

How to apply for the Master's programme Subsurface Engineering at Ruhr-Universität Bochum

(last update 21.02..2023)

The following instructions show in detailed steps how to apply online. The images show the application portal in landscape format on a PC/laptop screen. Nevertheless, the application can also be completed on other devices such as a smartphone or tablet. The application system is designed responsively and can be accessed in the same way on all devices.

We recommend reading the instructions completely before applying. However, the individual steps of the application are saved and only when all data has been entered and the application document (pdf bundle) has been uploaded it is possible to submit the application. It is then blocked for further entries.

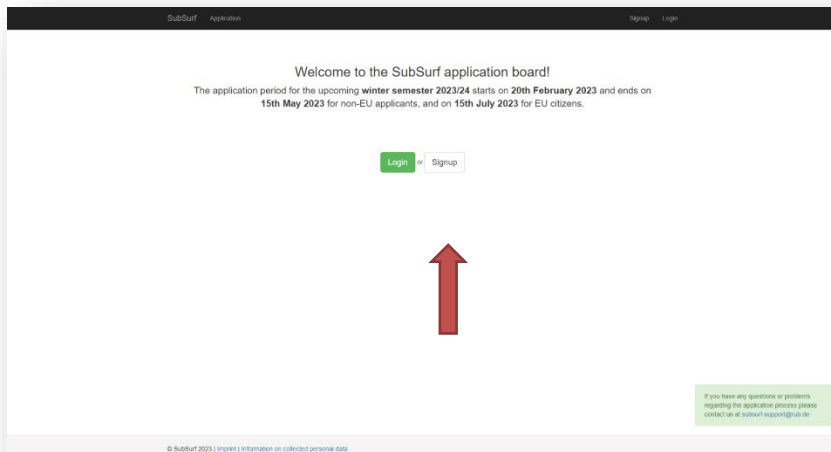
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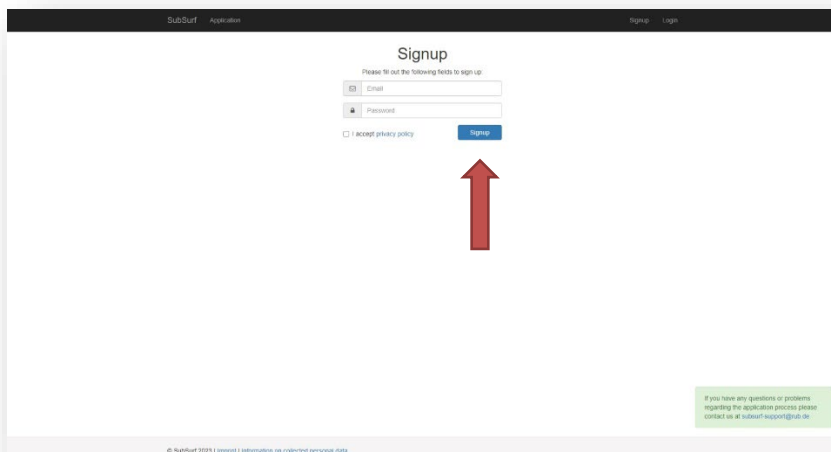
1. Create an Account

The complete application process is managed through our online application system (OAS). The first indispensable step to apply for the master's programme Subsurface Engineering is to **register online**.

Open the following link <https://subsurface-application.ruhr-uni-bochum.de/> and **click “sign up to create an account”**.



Enter your **e-mail address**, set a **password**, tick the box to **accept the privacy policy** (you can read it by clicking the link) and then just **click “signup”**.



The e-mail address provided will be used for future communication regarding the application. Please enter an address that you will use regularly and that will be accessible to you at least until you enrol at the Ruhr-Universität Bochum.

Once you registered, you will be requested by e-mail to **activate your account**. Don't forget to check your spam folder to see if you have received an email. If you have not received an email from us after 24 hours, please contact our support team at subsurf-support@rub.de.

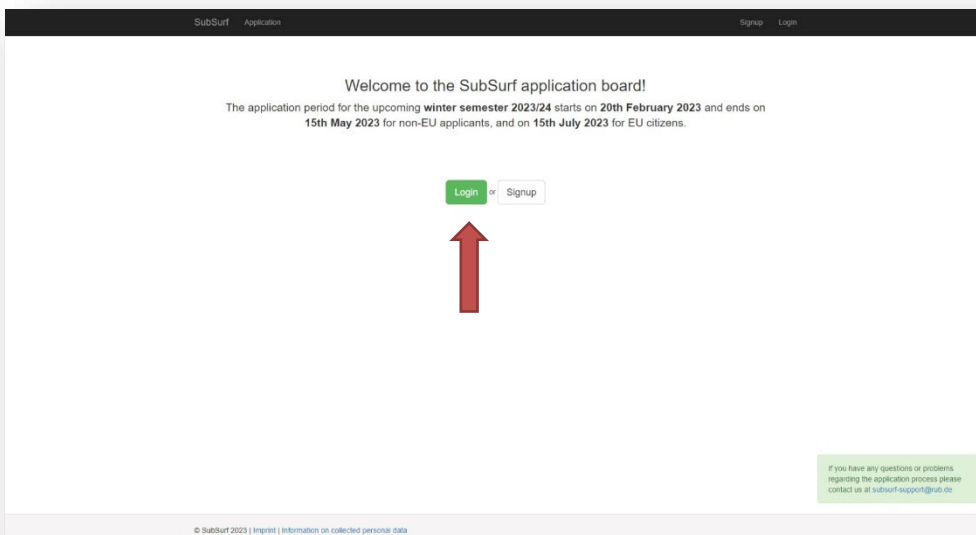
If you have any questions or problems regarding the application process, please contact us at subsurf-support@rub.de

2. Enter Details

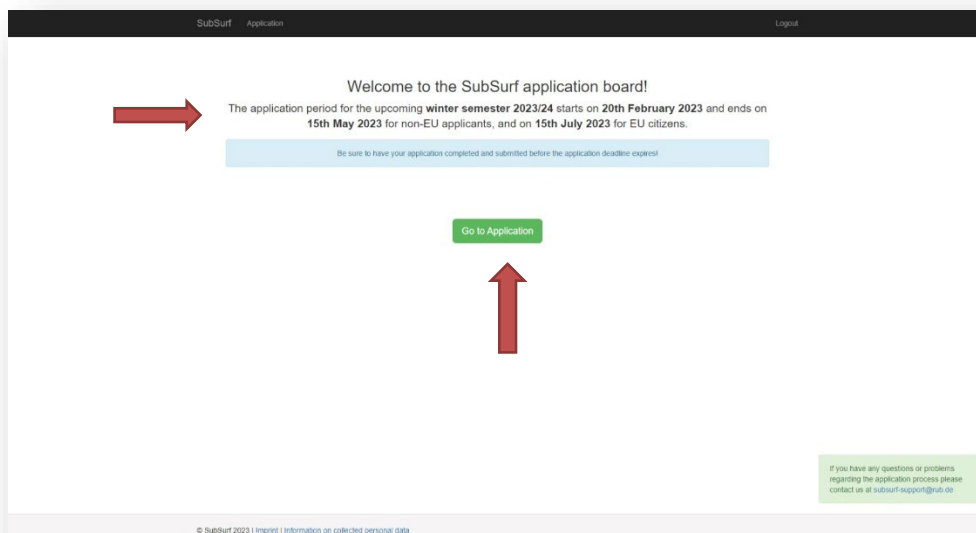
Once you registered and activated your account, you can login to our online application system. During the online application process, you will be asked to enter the following information:

- Intended specialisation
- personal details (name, date of birth etc.)
 - Here you will be asked to upload a digital passport/application photo in JPEG (not a scan of your passport) format with a maximum size of 2MB.
- academic background
- work experience
- language skills
- contact information

Open the following link <https://subsurface-application.ruhr-uni-bochum.de/> and click **“Login”**, enter your **e-mail** and **password** to go your **account**.



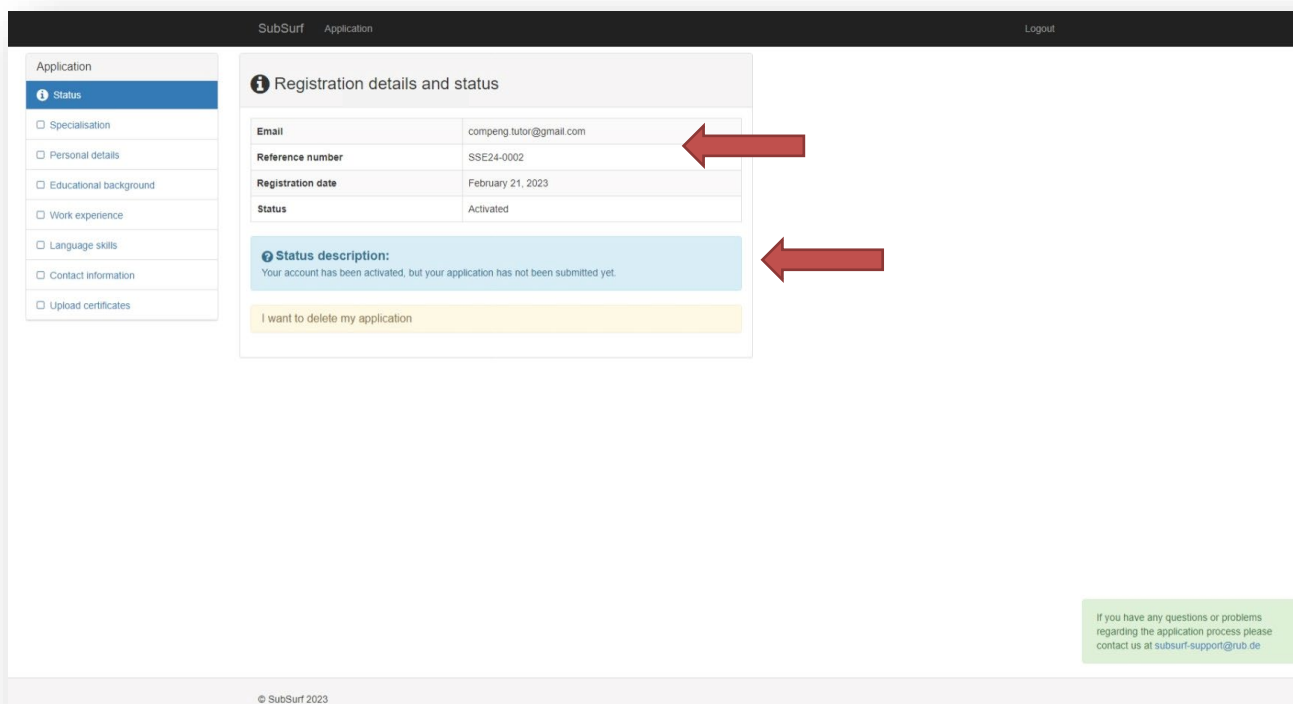
On the next page you will see the current application deadlines and from there you can access your account via the "go to application" button.



a. Application Status

After logging into your account, you will always see your **application number** (reference number) and the **current status** of your application.

For questions about the application or in case of problems, it is best to always provide your application number. It starts with SSE.



b. Specialisation

If you click on one of the entries on the left-hand side (e.g. "Specialisation"), you can start entering your data.

The degree programme is divided into the two specialisations "Geotechnics and Tunnelling (GT)" and "Subsurface Characterization and Utilization (SCU)" according to the research focus of the participating faculties. This means that after the compulsory subjects in the first semester, students choose courses according to their specialisation. The final choice of specialisation is made during the compulsory advisory interview in the first semester.

For more details on the different specialisations, please visit <https://www.subsurf.ruhr-uni-bochum.de>.

Please select the intended field of specialisation and click save.

SubSurf Application Logout

Application

- Status
- Specialisation**
- Personal details
- Educational background
- Work experience
- Language skills
- Contact information
- Upload certificates

Specialisation

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For more details on the different specialisations, please visit <https://www.subsurf.ruhr-uni-bochum.de>.

Please select the intended field of specialisation:

GT - **Geotechnics and Tunneling**: Geotechnics and Tunneling

SCU - **Subsurface Characterisation and Utilisation**: Subsurface Characterisation and Utilisation

Save

If you have any questions or problems regarding the application process please contact us at subsurf-support@rub.de

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c. Personal Details

Please enter your first name, last name, date of birth, country of birth, gender and nationality as indicated on your passport. Don't forget to upload a current application picture.

When you have entered your data, check that you have not made any mistakes and click save.


SubSurf Application Logout

Application

- Status
- Specialisation
- Personal details**
- Educational background
- Work experience
- Language skills
- Contact information
- Upload certificates

Personal details

Please enter your **first name**, **last name**, **date of birth**, **city of birth**, **country of birth**, **gender** and **nationality** as indicated in your passport.
Fields marked with an asterisk (*) are mandatory.
Please use English characters only!

First name * <input type="text" value="John"/>	Middle name <input type="text" value="Jr"/>	 <p>Click to select (format: jpg, max. size: 2MB)</p>
Last name * <input type="text" value="Johns"/>	Birth date * <input type="text" value="Select date"/>	
Birth city * <input type="text" value="Bochum"/>	Birth state <input type="text" value="NRW"/>	
Birth country * <input type="text" value="Select country"/>	Nationality * <input type="text" value="Select country"/>	
Gender * <input type="text" value="Select your gender"/>		

If you have any questions or problems regarding the application process please contact us at subsurf-support@rub.de

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d. Educational Background

This section allows you to illustrate your previous academic career. Please indicate all degrees you have completed (Bachelor's, Master's, etc.) or you're about to complete, one after another.

Be sure, however, to mark your Bachelor's (or equivalent) degree as your entrance qualification by ticking the relevant box.

If you have not finished your degree yet, please indicate the expected end date and your current GPA.

You can enter the GPA without converting it into a percentage or into the German grading system. Simply enter the minimum passing grade and the best possible grade, as well as your final grade (or the current grade if you do not yet have the final grade). Your grade will then be converted in order to make it comparable to all other applicants.

Example A

Minimum Grade to pass: 40

Maximum Grade: 100

Your GPA: 83.06

Example B

Minimum Grade to pass: 10

Maximum Grade: 20

Your GPA: 16

Example C

Minimum Grade to pass: 2

Maximum Grade: 4

Your GPA: 3.1

The screenshot shows the 'Educational background' section of the SubSurf application form. The form is titled 'Educational background' and includes a navigation menu on the left with options like 'Status', 'Specialisation', 'Personal details', 'Educational background', 'Work experience', 'Language skills', 'Contact information', and 'Upload certificates'. The main content area contains instructions and a form with the following fields:

- This is my entrance qualification for Master's study (indicated by a red arrow)
- Country of study * (dropdown menu)
- City * (text input, containing 'Bochum')
- University name * (text input, containing 'Ruhr-University Bochum')
- Affiliated college (text input, containing 'Affiliated college Bochum')
- Course name * (text input, containing 'Computational Engineering')
- Obtained degree * (dropdown menu, containing 'Select obtained degree')
- Regular period of study (in years) * (text input, containing '5')
- Language of instruction * (dropdown menu, containing 'Select language of instruction')
- Begin of study * (calendar icon, containing 'Select date')
- End of study * (calendar icon, containing 'Select date')
- Minimum passing grade * (text input, containing '2')
- Best possible grade * (text input, containing '10')
- Your GPA (text input, containing '5 or 4.9')
- Degree award date * (calendar icon, containing 'Select date')
- Additional information (text area, containing 'Use this field to add educationally relevant information for this entry.')

At the bottom right, there is a green box with the text: 'If you have any questions or problems regarding the application process please contact us at subsurf-support@rub.de'.

e. Work Experience

This section allows you to illustrate your previous professional career.

Work experience is not mandatory. If you do not have any, simply tick the box "I do not have work experience".

If you have an ongoing job, simply enter a date in the future for "End", we recommend for example the application deadline (15 May, 15 July) and briefly mention this in the description.

The screenshot shows the 'Work experience' section of the SubSurf application form. The page title is 'SubSurf Application' with a 'Logout' link in the top right. A sidebar on the left lists application sections: Status, Specialisation, Personal details, Educational background, Work experience (selected), Language skills, Contact information, and Upload certificates. The main content area is titled 'Work experience' and contains a blue informational box: 'This section allows you to illustrate your previous professional career. Fields marked with an asterisk (*) are mandatory.' Below this is a checkbox labeled 'I do not have work experience' with a red arrow pointing to it. Underneath are two date selection fields: 'Begin *' and 'End *', each with a calendar icon and a 'Select date' button. A 'Description *' text area follows, with a note: 'Use this field to provide more detailed information about your employer, your position and your responsibilities.' An 'Add' button is at the bottom of the form. A yellow banner at the top right says 'No work experience.' A green footer box contains contact information: 'If you have any questions or problems regarding the application process please contact us at subsurf-support@rub.de'. The footer also includes '© SubSurf 2023'.

f. Language Skills

Select your proof of English language skills:

- Native language is English
- Previous study is English
- I already have my test result
- I did not take test yet and waiting for test result

For b and c, please add the respective certificate to the application documents.

If you already have your test result, you will have to enter the test result and the date when you did take the test.

You also have the opportunity to provide further information here. For example, if you already have an appointment for an English test.

The screenshot shows a web application interface for SubSurf. At the top, there is a navigation bar with 'SubSurf Application' on the left and 'Logout' on the right. On the left side, there is a sidebar menu with the following items: 'Application', 'Status' (with a plus icon), 'Specialisation', 'Personal details', 'Educational background', 'Work experience', 'Language skills' (highlighted in blue), 'Contact information', and 'Upload certificates'. The main content area is titled 'Language skills' and contains a blue banner with the text 'Fields marked with an asterisk (*) are mandatory.' Below this, there is a section titled 'Select your proof of English language skills *' with a dropdown menu showing 'Select your option'. Underneath is a section titled 'Additional information' with a text area and the instruction 'Use this field to provide more detailed information relating to your language skills'. A 'Save' button is located at the bottom of the form. In the bottom right corner, there is a green box with the text: 'If you have any questions or problems regarding the application process please contact us at subsurf-support@rub.de'. At the bottom left, there is a copyright notice: '© SubSurf 2023'.

g. Contact Information

For the complete application we need further contact details, for example to send the admission letter by post.

Don't forget to check your entries before saving. After saving, a tick appears in front of the entry on the left!

The screenshot shows the 'Contact information' form in the SubSurf application. The form is titled 'Contact information' and includes a note: 'Fields marked with an asterisk (*) are mandatory.' The form fields are as follows:

- Country ***: A dropdown menu with 'Select country' as the current selection.
- Postal code ***: A text input field containing '44790'.
- Street name and house number ***: A text input field containing 'Kortumstr. 7'.
- City ***: A text input field containing 'Bochum'.
- Additional address information**: A text input field containing 'c/o Max Mustermann'.
- Phone number**: A text input field containing '(0123)4567891011'.
- Mobile number**: A text input field containing '(0123)4567891011'.
- Additional information**: A large text area with the instruction: 'Use this field to indicate any important information relating to your address'.

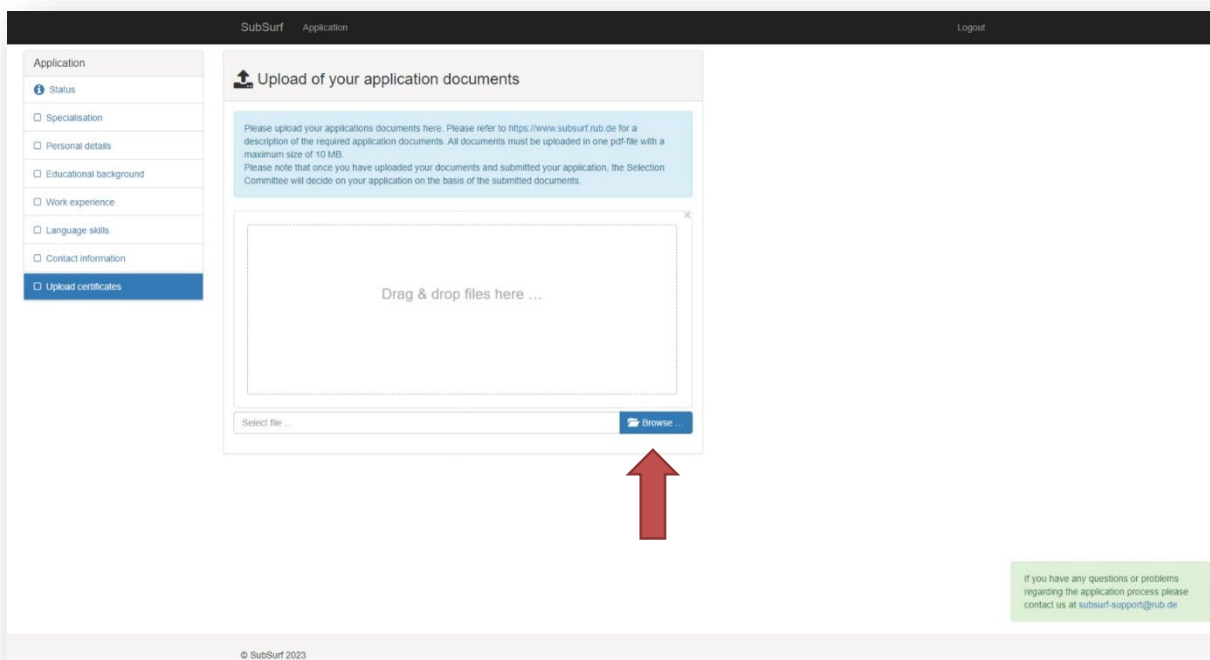
A 'Save' button is located at the bottom left of the form. A green callout box at the bottom right of the form contains the text: 'If you have any questions or problems regarding the application process please contact us at subsurf-support@rub.de'. The footer of the page shows '© SubSurf 2023'.

3. Upload Certificates

The upload of the application documents is the most important step in the application process. Only after a successful upload it is possible to submit the application.

Before you start the upload, all required documents must be combined into **one pdf document** with a **maximum size of 10 MB**. By clicking on "Browse", you simply select your pdf bundle and by clicking upload the upload will start.

For a list of documents, see the [next page](#) or <https://www.subsurf.ruhr-uni-bochum.de/sfe/admission/application.html.en>



a. List of Application Documents

- **Curriculum vitae**
no format preferred, should include all relevant steps (academic, internship(s), work experience, social commitment) and be without any gaps
- **Qualifying academic degree certificates**
If you have not finished your qualifying bachelor's (or comparable) degree yet, please apply with your current transcript of records and estimate the end of your study
- **Transcript of Records**
If no information about your local grading system is included on your transcript of records, please provide additional information
- **Proof of English language skills** (one of the following documents):
 - TOEFL: minimum total score of 550 points for paper-based tests, 215 points for computer-based tests or 79 points for internet-based tests
 - IELTS (Academic): minimum overall band score of 6.0
 - confirmation from your university that you have completed your first degree program in English (all lectures and examinations must have been held in English)
- **High School Diploma**
As a proof of your secondary school leaving certificate and your entrance qualification for your first academic degree.
If available: Please also include your pre-university certificate

- **Students from China: APS document**

Optional Documents

- a personal statement describing your motivation to apply for the program (Maximum length 1 1/2 pages)
- letter(s) of recommendation (These can either be attached to the application documents or sent directly to us by teachers or professors (preferably by e-mail).
- other reference letters (e.g. from previous employers)
- any further information that might be relevant

4. Submit Application

Once you have entered the requested data and uploaded the application documents, the **"submit application" button** will appear on the **left-hand side**.

Before you submit the application, look through your entries again and check that they are all correct. It is not possible to make any changes once you have submitted the application.

If you do not have certain certificates at the time of application (your degree is still to be completed) or your language exam is still pending, it is of course possible to submit these documents later. Contact us as soon as the documents are available.

If the button does not appear, make sure you have filled in and saved all data. Do all entries on the left have a tick? Have you selected your "entrance qualification"?

The screenshot shows the SubSurf Application portal. On the left, there is a navigation menu with the following items: Status, Specialisation, Personal details, Educational background, Work experience, Language skills, Contact information, and Upload certificates. The 'Submit application' button is highlighted in green and has a red arrow pointing to it. The main content area is titled 'Upload of your application documents' and contains instructions for uploading documents. Below the instructions, there is a table showing the uploaded file:

File name	application documents_name.pdf
File type	Bundle of PDF documents

At the bottom right, there is a green box with contact information: 'If you have any questions or problems regarding the application process please contact us at subsurf-support@rub.de'. The footer of the page reads '© SubSurf 2023'.

After submitting your application, you will receive a confirmation e-mail that your application has been submitted. As soon as something changes in the status of your application, we will contact you.

If you have any questions or problems regarding the application process, please contact us at subsurf-support@rub.de

We look forward to your application!