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.
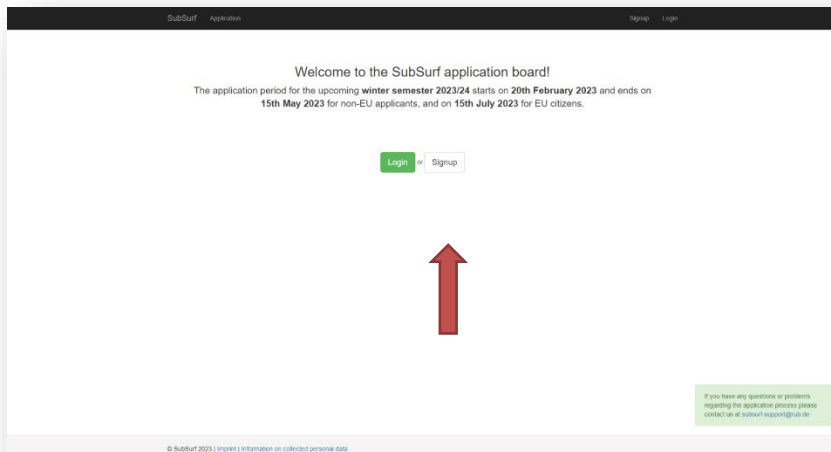
Content

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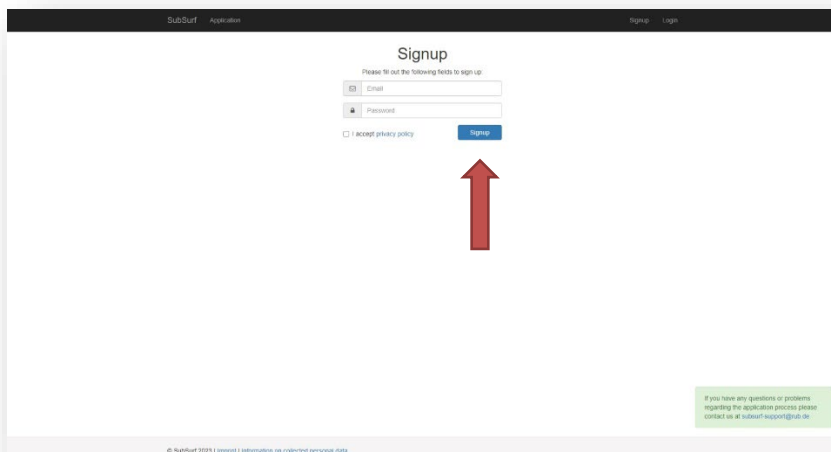
The e-mail address provided will be used for future communication regarding the application. Please enter an address that you will use regularly and that will be accessible to you at least until you enrol at the Ruhr-Universität Bochum.

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.

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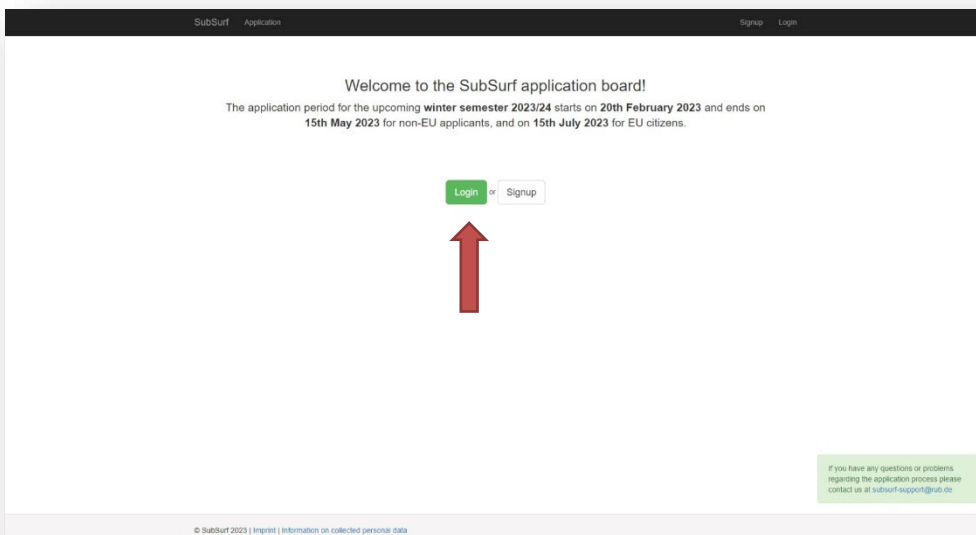
On the next page you will see the current application deadlines and from there you can access your account via the "**go to application**" button.
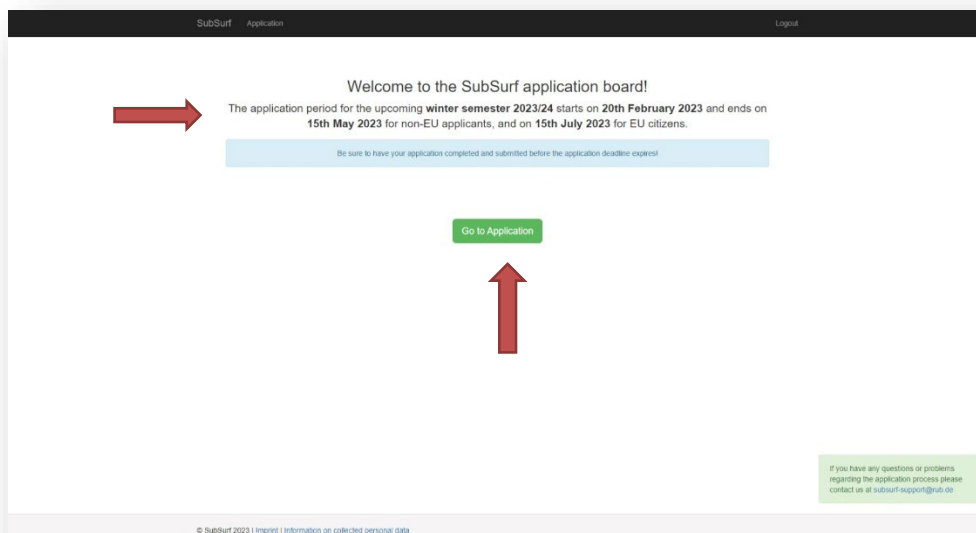
a. Application Status

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.
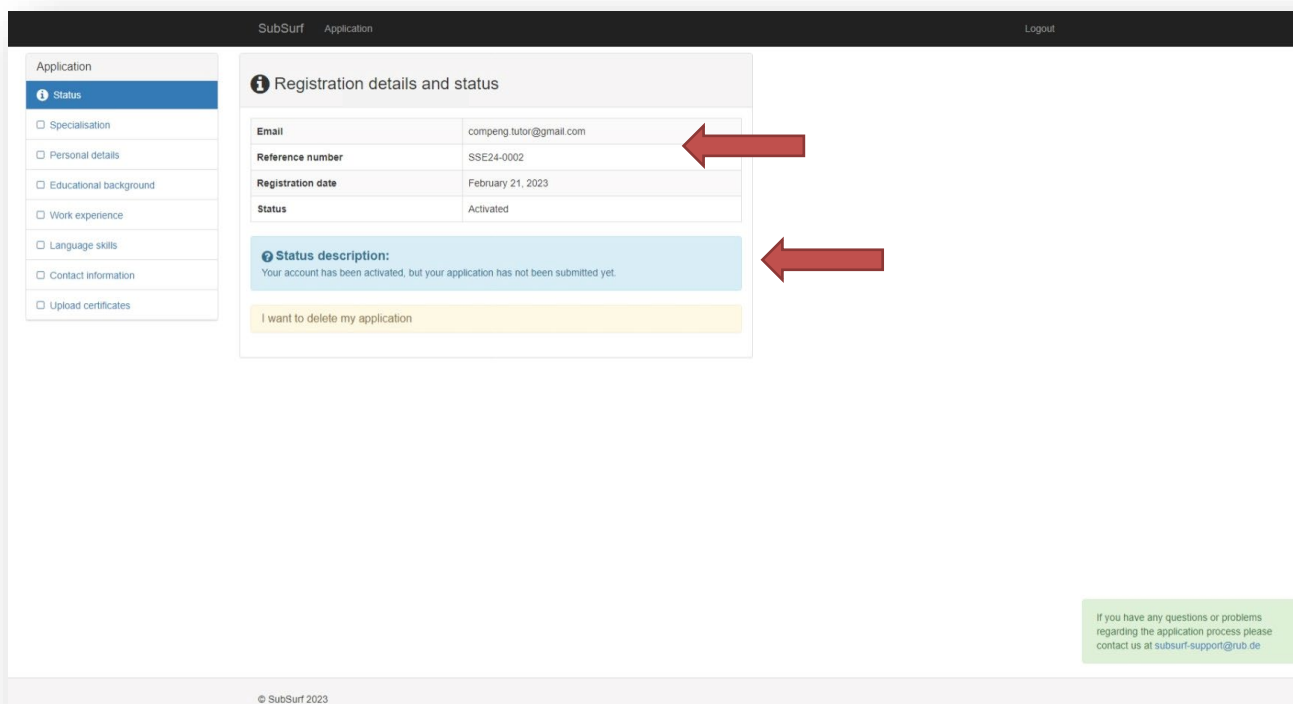
b. Specialisation

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.

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.

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

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.

f. Language Skills

Select your proof of English language skills:

    a. Native language is English
    b. Previous study is English
    c. I already have my test result
    d. 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.

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!

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
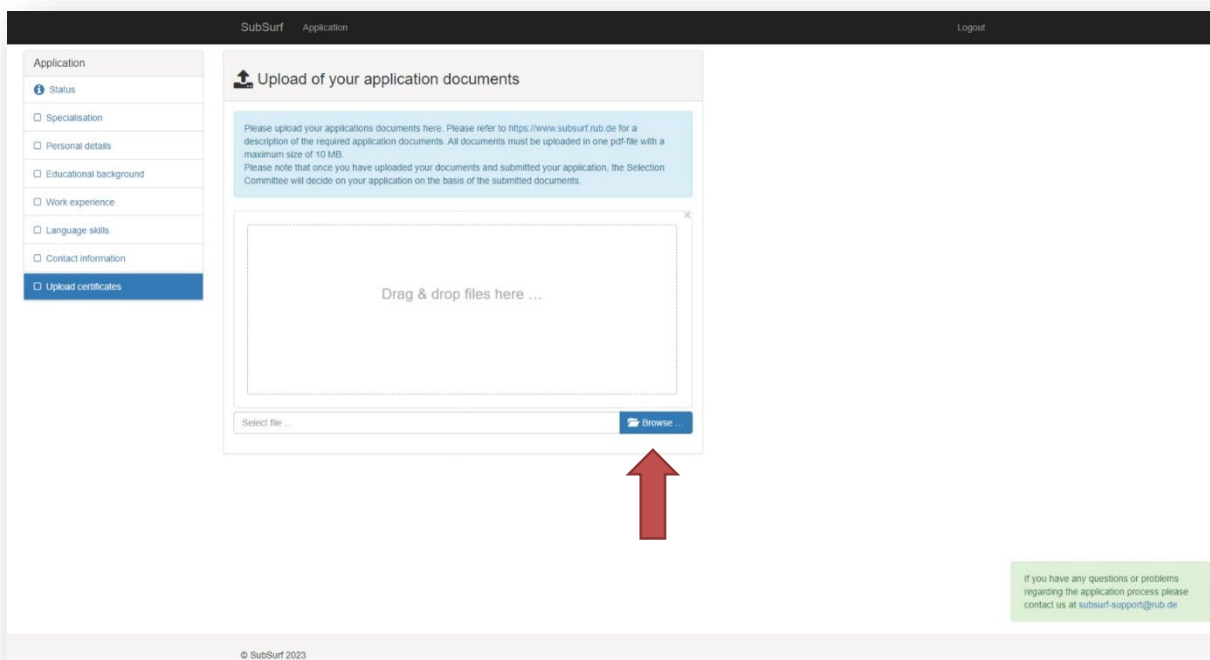
a. List of Application Documents

- **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"?

> 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!