

Checklist

Master's Urban Design

You have to upload to the HCU cloud in a **PDF file** (maximum 70 MB) the below mentioned documents until the application deadline. The PDF file have to be named as follows: surname_first name_ahoi applicant number. After submitting the ahoi online application, you will receive the upload link by email.

- The **printed and signed ahoi online application**

Entry requirements

- A **certificate of your first academic degree** in Architecture, Urban Planning, Landscape Planning, Regional Planning, Environmental Planning, Town Planning, Geographic or in a related degree programme.

If the result of your first academic degree is not available before the end of the application period, please submit a simple copy of your **Transcript of Records showing your current Grade Point Average (GPA) and academic records with a minimum of 130 Credit Points (CP) reached** (HCU internal students print the Transcript of Records directly from the ahoi account). Please note that at least 75 CP need to result from already graded achievements. At the beginning of your master studies, outstanding examination achievements shall not exceed 15 CP. With the application for enrolment you have to submit a declaration saying that the expected outstanding examination achievements of 15 CP will be provided not later than until the end of the first semester of your master studies. The evidence of your obtained first academic degree has to be submitted by the 15th of the second month of your second semester during your master studies. If you do not acquire your first academic degree in due time, a deregistration from the university will be processed and internal HCU students will be demoted to the respective bachelor study programme.

- International applicants need to provide **evidence of German language proficiency**. In order to find out which language certificates are accepted at the HCU, please visit the HCU website under the menu item "[German language proficiency](#)".

Note regarding the language certificate:

If the language certificate is not present before the end of the application period, please send a copy of your registration confirmation for the C1 German language exam. You can then hand in your certificate along with your application for enrolment (during the first half of the month of August).

Selection Process

You can increase your chances of a study place, if you add the following documents to your application:

The **ECTS grading (relative grade)** of your first academic degree or already obtained course achievements (Transcript of Records).

If the respective university does not issue documents for ECTS grading or does not apply a valid ECTS grading scale, you have to provide a written confirmation issued by the university to confirm that. In case of an obtained degree in a non-European Union country, the applicant can replace this official confirmation with a substantiation written by herself/himself. For HCU internal students the ECTS grading tables are available in the Student Service Center. If you want to know your ECTS grade please check the HCU website under the menu item "[ECTS grading tables](#)".

A **motivation letter** explaining the reasons for choosing Urban Design as your preferred postgraduate study programme and describing the aspired professional area in which you would like to work after you graduated. The motivation letter shall particularly give information about the applicant's professional qualifications and motives to study Urban Design and shall emphasise personal abilities, skills, and interests of being highly suitable to study in this degree programme.

Three to five **work samples** showing necessary abilities and skills to highlight your suitability for the chosen degree programme. All submitted work samples need to have an attached declaration confirming your own personal contribution.

The **evidence of professional qualifications** like relevant vocational training or practical activities in the form of extracurricular activities at school or university, relevant internships, completed apprenticeships or other relevant work experience (including not completed apprenticeships). Please compile the relevant professional qualifications on your curriculum vitae in table format and attach the respective supporting documents to prove your abilities and skills, provided that they give specific information on your suitability for the chosen degree programme.

The **evidence of soft skills** as further knowledge and skills relevant for succeeding postgraduate study. For example: special linguistic competence, cross-cultural competence (e.g. stays abroad during studies or occupational activities, internship abroad), interdisciplinary competence (experience in cross-disciplinary working methods) or social skills (voluntary service in initiatives, organisations, societies, etc.).

Notes:

This checklist does not replace the legal basis of the admission procedure applied at the HCU. You will find the Specific Admission Regulation (BZO) for the Master's degree programme in Urban Design as well as the General Admission Regulation (AZO) of the Hafencity Universität Hamburg on the [HCU website](#). Please read those carefully in order to avoid a rejection of your application for formal reasons. Both regulations also provide further information about the evaluation and weighting on individual supporting documents. You can also find further information on the website under the menu item "[Admission procedure](#)".