



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

(last update 11.01.2024)

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.

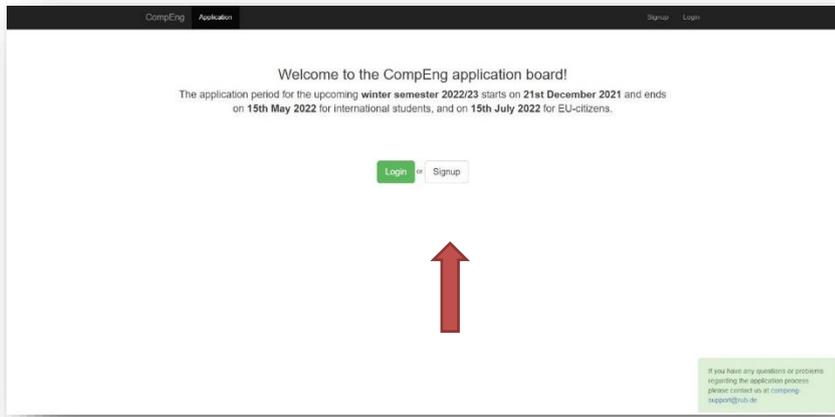
We recommend reading the instructions completely before applying. However, the individual steps of the application are saved and only when all data has been entered and the application document (pdf bundle) has been uploaded it is possible to submit the application. It is then blocked for further entries.

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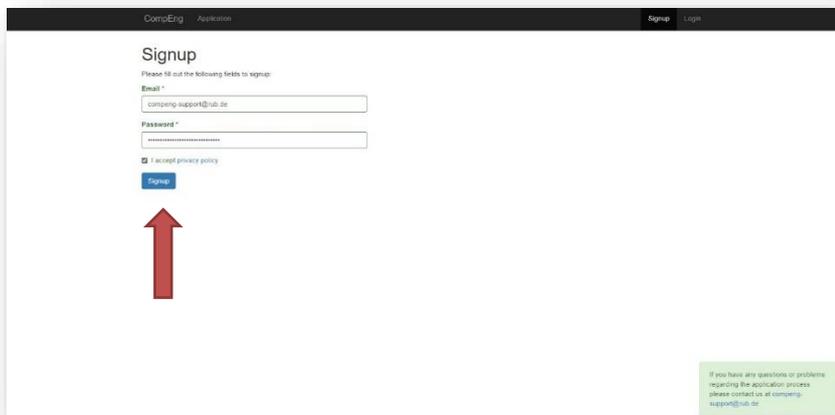
# 1. Create an Account

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

Open the following link <https://compeng-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 [compeng-support@rub.de](mailto:compeng-support@rub.de).

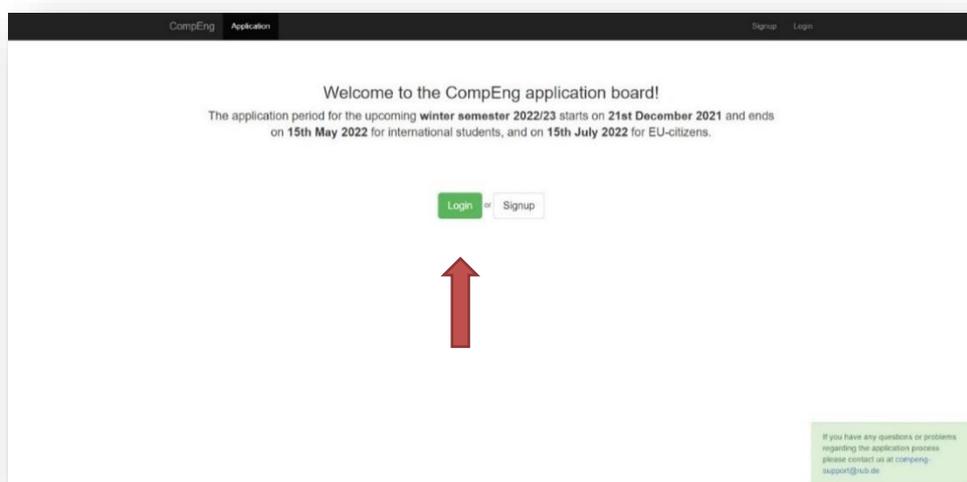
## 2. Enter Details

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:

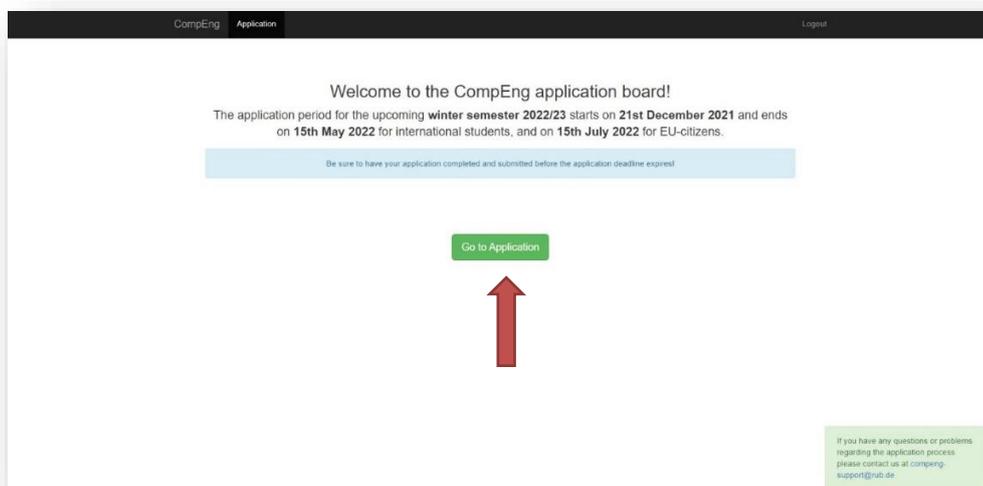
- personal details (name, date of birth etc.)
- academic background
- work experience
- language skills
- contact information

Furthermore, you have to upload a digital passport/application photo in JPEG (not a scan of your passport) format with a maximum size of 2MB.

Open the following link <https://compeng-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 CE.

(In the example picture the application is already submitted, so on the left side you can see the locks in front of the individual points.)

The screenshot shows the 'Registration details and status' page. On the left, there is a sidebar with a menu containing 'Status', 'Personal details', 'Educational background', 'Work experience', 'Language skills', 'Contact information', and 'Upload certificates'. The 'Status' option is selected. The main content area displays a table with the following data:

Email	
Reference number	CE23
Registration date	December 09, 2020
Status	Submitted

Two red arrows point to the 'Reference number' and 'Status' fields. To the right of the table, there is a light blue box with the following text:

**Status description:**  
Your application has successfully been submitted.

At the bottom right, there is a green box with the following text:

If you have any questions or problems regarding the application process please contact us at [compeng-support@rub.de](mailto:compeng-support@rub.de)

## b. Personal Details

If you click on one of the entries on the left-hand side (e.g. “Personal details”), you can start entering your data. Don’t forget to upload a current application picture.

Please enter your first name, last name, date of birth, country of birth, gender and nationality as indicated on your passport.

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

The screenshot shows the 'Personal details' form in the CompEng application system. The form is titled 'Personal details' and includes a navigation menu on the left with options: Status, Personal details (selected), Educational background, Work experience, Language skills, Contact information, and Upload certificates. The main form area contains the following fields:

- First name \***: Tutor
- Middle name**: CompEng
- Last name \***: Support
- Birth date \***: Dec 09, 1998
- Birth city \***: Bochum
- Birth state**: NRW
- Birth country \***: Germany
- Nationality \***: Germany
- Gender \***: Other

There is a 'Save' button at the bottom left of the form. To the right of the form, there is a placeholder for a profile picture with the text 'Click to select (format: jpg, max size: 2MB)' and a 'Remove' button. A footer note in the bottom right corner states: 'If you have any questions or problems regarding the application process please contact us at [compeng-support@rub.de](mailto:compeng-support@rub.de)'.

### c. 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 application form. On the left is a navigation menu with options like 'Status', 'Personal details', 'Educational background', 'Work experience', 'Language skills', 'Contact information', and 'Upload certificates'. The main form area contains a heading 'Educational background' and a blue information box with instructions. Below this is a checkbox labeled 'This is my entrance qualification for Master's study' with a red arrow pointing to it. The form includes several input fields: 'Country of study' (Germany), 'City' (Bochum), 'University name' (Ruhr-Universität Bochum), 'Course name' (Computational Engineering), 'Regular period of study (in years)' (5), 'Begin of study' (calendar icon), 'Minimum passing grade' (2), 'Your GPA' (5 or 4.5), 'Obtained degree' (dropdown), 'Language of instruction' (dropdown), 'End of study' (calendar icon), 'Best possible grade' (10), and 'Degree award date' (calendar icon). There are also warning messages: 'Important! No entrance qualification provided yet!' and 'Additional degrees: E.g. Master's degree, PhD'. An 'Additional information' field is at the bottom.

## d. 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 CompEng application form. The page title is 'CompEng Application' and there is a 'Logout' link in the top right. On the left, a sidebar menu lists various sections: Status, Personal details, Educational background, Work experience (highlighted), Language skills, Contact information, and Upload certificates. A green 'Submit application' button is located below the sidebar. The main content area is titled 'Work experience' and contains a blue informational box stating: 'This section allows you to illustrate your previous professional career. Fields marked with an asterisk (\*) are mandatory.' Below this is a yellow box with the text 'No work experience.' A red arrow points to the checkbox labeled 'I do not have work experience'. Underneath, there are two date selection fields: 'Begin \*' and 'End \*', each with a calendar icon and a 'Select date' button. A 'Description \*' field is provided for detailed information. An 'Add' button is located at the bottom of the form. In the bottom right corner, a green box contains contact information: 'If you have any questions or problems regarding the application process please contact us at [compeng-support@rub.de](mailto:compeng-support@rub.de)'.

## e. 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 'CompEng Application'. The main content area is titled 'Language skills' and includes a notification: 'Fields marked with an asterisk (\*) are mandatory.' Below this, there is a dropdown menu labeled 'Select your proof of English language skills \*' with the selected option being 'I did not take test yet or waiting for results'. Underneath is a text area for 'Additional information' with 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. On the left side, there is a navigation menu with options: Status, Personal details, Educational background, Work experience, Language skills (selected), Contact information, and Upload certificates. In the bottom right corner, there is a green box with contact information: 'If you have any questions or problems regarding the application process please contact us at [compeng-support@rub.de](mailto:compeng-support@rub.de)'.

## f. 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!

CompEng Application Logout

Application

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

### Contact information

Fields marked with an asterisk (\*) are mandatory.

Country \*  Postal code \*

Street name and house number \*  City \*

Please use English characters only.

Additional address information

Phone number  Mobile number

Additional information

Use this field to indicate any important information relating to your address

Save

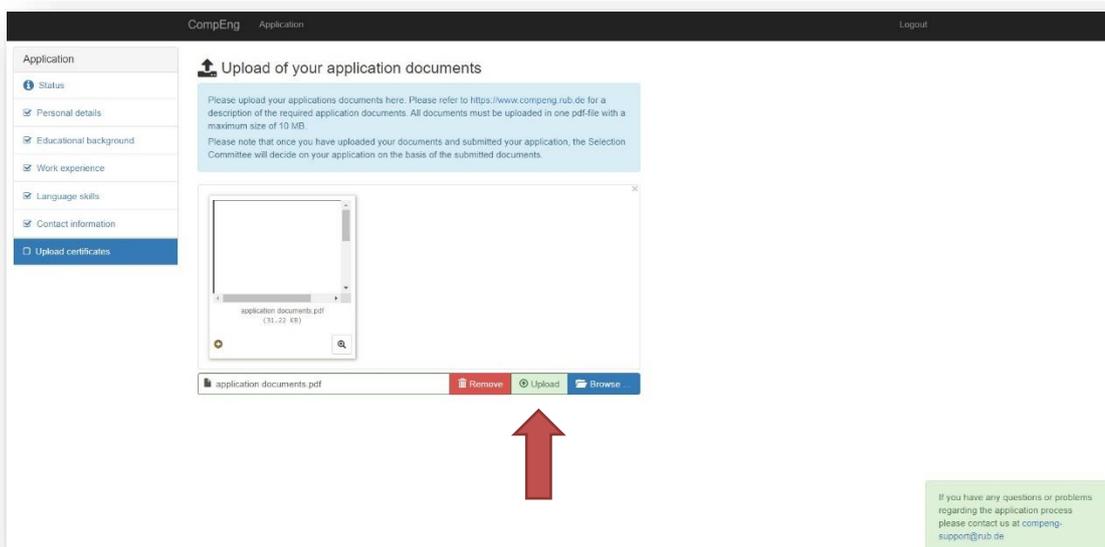
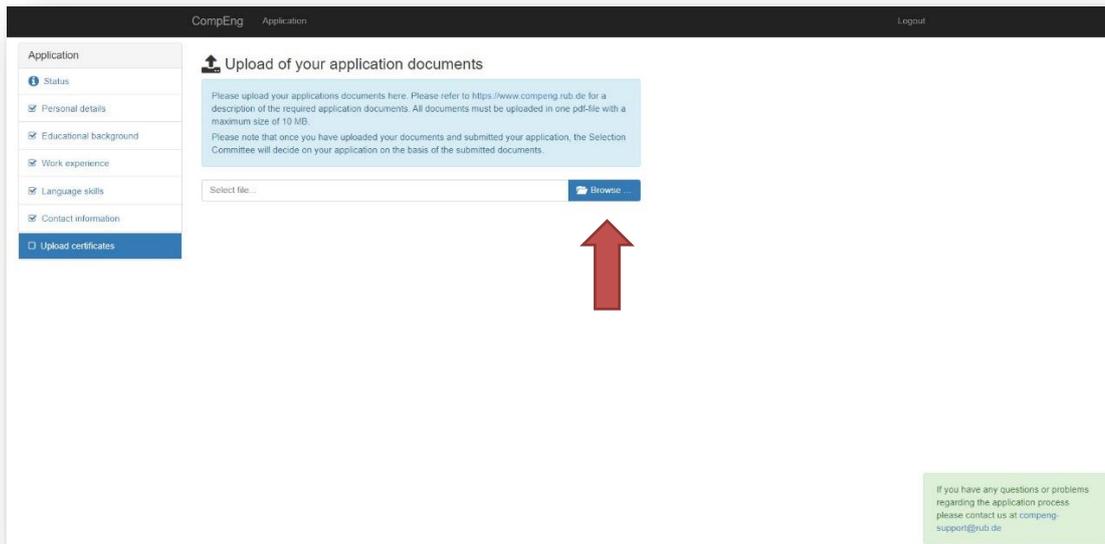
If you have any questions or problems regarding the application process please contact us at [compeng-support@rub.de](mailto:compeng-support@rub.de)

### 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 upload it.

For a list of documents, see the [next page](#) or <https://www.compeng.ruhr-uni-bochum.de/ce/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

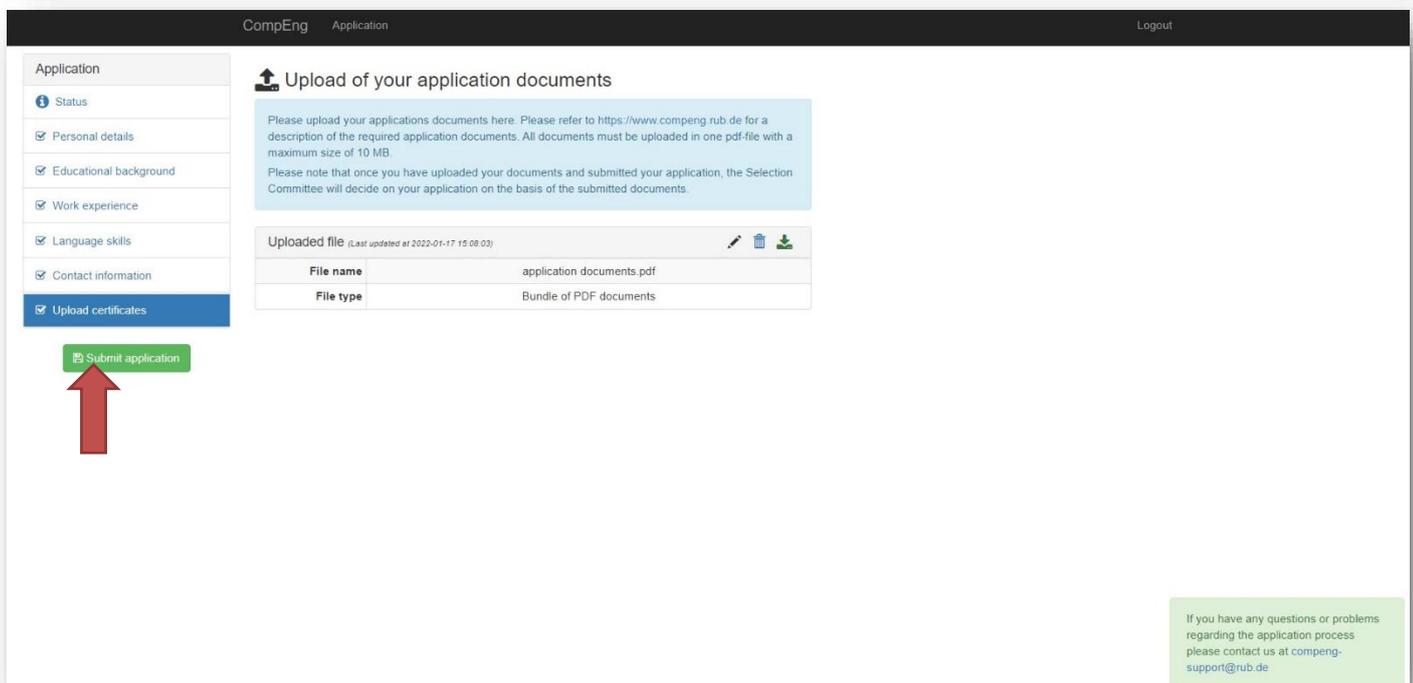
## 4. Submit Application

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"?



CompEng Application Logout

Application

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

Upload of your application documents

Please upload your applications documents here. Please refer to <https://www.compeng.rub.de> for a description of the required application documents. All documents must be uploaded in one pdf-file with a maximum size of 10 MB.

Please note that once you have uploaded your documents and submitted your application, the Selection Committee will decide on your application on the basis of the submitted documents.

Uploaded file (Last updated at 2022-01-17 15:08:03)

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

Submit application

If you have any questions or problems regarding the application process please contact us at [compeng-support@rub.de](mailto:compeng-support@rub.de)

After submitting your application, you will see your current status. You will receive email that the 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 [compeng-support@rub.de](mailto:compeng-support@rub.de)

**We look forward to your application!**