

Application for Junior Studies

For the winter semester/ summer semester _____ / _____

- First application (application deadlines 1 to 30 April)
 Subsequent application
(application deadlines is that of re-registration: summer semester November/ winter semester May)

**Please affix
passport photo
and also enclose
another one.**

Pupils who are interested in studying and who, according to a mutually agreed assessment by the school and the university, show special talents, can be registered as junior students at the Technical University of Applied Sciences Wildau circumventing the regulations on registration pursuant to Section 9 (7) of the Brandenburg Law on Higher Education. This gives them the right to complete modules, study and take examinations and gain credit points. The study and examination achievements demonstrated as well as credit points will be recognised upon application for a later degree programme according to subject equivalence. Further information can be found in the regulations for junior studies at the Technical University of Applied Sciences Wildau

Last name: _____ First name: _____

Address: _____

Date of birth/ place of birth: _____ Nationality: _____

Phone: _____ E-Mail: _____

Year group: _____

Name, address of the school: _____

Contact person of the head of school: _____

Faculty: Faculty of Engineering and Natural Sciences Business, Information technology, Law

Degree programme: _____

The following documents must be submitted with the application:

- Assessment of subject qualification and suitability by the head of school*.
- Declaration of consent of the legal guardian for underage pupils (see page 2 of this application)
- Single copy of the school reports of the past two school terms
- Letter of motivation with reference to the intended degree programme*.
- Two passport photos, for subsequent applications just one passport photo
- Birth certificate (simple copy)

*Submit in abbreviated form for subsequent application.

I affirm in lieu of an oath that the information provided is correct and complete. Any changes to the information provided after the application has been submitted, must be communicated immediately. I am aware that the registration can be withdrawn if false information is only discovered after enrolment. I agree that the information I have provided may be stored and processed electronically for the administrative purposes of the university.

Declaration of consent by the parent or legal guardian for the enrolment of underage applicants for junior studies at the Technical University of Applied Sciences Wildau

With this declaration, I/we consent to all correspondence from the university being sent directly to my/our child.

I/we acknowledge that my/our child can use the services of the University IT Centre and the library as well as the IT services of the Technical University of Applied Sciences Wildau

Some personal data of the junior student will be collected and stored by the Technical University of Applied Sciences Wildau in order to fulfil its task in accordance with the statutory provisions (Section 14 (8) BbgHG).

Upon enrolment as a junior student and submission of the declaration of consent, my/our child receives user authorisation for the University IT Centre, IT services, including internet access, and the library. Access to the internet is unrestricted. The Technical University of Applied Sciences Wildau does not have any personnel or technical precautions to ensure compliance with the protection of minors. With this declaration, I/we acknowledge that the duty of supervision towards my/our child is not incumbent on the university, its members and relatives or those authorised by it, but continues to be incumbent on me/us.

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_____, _____
Place, Date

Signature of pupil

_____, _____
Place, Date

Signature of parent/guardian

A **copy of my/our passport(s)** is enclosed with this declaration.

To be completed by the degree programme director or subject colleague

(Return deadline for the first application to the Department of Student Affairs by 15 June, for the subsequent application for the summer semester by 30 January, for the winter semester by 30 July).

Result of the selection procedure

The application for junior studies was reviewed and the selection interview was conducted.

The application for a junior study programme is

- approved. The original study agreement is enclosed in duplicate.
- rejected.

The examination was carried out by the responsible degree programme director or subject colleague, Mr/Mrs:

Reason for the decision

_____,
Place, Date

Signature

Processing note by the Department of Student Affairs:

- Evaluation head of school
- School reports
- Two passport photos
- Registration in the STU/ Recording of overview table/ Creation of junior ID card
- Information about junior student to HRZ for email/account on: _____
- Letter of consent from parent or guardian
- Letter of motivation
- Birth certificate

I acknowledge that I am responsible for contacting the University IT Centre of the TH Wildau to obtain the TH email address/account.

Enrolment/issue of ID and account letter on/ receipt confirmed: _____