

# MMT APPLICATION GUIDANCE

2021



# INTRODUCTION

Dear applicant, thank you for your interest in applying for Master of Science in Manufacturing Technology (MMT) at the TU Dortmund University.

In the following pages, we would like to give you some information about our application procedure.

Please mind:

- ❖ The application period for the winter semester 2021/22 is only from 1<sup>st</sup> February 2021, 09:00 am CEST to 15<sup>th</sup> March 2021, 11:59 pm CEST.
- ❖ Before applying, please check if you have prepared everything correctly! [Checklist](#)
- ❖ In case of any doubt please check the [Requirements and Application Documents](#), and the [FAQ](#) area carefully.
- ❖ You can upload the required documents only during the application period in the online application system.

# COURSE OF STUDY

tu technische universität dortmund

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Informationen zum SSO der TU Dortmund:

SSO TU Dortmund

KOMBINIERTER ZULASSUNGSANTRAG

Course of Study \* Please select

Start Application

❖ Please select:

„Master of Science in Manufacturing Technology“

# PAGE 1 – PERSONAL DETAILS

1 2 3 4 5 6 7 8

**Personal Details**

First name \*

Surname \*

Gender \*

Date of Birth \*

Town of Birth \*

Country of Birth \*

Are you a citizen of the European Union?

Nationality \*

Next →

- ❖ Please fill in your personal details.
- ❖ Keep in mind the box “Nationality” refers to your personal nationality, not your current country of residence.

## PAGE 2 – PRIVATE ADDRESS AND COMMUNICATION

The screenshot shows a web form titled "Private Address and Communication" with a progress bar at the top containing tabs numbered 1 through 8, with tab 2 selected. The form contains the following fields:

- Street and Number \*
- c/o
- Addition
- Zip Code \*
- City \*
- Country \* (Please select)
- Phone
- Email \*
- Repetition of Email \*

At the bottom of the form, there are two buttons: "← Back" and "Next →".

- ❖ Please fill in your current address of your place of residence and your contact data.
- ❖ Make sure that your E-Mail address needs to be correct, as you will receive your admission results through this E-Mail address.

## PAGE 3 – PREVIOUS UNIVERSITY EDUCATION

The image shows a web application interface for entering university education data. On the left, a sidebar titled 'Previous University Education' contains a list of entries (1-8), a 'No records found' message, an 'Add university' button, a checkbox for 'Have you irrevocably failed an examination at a university?', and a 'Back' button. Below this is a note: '\* These fields must be filled out. If you interrupt your data input without clicking "Send" or "Download" to save your data e.g. on your PC. Click "Upload" to save your data.' At the bottom of the sidebar are 'Download' and 'Upload' buttons. The main area shows an 'Edit entry' modal with the following fields: 'Name of institution \*' (text input), 'College (if applicable)' (text input), 'Country \*' (dropdown menu with 'Please select'), 'Attended From \*' (date input 'dd.mm.yyyy'), 'Attended Until \*' (date input 'dd.mm.yyyy'), 'Degree achieved / targeted \*' (dropdown menu with 'Please select'), 'Major \*' (dropdown menu with 'Please select'), 'Did you already finish your degree?' (radio buttons for 'Yes' and 'No', with 'No' selected), 'Thesis grade \*' (text input), 'Thesis highest possible grade \*' (text input), 'Thesis lowest possible grade \*' (text input), and 'Credits for thesis \*' (text input). A 'Save' button is at the bottom of the modal.

- ❖ Fill in the name of your University and the timeframe you studied or will study there.
- ❖ If you have not finished your bachelor's thesis, please fill the relative fields with "0" and write your current overall grade instead of final overall grade.
- ❖ For the boxes "Overall Grade", we require your last achieved Bachelor or master's degree. For "Best achievable grades" and "Worst achievable grades" please indicate the lowest/highest passing grade at your university grading system not your personal best and worst grade. We will need these to translate your own grades into the German grading system.
- ❖ After saving your entries you can edit them by clicking on the "edit" button.

# PAGE 4 – LANGUAGE PROFICIENCY AND QUALIFICATION FOR GRADUATE-LEVEL STUDY

1 2 3 4 5 6 7 8

### Language Proficiency and Qualification for Graduate-Level Study

Have you taken an English Language Proficiency Test?

Which language proficiency test did you take? \*

Test Date \*

Which scores did you achieve? \*

Have you taken the GRE (revised) General Test?

Have you taken a German Language Test?

- ❖ At this step you need to fill in your language proficiencies.
- ❖ We only accept TOEFL/IELTS and please make sure that test score is valid until 15<sup>th</sup> March. Test scores are valid for two years.
- ❖ For minimum test results please refer to the FAQs at the MMT homepage.
- ❖ Please mind, all applicants have to submit a proof of their English language skills.
- ❖ A test is not necessary if you are a native English speaker, e.g. from USA, CAN, GBR, IRL, AUS, NZL, and have conducted your most recent studies in English language. Conducting your studies in English language is not sufficient.
- ❖ The test score must be valid at least until the end of the application period (15.03.2021)
- ❖ A GRE test is optional but highly recommended, as it supports your profile.

# PAGE 5 – OTHER QUESTIONS

1 2 3 4 5 6 7 8

**Other Questions**

What is your professional goal? In which sector would you like to work after obtaining your Master's degree? (max. 800 characters) \*

What are the reasons you are applying for this Master's program? (max. 800 characters) \*

In how far did your previous study prepare you for a successful completion of the program? (max. 400 characters) \*

Have you already gathered any relevant professional experiences? (max. 400 characters) \*

Why do you want to study at TU Dortmund University? (max. 600 characters) \*

How many academic letters of recommendation are you handing in? \*

How many industrial letters of recommendation are you handing in? \*

How did you hear about the Master?  Social Media  Study Portals  DAAD  Friends/family

← Back Next →

- ❖ At this step first you need to answer the questions regarding your motivation for applying for the MMT Program.
- ❖ You need to hand in three letters of recommendation. We require three academic letters of recommendation, but one academic letter may be replaced by one industrial letter of recommendation.
- ❖ The letters of recommendation have to be on the official letter paper of the faculty/department or the company and signed by the person in charge. There is no limit in the length of the letter of recommendation and please combine into ONE PDF-FILE! Other formats (e.g. ZIP-files) will not be accepted by the system.



# PAGE 6 – FINANCING YOUR STUDIES

1 2 3 4 5 6 7 8

### Financing your Studies

Please complete the following fields only if you are interested in the MMT scholarship. For more information visit the MMT website: <http://mmt.mb.tu-dortmund.de/en/mmt-program/study-financing/scholarships>.

Would you like to apply for a MMT scholarship?  Yes  No

\* Please note that it is necessary to answer the following questions in order to complete your application for the MMT scholarship.

How would you finance your MMT studies in case that you will not be awarded with a scholarship? Please specify. (max. 800 characters) \*

Why should you be awarded with a scholarship? (max. 800 characters) \*

← Back Next →

- ❖ At this step first you need to answer the questions regarding your motivation for applying for the MMT Scholarship.
- ❖ Please note that it is necessary to answer these questions in order to complete your application for the MMT scholarship.
- ❖ You will find more information about MMT scholarship here: [MMT Scholarship](#)

## PAGE 7 – DOCUMENTS AND ATTACHED FILES

1 2 3 4 5 6 7 8

Documents and Attached Files

Filename
No records found

+ Choose

← Back Next →

\* These fields must be filled out.  
If you interrupt your data input without clicking "Send" or "Download", all entered data and uploaded documents will be erased. Click "Download" to save your data e.g. on your PC. Click "Upload" to make your data available again and to continue your application.

↓ Download ↑ Upload

- ❖ This is the space to upload your required and optional documents.
- ❖ Please check for more detailed information the checklist, we provided to you through the [DOWNLOAD](https://www.mmt.mb.tu-dortmund.de/en/downloads) area of the MMT website.
- ❖ Checklist: <https://www.mmt.mb.tu-dortmund.de/en/downloads>

# PAGE 7 – DOCUMENTS AND ATTACHED FILES

1 2 3 4 5 6 7 8

Information

**Legal Information and Affidavit**

I declare that I have, to the best of my knowledge and belief, provided complete and accurate information above.


I am aware that in the case that I provide negligent or false information, it will be classified as disorderly conduct and will result in exclusion from the admission process. Should a falsification be discovered after admission or enrollment, the acceptance and/or enrollment will be retracted. The privilege to study at a university will be revoked should false information be discovered.

Pursuant to Sections 48 – 51 of the North Rhine-Westphalia Higher Education Act (*Gesetz über die Hochschulen des Landes Nordrhein-Westfalen, Hochschulgesetz - HG*) in conjunction with the Higher Education Statistics Act (*Gesetz über die Statistik für das Hochschulwesen sowie für die Berufsakademien - Hochschulstatistikgesetz - HStatG*) and with the TU Dortmund University enrollment regulations (*Einschreibungsordnung*), the enrollment can be revoked, if it has been approved in contrary to the rules in force or in ignorance of facts which would have justified a refusal of enrollment.

I confirm that I have never irreversibly failed an examination so that I am no longer allowed to study in the degree program I am applying for or in a related degree program with a considerable amount of overlap in regard of the content.

The legal basis for collecting administrative data is pursuant to section 48 subsection 1 of the of the North Rhine-Westphalia Higher Education Act (*Hochschulgesetz - HG*) in conjunction with section 2 of the TU Dortmund University enrollment regulations (*Einschreibungsordnung*) and in conjunction with the TU Dortmund University International Student Admission Regulations (*Ausländerzulassungsordnung*), the admission and enrollment regulations regarding internationals who earned

I assure that I have read and am aware of the stipulations of acceptance and registration.



Captcha \*

\* These fields must be filled out.

- ❖ Please read the further information and declaration in this last step carefully and sign it by clicking on the box.

# IMPORTANT!

- Already submitted applications cannot be edited anymore. If you really need to change or add something, please reapply. We will consider the latest version of your application.
- If your application was submitted successfully, you will receive an application ID on the last page of the online application and a confirmation email.
- There is also no online portal available to check your status.
- You may expect the admission results in mid-June.
- In our FAQ area you will find a lot of answers as well: [FAQ](#)
- Please note that you may need a visa for Germany, even if you have a residence permit for another EU-country. Please see [here](#) for further information on the visa application.

We wish you every success with your application!

