

English:

Apply online now!

You can apply quickly, easily and around the clock online and easily upload all your application documents.

Take advantage of the online application!

You will find the link to the online application as well as further information on the application process on the website of the [Executive School Clausthal](#). Alternatively, you can use the following link to go directly to the online application: [Online Application](#).

Step 1: To apply for a program with us, first click on "Apply Now":

The screenshot shows the TU Clausthal website. The header includes the TU Clausthal logo and navigation links for 'Certificate programs', 'Study programs', and 'About'. The main content area features the 'Intercultural Leadership and Technology' program. A red circle highlights the 'JETZT BEWERBEN' button, with a red arrow pointing to it and the text 'Click here'.

Step 2: you can create your online application by clicking on "My Application":

The screenshot shows the TU Clausthal Student Portal. A red circle highlights the 'My Application' link in the top navigation bar. The page is divided into several sections: 'Welcome to TU Clausthal' with a brief introduction, 'Quick links (no sign-in required)' with buttons for 'Current classes', 'Find a class', 'Show course catalogue', 'Find a room', 'Applicants', and 'User guide'; 'Contact and support' with a link to the 'TU Clausthal Student Office'; and 'News' with two recent announcements regarding exam registration and lecture lists for Summer 2023.

Step 3: when you click on "Menu", you will see a total of four fields. You need to click on "Admission":

The screenshot shows the TU Clausthal portal interface. At the top, there is a header with the TU Clausthal logo, navigation icons, and login fields for 'User name' and 'Password' with a 'Login' button. A 'Default language' dropdown is set to 'English'. Below the header, a 'Main menu' is visible on the left, with 'Admission' highlighted in yellow and a red circle around it, accompanied by a red arrow pointing to it with the text 'Click here'. The main content area is divided into three columns. The first column contains 'Quick links (no sign-in required)' with buttons for 'Current classes', 'Find a class', 'Show course catalogue', 'Find a room', 'Applicants', and 'User guide'. The second column contains 'Contact and support' with a button for 'TU Clausthal Student Office'. The third column contains 'News' with two announcements: 'Online-Prüfungsanmeldung für das SS 2023 freigeschaltet' and 'SS 2023 im Online-Vorlesungsverzeichnis freigeschaltet!'. A 'Close [ESC]' button is located near the 'Admission' menu item.

Step 4: to create a profile and apply, you need to click on the "Registration" area:

The screenshot shows the TU Clausthal portal interface, similar to the previous one. The 'Main menu' on the left now has 'Registration' highlighted in yellow and a red circle around it, with a red arrow pointing to it and the text 'Click here'. Below 'Registration' is the text 'E-mail verification'. The main content area remains the same, with 'Quick links', 'Contact and support', and 'News' sections. A tooltip for 'Registration' is visible, stating 'Registration and creation of a new account'. A 'Close [ESC]' button is also present near the 'Registration' menu item.

Step 5: this will take you to the **self-registration** page where you will need to provide information about yourself. For each section, you will see whether the required information is complete (green) or incomplete (red). You will not be able to proceed unless the required information is complete in all areas:

The screenshot shows the TU Clausthal self-registration page. The header includes the TU Clausthal logo, navigation links (Home, Admission, Registration), and a login section with fields for 'User name' and 'Password', a 'Login' button, and a link for 'Lost your login data as an applicant?'. The 'Default language' is set to 'English'.

The 'Registration' section is active, showing the 'Information' and 'Personal data' sections.

Information

Please fill all required fields.

- Please register only once.
- After the registration we will send you an e-mail describing the next steps. It also contains your user data used for login afterwards.

Remember your user identification and your self-elected password, that you received in your welcome e-mail after registration. You will need them later on for your log in to the portal.

Please do not use the registration, if you already have an account. You can apply yourself under the menu item **application** or **doctorate**. You can login on the top right side of this page.

[Please note the data privacy policy regarding the registration.](#)

Personal data

* Surname ⓘ

* First name ⓘ

* Gender ⓘ

Name prefix ⓘ

* Date of birth ⓘ

* Place of birth

Country of birth

Contact information

* Country ⓘ

Address addition (c/o, room number) ⓘ

* Street and house number

* Postcode

* City

Phone ⓘ

* Mobile Phone ⓘ

* E-mail ⓘ

* Repeat e-mail ⓘ

Step 6: once you have entered all required information, click "**Register**".

The screenshot shows the TU Clausthal self-registration page, continuing from the previous section. The 'Password', 'Security question (Captcha)', and 'Data privacy policy' sections are visible.

Password

ⓘ Your password must be at least 6 characters long and consist of upper and lower case letters as well as at least number and a special character.
A special character is any character that is not a letter, underscore (_), space or digit.

* Password ⓘ

* Repeat password ⓘ

Security question (Captcha)

ⓘ In order to ensure that the request was made by a person and not by a spam machine, please enter the letters or numbers from the query below in the answer field.

Security question (Captcha) ⓘ

* Response to the security question

Data privacy policy

☐ I have read and accept the data privacy policies listed at the beginning of this page.

[To the data privacy policies.](#)

Register

Step 7: you are now in your personal area. You can check what information you have already saved and change it if necessary:

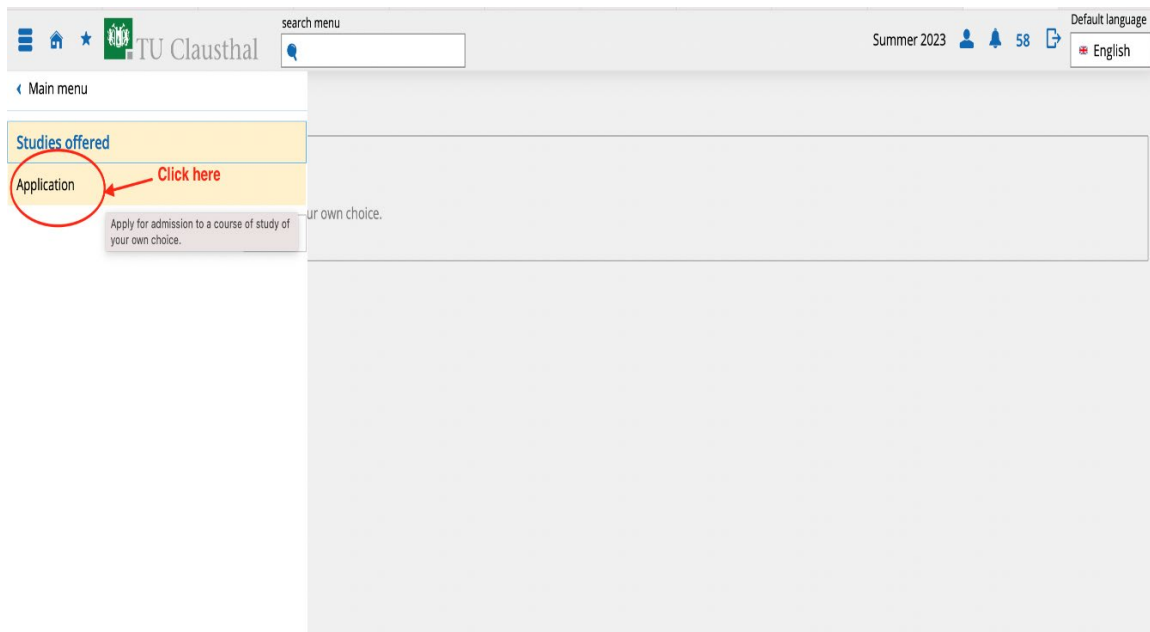
The screenshot shows the TU Clausthal Student Portal. At the top, there is a navigation bar with the TU Clausthal logo, a search menu, and icons for home, star, and menu. Below the navigation bar, the page is titled "Student Portal". Under "Quick links", there are six colored buttons arranged in a 3x2 grid: "Student Service" (green), "Application to amend personal details" (orange), "Courses of study, contact data, bills and payments, reports" (blue), "Application for a sabbatical" (dark blue), "Application for exmatriculation" (maroon), and "Student portal" (teal). Below the "Quick links" section, there is a "Messages" section with a message icon and the text "There are currently no reports available." and a link "My communication channels".

Step 8: after logging in, you will see a menu divided into four sections. Under "**Menu**", click on "**Study Offer**" and start the application process:

This screenshot is similar to the previous one, but with a red circle around the menu icon in the top navigation bar and a red arrow pointing to the text "Click here" below it. The rest of the interface is the same as in the previous screenshot.

This screenshot shows the TU Clausthal Student Portal with a sidebar menu on the left. The sidebar menu has four items: "Home", "My Studies", "Studies offered", and "Service". The "Studies offered" item is highlighted with a red circle and a red arrow pointing to it with the text "Click here". The main content area shows a breadcrumb trail "You are here: Studies offered" and a button "Close [ESC]".

Step 9: you can apply directly to the program of your choice by clicking on **"Application"**:



Step 10: the most important step of your application is to submit your application by clicking on **"Submit application"**:



Step 11: select the desired degree from **"Continuing Education (Master)"**:

A screenshot of the TU Clausthal application portal showing the 'Your preferred course of study' section. The section includes a privacy statement and instructions for selecting a degree program. A dropdown menu is open, showing options: 'Please select...', 'Bachelor', 'Bachelor for international applicants', 'Master', 'Doctorate', and 'Mid-career program (Master)'. The 'Mid-career program (Master)' option is highlighted with a red circle, and a red arrow points to it with the text 'Click here'. The 'Degree' field is set to 'Mid-career program (Master)'. A 'Next' button is visible at the bottom left.

Step 12: select the desired field of study, e.g., for example: "Intercult.Lead. Technology":

The screenshot shows the TU Clausthal application portal. At the top, there's a search menu and the TU Clausthal logo. Below is a privacy statement. The main section is titled "Your preferred course of study". It contains instructions for selecting a degree program. There are two dropdown menus: "* Degree" (set to "Mid-career program (Master)") and "* Subject" (set to "Please select..."). A red arrow points to the "Please select..." dropdown, which is open, showing a list of subjects. "Intercult.Lead.Technology" is highlighted in the list. Below the dropdown is a "Next" button.

Step 13: indicate in which semester you would like to start at our university, then click on "Next":

The screenshot shows the same TU Clausthal application portal. The "* Subject" dropdown is now set to "Intercult.Lead.Technology". A new dropdown menu, "* In which subject-related semester do you want to start studying?", is open, showing a list of semesters. "1. Subject-related semester" is highlighted. A red arrow points to this option. Below the dropdown is a "Next" button.

Step 14: you will be directed to this page and then click on "continue to edit request.":

The screenshot shows the TU Clausthal application portal. At the top, there's a header with "Request #2" and "Request status: In preparation". Below this, there's a section for "Master Intercultural Leadership and Technology, 1. Subject-related semester" with a link "No Admission Restriction". There are two buttons: "Submit request" and "Continue to edit request". Below the buttons, there's a message: "You can submit your application until Oct 1, 2023."

Step 15: here you need to enter all the information about your previous studies and, above all, your most recent degree. Then click on” **Next**”:

Qualification for admission to a master's program

i If you have not yet received your final grade, give the average grade you have achieved so far and, for 'date of graduation', give the date of your most recent transcript of records/grade certificate instead.

* Type of degree qualifying you for admission to master's program (i.e. your first degree)

* Country

* Name of the university (of applied sciences)

* Degree program

* (Expected) Final grade **i**

* Date of graduation

i Please enter the final grade of your previous degree program. If you have not yet received your final grade, enter the average grade you have achieved so far. The numeric value must be specified between 0 and 100. Two digits after the decimal point are allowed. The conversion into the German grade system is done by our application team.

i Please give, to the nearest whole number, the number of credit points you have attained so far and the minimum number you need to gain your degree.

* Please select the correct option.

Credit points attained so far

Credit points required for your degree

These inputs affects the following application subjects

- Master Technical Management 1. FS

[Back](#) [→ Next](#)

Step 16: choose “Parallel program”, then click on “Next.”:

TU Clausthal search menu

You are here: [Home](#) > [Studies offered](#) > [Application](#)

Application

Application semester: winter term 2023/24

2. Request: Master Intercultural Leadership and Technology [← To overview](#)

Fachwechsel oder weiteres Studium Master

i Please specify whether you are applying to switch subjects or to study an additional subject.

i Select change of subject or parallel program.

* Select change of subject or parallel program. **Hier klicken**

[Back](#) [→ Next](#)

Step 17: you must now specify your current place of residence, if you are in Germany, click on “Yes” if not click on “No”, then click on “Next.”:


The screenshot shows the TU Clausthal application portal. At the top, there is a navigation bar with the TU Clausthal logo and a search menu. Below the navigation bar, the breadcrumb trail reads: "You are here: Home > Studies offered > Application". The main heading is "Application". Below this, it says "Application semester: winter term 2023/24". The section title is "2. Request: Master Intercultural Leadership and Technology". There is a button "To overview". The "Current residence" section contains a dropdown menu for the question "* Are you already in Germany?" with the value "No" selected. At the bottom of the section are "Back" and "Next" buttons.

Step 18: first select "I understand that I need to pay the administration fee..." and then click on "here" to download to download the pdf document containing all the banking information you will need to make the transfer:

The screenshot shows the "Processing Fee for Checking International Certificates" section. It explains that TU Clausthal University of Technology charges a fee of 75,- euros for processing international certificates. Applicants from China, Vietnam or India pay a fee of 55,- euros upon presentation of their APS certificate. A list of exempt groups is provided. The "How to pay the processing fee:" section provides the account details for the fee payment. An "Important:" section lists instructions for payment. At the bottom, there is a confirmation statement: "* Please confirm I understand that I need to pay the administration fee. I will enclose evidence tha". Red arrows point to the word "here" in the text "This information and the account details can be downloaded here as a PDF file." and to the confirmation statement. There are "Back" and "Next" buttons at the bottom.

Step 19: you must click here either “Yes”, if you would like to pay in installments, or “No”, if you would like to pay in full:


Application

 Application semester: winter term 2023/24

2. Request: Master Intercultural Leadership and Technology

[← To overview](#)

Payment of the tuition fee in installments

 The tuition fee for the mid career studies program is 4,890 euros per semester. Optionally, the tuition fee can be paid in six installments of 815 euros each. The first installment is due by October 15 for winter semester applications and April 15 for summer semester applications. The other five installments are due on the first of the following months. The registration fee of 1,000 euros at the beginning of the study program, the examination fee of 500 euros and the regular semester fee for each semester cannot be paid in installments.





* I would like to apply for payment of the tuition fee in installments

Yes

[Back](#)

[→ Next](#)

Step 20: you must now scroll down and confirm that all informations are correct and then click on “Submit request”:



TU Clausthal

search menu

Designated use: Cost center 3002 0350, first name, surname, date of birth


Important:

- Please do not fail to enclose the proof that you have transferred the complete fee with your application, otherwise your application will **NOT** be processed.
- Your application can only be processed after the amount has been received on the TU Clausthal account.
- Checks, Western Union, cash or credit card payments cannot be accepted.

This information and the account details can be downloaded [here](#) as a PDF file.

Please confirm **I understand that I need to pay the administration fee. I will enclose evidence that I have paid it with my application.**

Payment of the tuition fee in installments



 The tuition fee for the mid career studies program is 4,890 euros per semester. Optionally, the tuition fee can be paid in six installments of 815 euros each. The first installment is due by October 15 for winter semester applications and April 15 for summer semester applications. The other five installments are due on the first of the following months. The registration fee of 1,000 euros at the beginning of the study program, the examination fee of 500 euros and the regular semester fee for each semester cannot be paid in installments.

I would like to apply for payment **Yes** of the tuition fee in installments


Confirm statements and submit application request

☒ I hereby confirm that the data entered is correct. [Click here](#)

[Back](#) [→ Submit request](#) [Click here](#)

 You can submit your application until Oct 1, 2023. 


The last Step: you will be directed to this page where your application will be visualized and already sent to the university. Now click on **“application request [PDF]”** to download the Pdf document containing the other documents you still need to send to the university by post:

 TU Clausthal

search menu

You are here: [Home](#) > [Studies offered](#) > [Application](#)

Application


 Application semester: winter term 2023/24


Submitted requests


Request #2


Request status: Received

Master Intercultural Leadership and Technology, 1. Subject-related semester	No Admission Restriction	Requestsubject status: Received
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 application request [PDF]

 [Show details](#)

 [Withdraw and edit request](#)

 [Withdraw request](#)

[Click here](#)