

Please read these instructions carefully and follow them closely to ensure a complete, valid, and timely application submission. Incomplete and/or late applications will not be considered. All application documents must be received by the start of the applicable lecture period.

STEP 1: Apply to the Certificate Recognition Office of the Faculty of Engineering at Heilbronn University

Applies only to applicants with a non-German Bachelor's Degree

Deadline: approx. January 15th for the summer term / July 15th for the winter term; Processing time is 4-5 weeks

Before applying, non-German Bachelor degrees need to be declared equivalent to a German first degree.

Please submit the following documents:

- Application form (completed in full and, if possible, electronically)
- Curriculum vitae
- Bachelor's certificate and transcript of records in German or English
The Bavarian formula is used to convert grades and recognise international achievements. Therefore, please enter the best and minimum passing grade at your university for the conversion.
- APS certificate, if applicable (necessary for Bachelor certificates from China, India and Vietnam)
- Proof of your German language skills, if applicable

in digital form to: master-te@hs-heilbronn.de

Please note: If the HHN examination office is unable to recognize your certificate, we will contact you as soon as possible. You can then arrange for your certificate to be recognised by the Studienkolleg Konstanz or UniAssist. A recognition from there will be accepted by us without objection.

STEP 2: Select your desired research project

Select your desired research project from the published list, see <https://www.hs-heilbronn.de/en/focus-research>.

STEP 3: Get in touch with the professor of your desired research project

You need a written confirmation on the Applicant sheet of two professors of the Faculty Engineering, who agree to supervise the applicant in the research project. The confirmation must be enclosed with the application. We recommend that you do the recognition of your foreign degree as well as the research project interviews at the same time.

STEP 4: Apply to Heilbronn University

Deadline: start of the applicable lecture period (summer/winter term)

See all details on

<https://www.hs-heilbronn.de/en/master-application>

1. Register online on Heilbronn University's eCampus portal. You will receive a confirmation by e-mail

2. Prepare and upload the remaining documents that will complete your application.

Unless specifically noted, the documents below are required for your application. For the application process, simple copies of the required documents are sufficient. In case of admission, students have to present either the original documents or certified true copies of the required documents when getting enrolled. Sworn translations are necessary if the original documents are not issued in German or English.

- General Certificate of Education or other school leaving certificate (high school diploma)
- Curriculum vitae
- First Degree Certificate relevant to this application and Transcript of Academic Record (Bachelors degree) in German or English
- TOEFL / IELTS / Cambridge Certificate / TOEIC certificate or a continuous stay of at least one year in an English-speaking foreign country as evidenced by studies at an English-speaking university, employment certificates or similar documents. (Not applicable to native English speakers - A native speaker is considered to be someone who was raised in Australia, Canada, Ireland, New Zealand, UK, USA)
- In case of a non-German first degree: Certificate of Recognition
- The written confirmation on the Applicant sheet of two professors of the Faculty Engineering, who agree to supervise the applicant in the research project
- Filled in applicant sheet

3. Once accepted, enrol at HHN