

**Application Form for Degree Programmes
at the Wildau Institute of Technology
at the Technical University of Applied Sciences Wildau e.V.**



Degree Programme

- Aviation Management (AVIMA)
- Civil Aviation for Pilots (CAP)
- Renewable Energies

Proposed commencement of studies

- winter semester 20____ / 20____

1. Personal Details

Family name

First name and additional names / titles

Date of Birth (dd-mm-yy)

Place of Birth

Citizenship

Gender: female male

2. - Correspondence Address

Street address / P.O. Box etc.

City/ County/ State, Post/ Zip code, Country

Telephone (private)

Telephone (work)

Fax

Mobile telephone

E-mail address

3. Contact Details - Home address (if different from 2.)

Street address / P.O. Box etc.

City/ County/ State, Post/ Zip code, Country

Telephone

Fax

Mobile telephone

The following information regarding your educational record must be supported by authenticated copies of official certificates and notarised translations into German or English. Please be sure to include these with your application.

4. University Entrance Qualifications

e.g. Abitur, GCE, Baccalauréat, Secondary School or university entrance examination

Place/ Country and date acquired

5. University Degree

Subject

Degree (Title and Date)

Final grade

Name and location of University

Details of additional University degrees (where applicable) – including courses of further education and vocational trainings etc.

6. Professional Experience

Period of employment	Employer's name	Job title/ area of work

7. Language skills

	Native speaker	Fluent	Good	Basic knowledge
German	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
French	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spanish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
other:_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
other:_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
other:_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. Language certificates

I have taken the following exams and gained certification in:

- Test of English as a Foreign Language (TOEFL)
- English Language Testing System (IELTS), optional
- Cambridge Certificate, optional

Date	Type of Test: Computer-/ Internet-based etc.	Result/Points
------	--	---------------

Other language certificates:

Name/ description

Date	Result/Points
------	---------------

If you have not as yet entered for a test, please give details of when you intend to do this.

Date	Name/ description
------	-------------------

9. Financing of the programme

Are you being awarded a scholarship?

yes no

If yes, from which institution (please provide proof)

other sources of funding (voluntary declaration)

10. Miscellaneous questions

Have you been granted right of asylum in the Federal Republic of Germany? (please provide proof)

yes no

Do you belong to a German-speaking minority in a foreign country?

yes no

Which one? (please provide proof)

Have you already applied to our university in a previous semester
 yes no

Programme

Please give the names of all other German universities to which you have also applied for the coming semester.

Special reasons for your choice of university location (use an additional sheet where necessary)

I confirm that to the best of my knowledge and belief all the information I have given on this form is true, complete and accurate. I have enclosed the required documents (certificates, supporting documents, etc.). I am aware that intentionally or negligently giving false information constitutes an administrative offence and may lead to exclusion from admission procedure or – if discovered at a later date – to the cancelation of my admission or enrolment.

I confirm that I have read and noted the admissions information.

Place

Date

Signature

Please note: Please use a separate sheet if you wish to provide any further reasons for your application.

The above information will be stored and processed by the higher education institution. They are fully subject to the data protection regulations currently in force.

For our information

How did you find out about the Wildau Institute of Technology?

- Personal recommendation (friend/ acquaintance)
- Career / student counsellor
- Trade fair (where?) _____
- Poster (where?) _____
- Leaflet (Where?) _____
- Internet
- Newspaper advertisement (where?) _____
- Other (please specify): _____

Required Application Documents for degree programmes at Wildau Institute of Technology



In order to apply you must fill out the registration application form that can also be found on the website of the Wildau Institute of Technology (<http://www.wit-wildau.de>). You should attach the following documents with their German or English notarised translations:

- entrance qualification to university with grades (authenticated copy),
- authenticated copies of certificates of school and university education including copies of reports, other certificates of performance etc.,
- if applicable, authenticated copy of university entrance examination certificate,
- proof of adequate competence in English (authenticated copy), any of the following:
 - TOEFL or
 - IELTS or
 - Cambridge Certificate
- 2 photographs (attached to registration form),
- curriculum vitae,
- birth certificate, if applicable certificate of naturalization (copy),
- copy of the page of your passport containing the photograph (must be clearly recognizable),
- if applicable, certificate of deregistration from a university,
- if applicable, proof of vocational training (authenticated copy).

Please do not send original certificates but only officially authenticated copies. You can have your certificates authenticated at embassies, consulates, local authorities, notaries' offices, and universities.

Considerations for Students from Certain Countries

Additional requirements for applicants from the People's Republic of China (not including Hong Kong and Macao):

- authenticated certificate of the Central University Entrance Examination “gaokao”,
- APS - “*Zertifikat der Akademischen Prüfstelle*” - Certificate of the Academic Test Service of the German Embassy in Beijing certifying that the application documents are genuine,
- Applicants from the People's Republic of China (not including Hong Kong and Macao) may receive more details from the “*Akademische Prüfstelle der Deutschen Botschaft*” in Beijing (Academic Test Service of the German Embassy in Beijing):

Akademische Prüfstelle Peking

Chaoyang District, Dongsanhuan Beilu 8

Landmark Tower 2, Office 0311

100004 Beijing

VR China

kuaps@163bj.com

Tel.: 0086-10-659 071 38

Fax: 0086-10-659 071 40

Additional requirements for applicants from India:

- Our university only accepts copies of certificates that have been authenticated by either the institution that issued the certificates or by a German authority.

The uni-ASSIST Application Procedure for applicants from abroad to study at the WIT e.V.

The Wildau Institute of Technology has included a preliminary test in its application procedures for foreign students: this is the uni-ASSIST procedure. Uni-ASSIST, the Application Services for International Students in Germany, checks all applications to study at WIT, and charges a fee for ascertaining whether all the necessary requirements to study in Germany are met.

For WIT this means that we are able to concentrate on more intensive support for our international students.

For applicants this means that your application will be processed by uni-ASSIST and a fee will be charged. You can apply to several universities within the uni-ASSIST network and only need to submit one set of certified and translated documents.

So as to ensure speedy processing of your application please pay particular attention to the following:

Which applications are pretested within the uni-ASSIST procedure?

Students who have gained all their qualifications in Germany send their application directly to WIT:

Wildau Institutes of Technology at the UAS Wildau
Bahnhofstrasse
D-15745 Wildau
Germany

WIT requires that all documents from applicants who have gained their qualifications for Master's programmes admission abroad (Diploma or Bachelor's degrees etc.) be pretested by uni-ASSIST, regardless of the nationality of applicants.

All application documents and the application form then should be send directly to ASSIST:

Wildau Institute of Technology at the UAS Wildau
c/o ASSIST e.V.
Helmholtzstr. 2 – 9
D-10587 Berlin,
Germany

Applying to several Universities

If you wish to apply to several universities at the same time, please first make sure that all these universities use the uni-ASSIST procedure. You will find an up-to-date list of all uni-ASSIST universities in the internet.

Please note that the uni-ASSIST application form is only for universities that participate in uni-ASSIST. Applications to universities that do not require a uni-ASSIST pretest cannot be processed by uni-ASSIST and will not be forwarded.

For all further applications to universities within the uni-ASSIST pretest network please use the uni-ASSIST Multi-Application Form but for your application at the Wildau Inst. of Technology use the the WIT-form. On the uni-Assist form you merely have to note the universities and the

degrees you have selected. When you submit the uni-ASSIST Multi-Application Form please remember also to include UAS Wildau's registration form and questionnaire.

If you are applying to several uni-ASSIST universities you still only have to submit one copy of the application documents. But please not: Different universities may require different documents!

Application deadlines

Your application for WIT including all documents must arrive with uni-ASSIST or WIT by

30th June for non-EU students

15th July for EU students and German students

at the latest to start your studies in the following winter semester. By this date all necessary documents and the fee must have arrived at uni-ASSIST.

We recommend applying as soon as possible because of visa issues.

Please note that the application deadlines at different uni-ASSIST universities may differ and please make sure that your documents meet the uni-ASSIST deadlines for all the universities you are applying to. Applications which reach uni-ASSIST after the respective deadline or which are sent directly to WIT cannot be considered for the following winter semester.

Fee

The fee for the uni-ASSIST pretest is € 50, with a reduced rate of € 25 for applicants from within the EU. Each additional university on the uni-ASSIST Multi-Application Form costs € 10. You will find an up-to-date list of uni-ASSIST universities in the internet.

Applicants from the People's Republic of China who have already undertaken the compulsory test procedure of the Academic Test Service ("Akademische Prüfstelle", APS) in Beijing pay a fee of € 20, with an additional € 10 for each further application.

Your application will only be processed by uni-ASSIST once the fee has been paid. Please transfer the fee directly to the uni-ASSIST account, and include a proof of payment with your application:

Bank account number:	9991488322
Bank sort code:	100 200 00
Bank name:	Berliner Bank International Bank
Account Number (IBAN):	DE59100200009991488322
BIC/SWIFT code:	BEBEDEBB

Please include your first name, your family name, your date of birth and your country of origin on the payment slip.

If you are transferring the fee from abroad please ensure that you pay all the bank transfer charges. You can also pay with VISA or MasterCard using the form for credit cards and direct debit ("Kreditkarten/Einzugsermächtigung").

If you have a German bank account then you can pay by direct debit using the form for credit cards and direct debit ("Kreditkarten/Einzugsermächtigung"). The account holder in Germany must personally fill in and sign this form.

How to apply and what happens afterwards

Please carefully fill in the WIT registration application and questionnaire and include all the documents required by the graduate programme you are applying to. If your application forms are incomplete uni-ASSIST cannot process your application. Please also include your e-mail address, so that we can clear up any outstanding questions quickly and easily.

You will receive notification once uni-ASSIST has checked that you have included all the required documents. If your application meets the general requirements for university entrance, uni-ASSIST will then inform WIT and your application documents will be sent on to us. This does not yet mean that you have been accepted to study, as we now check that your application meets our own admission requirements. WIT will then inform you if we are able to offer you a place to study. This notification will not be sent before the formal deadline for all incoming applications (June, 15th).

If your application does not meet our admission requirements for university entry you will be informed and your documents will remain with uni-ASSIST. If you wish to reapply to WIT you may do so the following year with new documents.

If we receive your application documents and you do not subsequently register as a student with us, then we will destroy these documents. We are not able to return documents to applicants. We will store your data electronically for four years, after which time the record will be destroyed. During this period the data are made available only to uni-ASSIST and the universities you choose to apply to.

If you have further questions on the application procedure please refer to the uni-ASSIST website and sample application forms.

Payment by direct debit / credit card

If you would prefer to authorize payment of your uni-ASSIST fee by direct debit or credit card (VISA or MasterCard/Eurocard), please fill in the following form:

Single direct debit authorization (only for applicants with a German bank account)

Name of bank: _____

Bank sort code: _____

Account number: _____

Account holder: _____

Date: _____

Amount in €: _____

Signature of account holder

or

Payment by VISA or Eurocard/MasterCard

VISACARD _____

or

Eurocard/MasterCard _____

Amount in €: _____

Card holder: _____

Card number: _____

Valid until (month / year): _____

Card verification value 2*: _____

Signature of cardholder

* The card verification value 2 (or card verification code 2) is made up of the last three digits of the number above the signature strip on the back of your VISA or MasterCard.