

## Application Checklist

### The Following documents are required for the application

- Completed online application form
- An officially certified copy of your secondary education certificate, including a transcript of your grades, as well as an officially certified copy of a translation into German, English or French if the original is not in one of these languages
- An officially certified copy of certificates for any passed university examinations, including subjects and grades, as well as an officially certified copy of a translation into German, English or French if the original is not in one of these languages
- An officially certified copy of your overview of subjects and grades from university (if available)
- An officially certified copy of your diploma certificate such as Bachelor's degree (if available)
- Applicants from China, Vietnam and Mongolia must present APS (After winter term 2019/20 an APS for applicants from Mongolia is not necessary.)
- A complete curriculum vitae (CV)
- Proof of German language skills (if available)
- Proof of payment of application fee
- If you do not wish to visit a German language course at TU Clausthal, please make sure to attach a proof of registration from another language school in Germany

- **All Documents must be sent via post to:**

Internationales Zentrum Clausthal (IZC)  
Graupenstr. 11  
D-38678 Clausthal-Zellerfeld

**Important:** Incomplete applications will **not** be processed!

All documents must be translated. Following languages are accepted: German, English and French.

**ACHTUNG: TU Clausthal does not send an acknowledgment of receipt and processing time takes approx. 6-8 weeks.**