

Checklist

Master's Urban Planning

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 Urban Planning, in a similar degree programme (e.g. Urbanism, Regional Planning, Town Planning) at a university or in a different degree programme, if the contents of the studies and the personal course of studies ensure that the applicant is similarly qualified for the studies in Urban Planning at the HCU.

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.

- ✓ 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](#)".

- ✓ 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 German language test. 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 university place, if you add the following document to your application:

✓ The evidence of subject-specific on-the-job training or professional experience:

1. At least a twelve-month full-time employment (35 hours per week) after the achievement of the first academic degree.
2. At least a six-month full-time employment (35 hours per week) after the achievement of the first academic degree.
3. A subject-specific internship finished before or after the first academic degree and that is equivalent to a full-time employment (35 hours per week) of at least three months.
4. A vocational training in one of the relevant occupational fields.

Note:

If you submit more than one of the evidence mentioned above, only the alternative of higher value will be considered for the application process.

Important:

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 Planning as well as the General Admission Regulation (AZO) of the HafenCity Universität Hamburg on the website www.hcu-hamburg.de. 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.