

Berlin University of Technology

Faculty VI Architecture Environment Society

Prof. Dr. P. Herrle

Chair for Architecture and Urban Development in the Global Context - HABITAT UNIT

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Urban Management Studies - instructions for the application procedure:

General Information:

Please note that, in accordance with university regulations, we are only able to consider applications that are fully completed, and which are accompanied by all necessary supporting documentation. Applications can only be accepted as hard copies. Please use typewriter or capital letters.

The required documents are:

1. Application form
2. Letter of Motivation (in English), not less than one page in length
3. Curriculum vitae
4. Officially certified copies of your university degree(s) and academic transcripts, along with certified translations into English including an explanation of the grading system at your previous university
5. Proof of at least two years of work experience in a field related to urban management certified by your employer(s)
6. Two letters of reference
7. Proof of English proficiency (TOEFL-minimum score: paper-based 550; computer-based 213 or equivalent test results, e.g. IELTS)
8. Level of German proficiency (if relevant)

Advice for Applicants from P.R. of China: Each Applicant for admission from P.R. of China to any German University has to present a certificate in order to be eligible for admission. This certificate is issued by Akademische Prüfstelle des Kulturreferates der Deutschen Botschaft Peking Landmark Tower 2, Büro 0311, Chaoyang District, 8 Dongsanhuan Beilu, 100004 Beijing Tel: ++86(0)10.6590-7141, Fax ++86(0)10.6590-7140, e-mail: kuaps@163.com after a careful review of the presented necessary documents.

The complete application should be sent to the following address:

**TU Berlin, Fakultät VI
Sekr. A 53, Urban Management Studies
Straße des 17. Juni 152
10623 Berlin
Germany**

Application deadlines:

7th course (starting in October 2011):

April 30th 2011.

Decisions on admission are made by the Admission Board within 4 weeks after the application deadline. We will let you know immediately!

Application for the Master`s Programme URBAN MANAGEMENT

Applicant's
photo

- for the course starting in October 2011
(deadline: April 30th 2011)

1. STUDENT'S PERSONAL DATA

First Name(s) :

Family Name(s):

Date and place of birth :
date (dd/mm/yy) place

Nationality :

Sex : female male

Marital Status : single married

Number of
children :

My family would
accompany me : yes no

Mailing address :

Telephone :

email :
(correspondence)

2. EDUCATION

Institution/
university :

Main subject :

Subsidiary
subject(s) :

Period of study :
from to

Date of completion :

Degree(s) awarded :
(Bachelor, Master, others)

Grade achieved :

GPA, if available :

3. WORK EXPERIENCE RELATED TO URBAN MANAGEMENT:

Type of work experience (1) :

Position :

Firm/ organisation :

date (year) country

Type of work experience (2) :

Position :

Firm/ organisation :

date (year) country

4. KNOWLEDGE OF LANGUAGE

Native Language :

Language(s) of instruction (if different) :

1.

2.

English language ability:

As the programme is taught entirely in English, applicants are required to show proof of their English languages ability:

1. As international recognised test of proficiency in English is required e.g. TEOFL: paper-based, at least 550 points; computer-based, at least 230 points IELTS: grade 6.0
2. Native Speakers of English are not required to supply proof of English language ability. If there are any doubts as to your status as a native speaker, you may be asked to supply additional documentation or undergo an interview by phone.
3. If English was the official language of instruction for you undergraduate/postgraduate degree, please attach a certificate from your previous university stating that this was the case. If there are any doubts as to your English language proficiency, you may be asked to supply additional documentation or undergo an interview by phone.

Name of proficiency test taken :

date of test (dd/mm/yy)

result

German language (if relevant) :

Name of the institution attended :

Certificate/ grade / level acquired:

Total number of hours attended :

5. FINANCES

I shall pay my studies out of personal fund

I shall apply / have applied for a scholarship from:

(If you apply for a scholarship from the DAAD, please attach the filled-in DAAD form)

If you wish to apply for a scholarship, but your application for a scholarship is not successful, do you still wish to be considered for admission to the master's programme?

- yes, I wish to be considered for the UM-Master Course even if I am not awarded a scholarship
- no, I do not wish to be considered for the UM-Master Course if I am not awarded a scholarship

5. HOW DO YOU KNOW ABOUT THE UM-MASTERS COURSE?

(If via Internet, please indicate the name of the web page)

(Place/Date)

(Signature)