Distance education programmes from Distance and Independent Studies Center (DISC) at Technischen Universität Kaiserslautern (TUK)

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**Checklist**

**Application documents**

**Applicants with a first degree (for a study place):**

- [ ] Fully completed *(online) application form for enrolment* for distance learning
- [ ] Degree Certificate and Transcript of Records of the university degree, if applicable Diploma Supplement *
- [ ] Confirmations, with detailed information, on (relevant) professional work experience after obtaining the first degree

**Applicants without a first degree (aptitude test):**

- [ ] Application form for admission to aptitude test
- [ ] A Letter of Motivation describing their educational goals and not exceeding a maximum of 3000 characters. The Letter of Motivation should include a detailed description of the applicant's previous development of expertise and should be supported by the associated documentation.
- [ ] CV
- [ ] Certificates about the highest school-leaving qualification or apprenticeship *
- [ ] Confirmations, with detailed information, on (relevant) professional work experience
- [ ] Projects / remits,
- [ ] Documentation of exam results performed in the context of continuing education programmes *

*(We reserve the right to request certified documents on a selective basis.)*

**After passing the aptitude test**, you can apply for the distance education programme(s) till latest the official application deadline. Then, the following documents are needed:
- Fully completed *(online) application form for enrolment* for distance learning
- Proof of special admission requirements (in accordance with valid examination regulations)
Overall for both groups

Possibly to submit:

- Proof of completed examinations in (other) degree programmes*
- Proof of award of further academic titles, e.g. doctoral degree certificate
- Health insurance certificate (especially for enrolment at universities), if you are under 30 years of age at begin of study
- Proof of name change (marriage certificate)

For specific courses of study (special admission requirements) :

- Tabular Curriculum Vitae (Software Engineering for embedded Systems)
- Proof of English language proficiency (for English programmes), in acc. to the examination regulations
- Statistics, if available (Psychology of developmental and learning disorders in children / Learning and developmental disorders in childhood)
- Module description/manual or listing of mathematical modules during the course of study (Financial Engineering)

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How do I get to the online-application ?
How can I submit my application digitally ?
Where can I find more information, e.g. to further documents, necessary translations, employer confirmations, samples etc. ?

- Check out the “Information about the application form & job activity” -

Inform yourself on our homepage.

We look forward to receiving your application !
Your Subdivision for Distance Student Affairs