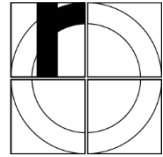


## Enrollment Office/Studienamt

Technische Hochschule  
Rosenheim  
Hochschulstr. 1  
83024 Rosenheim  
Phone +49 8031 805-2155, -2156,-2162 u. -2163  
Mail: [studienamt@th-rosenheim.de](mailto:studienamt@th-rosenheim.de)

Technische  
Hochschule  
**Rosenheim**



2. Mrz 2022

Kurzzeichen

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**Office hours:**

**Lecture hours:**  
Mon.-Thu.: 9.00-12.00  
and  
13.00 - 15.00

**Lecture-free periods:**  
Mon.-Thu.: 9.00-12.00  
hrs,  
Tues. only: 13.00 -  
15.00 hrs

### Leaflet for applicants for advanced subject semester ( so-called changers of university , no freshman )

Please send your application documents at least four weeks before the beginning of the new semester to our university. **An application with an online-form via the internet isn't possible.**

Exception: The application for the bachelor degree program of physiotherapy has to be present till the 15<sup>th</sup> of July.

The following documents are required.

- **Application form**  
(see <https://www.th-rosenheim.de/en/studies-and-further-education/before-your-studies/application-admission-enrolment/9534>)  
An online application isn't possible!
- **Application for crediting of competences**  
(<https://www.th-rosenheim.de/en/studies-and-further-education/during-studies/study-organisation/study-regulations/leaflets-study>)  
The form has to be used for every imputable advance.
- **Certificate of a higher education entrance qualification acquired at a German educational institution in German or in English**  
e.g. Abitur certificate, master craftsman/woman certificate or journeyman/woman certificate with proof of 3 years of relevant vocational experience.  
or  
**If necessary, preliminary examination documentation "Uni-Assist"**  
(Applies if the university admission was NOT obtained at a German educational institution);  
Link to Uni-Assist: <https://www.uni-assist.de/en/how-to-apply/>
- **If necessary: proof of a German language examination for German language degree programmes if the university entrance qualification was earned abroad**  
(for example: TELC-Test at least level C1, German language diploma from the standing conference of the ministers of education and cultural Affairs -Second stage; A German test passed according to the DSH; TestDaF stage 3; The certificate of the assessment examination on universities of the federal republic of Germany (Feststellungsprüfung ; FSP); certificates for German language skills which are recognized through bilateral agreements or other agreements by the Standing Conference of the Ministers of Education and Cultural Affairs (Kultusministerkonferenz, KMK) or the German Rectors', Conference (Hochschulrektorenkonferenz HRK); the Große Deutsche Sprachdiplom GDS and the Kleine Deutsche Sprachdiplom KDS as well as the Zeugnis der Zentralen Oberstufenprüfung ZOP of the Goethe-Intstitute, the certificate of the German language examination Deutsche Sprachprüfung II of the Sprachen- und Dolmetscher-Institut München; graduated German language and literature study).
- **if necessary: Language certificates for English-language degree programmes, if applicable**  
See the information sheet for first-year students:  
<https://www.th-rosenheim.de/en/studies-and-further-education/before-your-studies/application-admission-enrolment/information-sheets-on-applying>
- **Grade confirmation about already passed and not passed examinations**
- **Study and Examination Regulations or curriculum of the current degree program with module description of the chargeable course target and contents**

- **Only for Bachelor's degree programmes in Architecture and Interior Architecture: proof of 8-week internship.**

An internship lasting at least 8 weeks is a prerequisite for the degree programme. This must be completed before commencing studies. The internship should consist of activities that are suitable as examples to introduce construction and technical aspects of the building process. Please see the appendix for a list of approved activities. The organisation offering the internship must provide written confirmation of successful completion, the contents and duration of the practical training. In addition, the internship requirement may be satisfied by completing studies in "Technology" or "Design" at the FOS/BOS (technical college/vocational college) or vocational training in the trades/crafts field. If delayed due to circumstances beyond their control, students may request an extension of the completion deadline for their internship. The application must be submitted to the university's Internship Office.

- **If necessary: proof of a vocational training if the pre-study internship should be proven**

- **If necessary: de-registration certificate – no study visit – (could be submitted by the enrollment)**

- **Applicants for a higher semester in the diploma- and bachelor course interior construction have to add a self-written application. (approx. 1 – 2 pages)**

Those letters should describe the specific abilities and talents that raise expectations for a successful engineering degree in interior construction.

Please don't include original documents in the notification of admission but only official certifications. Official certifications can be taken by every public institution who owns an official seal. For example: Public authorities, notaries, public-service organised churches. The certification can only be recognized when it's made by German authorities or notaries and contains at least:

1. a note certifying that the copy is true to the original (Beglaubigungsvermerk)
2. the signature of the endorsing person
3. the imprint of the official seal. The imprint of a seal or a stamp containing text only does not suffice.

If the certified copy consists of several individual pages, it must be proven that all pages belong to the same original document. It also satisfies the requirements if each page is certified individually. You should make sure that all pages of the original carry your name. If your name does not appear on all pages, an attestation clause (Beglaubigungsvermerk) is required including a note on the type of certificate.

If the certified copy does not fulfil these requirements, the University does not accept the validity of the submitted document. You should make sure by yourself that the authentication corresponds to the form and indicate the competent authority with it.

### **Important:**

**The documents remain in the University and will be destroyed at the end of the procedure. If you wish the return of the documents we ask for an expressly identification for your wish and the accompanying of a sufficient postage prepaid DIN A 4 addressed envelope**

## Appendix:

**Only for Bachelor's degree programmes in Architecture and Interior Architecture: proof of 8-week internship.**

The following technical vocational training and practical activities in the relevant companies (not planning offices) will be accepted for the **Bachelor's degree programme in Interior Architecture and the Bachelor's degree programme in Architecture:**

- Natural stone work
- Carpentry and wood building
- Interior engineering, joiners and carpentry
- Metal construction, locksmithery
- Dry structural work
- Flooring
- Boat and ship construction
- Electrical installation
- Glazier and glass refining
- Engineer specialised in wood technology
- Painting and varnishing
- Masonry and concrete construction
- Laying parquet flooring
- Stone masonry and stone sculpturing
- Stucco work

The following technical vocational training and practical activities in the relevant companies (not planning offices) will **only** be accepted for the **Bachelor's degree programme in Interior Architecture:**

- Textile decorating / upholstery
- Exhibition stand construction
- Model construction
- Stage design
- Tailor or dressmaker
- Design for visual marketing
- Basket making
- Pipe organ and harmonium constructor
- Furniture restoration
- Sawmill work

The organisation offering the internship must provide written confirmation of successful completion, the contents and duration (8 weeks) of the practical training.

In addition, the internship requirement may be satisfied by completing studies in Technology or Design at the FOS/BOS (technical college/vocational college) or vocational training in the trades/crafts field. Proof of 8 weeks of practical training must be provided in each case.