

## Application Checklist

If you are a first-semester applicant, before uploading your documents in the application portal of TH Nürnberg, make sure you have completed all the application credentials using the checklist below.

- University entrance qualification, e.g. accreditation letter by TH Nürnberg or the Zeugnisanerkennungsstelle Gunzenhausen
- Complete curriculum vitae in English, with dates showing the beginning and end of your school education/studies
- School graduation certificate, including all courses taken and grades obtained
- If applicable: Proof of university years/ degree of undergraduate study program, including Academic Record/ Diploma Supplement as well as final grade point average
- For Chinese, Vietnamese and Indian applicants: APS letter
- If applicable: English test result, not older than two years at the time of applying
- If applicable: Proof of completed apprenticeship approved by a German Chamber of Industry and Commerce
- If applicable: Proof of work experience if employed at least one year in a business related profession (no internship!)

### Please note

Should you have received your university entrance qualification outside of Germany and you want to request accreditation of those documents by TH Nürnberg (Zeugnisanerkennung), please send all required documents via post to TH Nürnberg until the end of the application period (received by university). Information about recognition of academic credentials and what documents must be submitted is available at [www.th-nuernberg.de/ib](http://www.th-nuernberg.de/ib)

If any documents are missing, you will NOT be asked to submit them by the university. Missing documents can only be uploaded during the application period. Incomplete applications will be "provisionally excluded" from the admissions process. Once all documents and application materials are complete and correctly submitted, the university will change the status of the application to "valid". Your application will then be considered in the admissions process.

If your application has the status "received", or "being processed", or "provisionally excluded", you may not upload any additional documents. You must withdraw your application in the portal in order to be able to modify it. If you need to upload additional documents: withdraw your application, upload any missing documents, and then re-submit the application. Please note that your application must be submitted (or re-submitted) within the application period. It is not possible to submit an application after the application deadline (15 July of each year).

Postal address for application documents:

**TH Nürnberg Georg Simon Ohm**  
Studierendenservice  
Postfach  
D-90121 Nürnberg  
Germany

*For courier services:*  
**TH Nürnberg Georg Simon Ohm**  
Studierendenservice  
Prinzregentenufer 41  
D-90489 Nürnberg  
Germany

**We are looking forward to your application!**