“Studienzeiten in Deutschland”, if you have any; again, you can simply leave these fields empty.

Finally, you should answer the following questions (yes - “JA” / no – “NEIN”) :

a) Are you enrolled at a German university already? (“Sind Sie schon an einer deutschen Hochschule immatrikuliert?”)
b) Did you ultimately fail university exams? (“Haben Sie Studien- oder Prüfungsleistungen endgültig nicht bestanden?“) which would typically mean that you got exmatriculated at that university.
c) Have you already studied the same subject in Germany for which you apply here (“Haben Sie den Studiengang in Deutschland bereits einmal studiert, auf den Sie sich hiermit bewerben?”)
d) If “yes” in c.) what semester have you been exmatriculated? (“In welchem Semester wurden Sie exmatrikuliert?”)
e) If “yes” in c.) Was there any kind of study break, and which one? (“Welcher Art war die letzte Studienunterbrechung?”)

You can leave all field with the default values, if they do not apply.

Click “Weiter” to continue to the sixth and final step.

Here, you are asked once again to print and sign the application form, and to send it to the Beuth Hochschule together with the required documents.

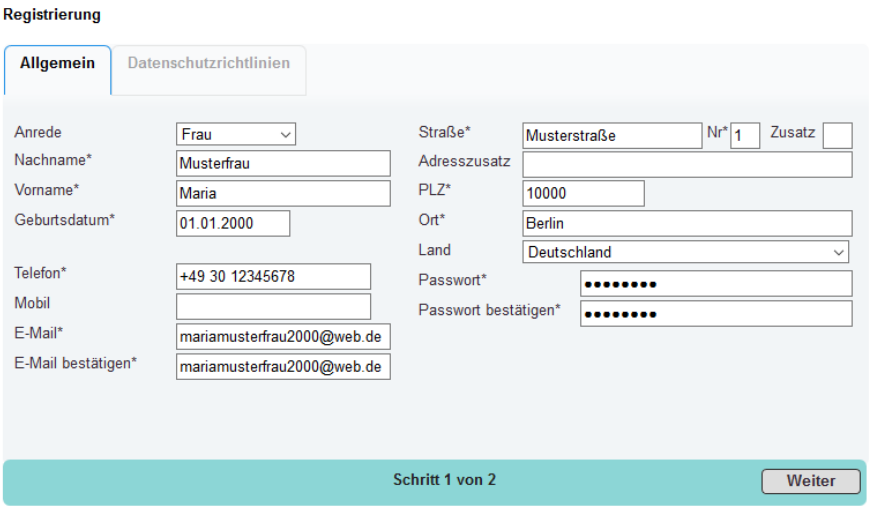
Click “Bewerbung absenden” to get a PDF document for printing and signing. As an international applicant, having obtained your Bachelor degree in a foreign country, DO NOT send the form (together with the other documents) to the Beuth Hochschule and the address given here but to

**Beuth Hochschule für Technik**
**c/o UNI-ASSIST e.V.**
**11507 Berlin**

instead. That completes your application.

Registration:

To register click “Registrieren” on the welcome page. This will lead you to the following input screen, where you enter your details:




Required fields:

“Anrede”: Frau – Mrs. / Herr – Mr.
“Nachname”: Last name
“Vorname”: First name
“Geburtsdatum”: Date of birth
“Telefon“: Phone
„E-Mail / E-Mail bestätigen“: Email address / confirm
“Straße / Nr. “: Street and number
“PLZ”: ZIP code
“Ort”: City
„Passwort / Passwort bestätigen“: password / confirm

Click „Weiter“ to continue.

You need to confirm that you agree with storing your details by checking the mark. Then click “Absenden” to send the form.

You will see the following message:

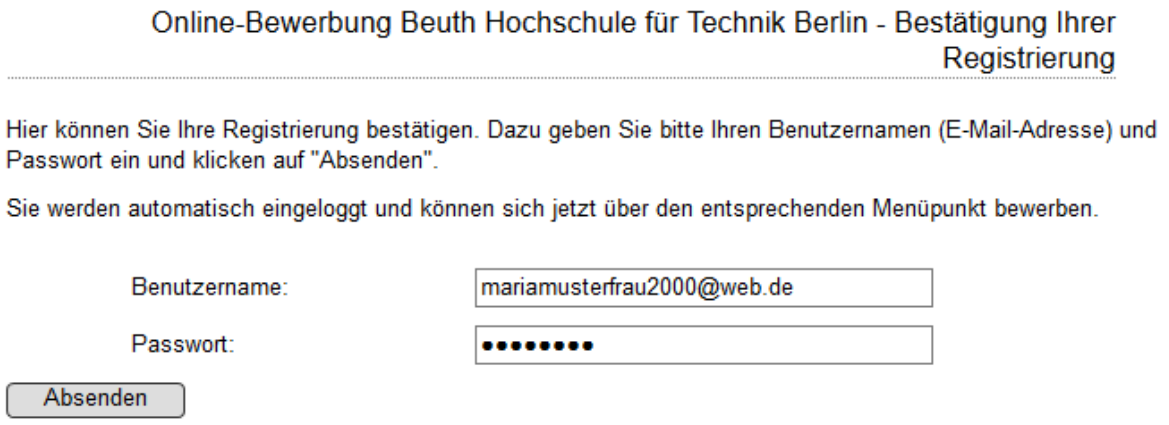
> Sie haben sich erfolgreich registriert. Ihnen wurde per E-Mail ein Link zur Registrierungsbestätigung übermittelt. Betätigen Sie bitte diesen Link, um die Registrierung abzuschließen.

This says you have successfully registered, and you will be sent an email with the following text.

> Sehr geehrte/r Frau Musterfrau,
>
> Herzlich Willkommen im Bewerberportal der Beuth Hochschule für Technik Berlin.
>
> Um die Richtigkeit Ihrer E-Mail-Adresse zu bestätigen, klicken Sie bitte auf den folgenden Link:
>
> **https://sv.beuth-hochschule.de/Portal/BewerberStart/RegistrierungGueltig?Key=bxlQqxla%2bnwRuHNdr5WAjxD8ySbEq67vuvkvboeyeVE%3d**
>
> Der Bestätigungslink ist nur einmal benutzbar und nur 3 Tage gültig.
> Er wird ungültig nach Bestätigung Ihrer Registrierung, der Änderung Ihres Passwortes oder nach dem Ablauf von 3 Tagen.
> Sie können sich dann mit den selben Angaben neu registrieren.
>
> Ihr Benutzername lautet: **mariamusterfrau2000@web.de** .
>
> Mit der Bestätigung Ihrer Registrierung werden Sie automatisch am Bewerberportal der Hochschule angemeldet.

including a link, which you have to follow to complete the registration process. The email also contains your user ID ("Benutzername") which corresponds to your email address.

Follow the link to confirm registration.




Enter your user ID and your password as shown and click "Absenden". You are now logged in and are ready to apply.