Registration deadlines:

Registration to our language courses is possible within the time-period announced on our website.

Registration Procedure:

When course registration opens, the server may be overloaded by a large number of simultaneous user requests. When server overload happens, your registration confirmation does not appear on the screen immediately, and instead you will see a rotating wheel after clicking the registration button. Please click the button again and then wait. Please refrain from clicking the registration button many times, as multiple clicks increase the number of simultaneous user requests and create further delays. Please note that you can see the registration button next to your chosen course in the registration section of our course platform only after the registration period has started. After you click the registration button, the system always timestamps your request. This timestamp is accurate to the second, and it will allow for ranking you fairly on our list of participants. The timestamp guarantees **equal treatment** even in the event of a delayed registration confirmation.

In case any unforeseen **technical problems** happen, we might postpone opening course registration. In this case, we will inform you by posting relevant information on our website as soon as possible.

When registration opens, you can enroll only for courses that appear in **color green** for you. If you see that an individual German as a Foreign Language, English, Italian, French or Spanish course is shown in **color red**, be aware that this is because you have not provided a proof of qualification for this particular course prior to registration. We accept the following qualification proof types: result of our placement tests, internationally recognized certificates, certificates of study (i.e. applied linguistics), and a high school diploma. Make sure that your proof of qualification document is not older than 1 year. Please send us your proof of qualification as a scanned copy before registration opens as we cannot be informed about your qualifications without this document. No proof of qualification is required for courses at A1 level. You will find more detailed information on our website under "Courses" – "Prerequisites for Registration" – "Other Languages".

With the exception of the languages mentioned above, the courses in the **other modern foreign languages** at the higher levels are generally open for registration, i.e. a self-assessment is carried out on the basis of existing knowledge. Detailed information can be found on our website under "Courses" -- "Placement tests" -- "Other languages".

When registration begins, please contact us, if possible, via email and not by phone. Your contacting us via email allows for checking your user profile first in order to change the appropriate account settings, for example, if the red color-coding of a course is not justified for you. We will respond to your inquiry by sending you an email as soon as possible. Please refrain from sending multiple emails with the same request to our several employees.

Contact:

Stefanie Holmes / Secretary's office
sekretariat-fs.zhb@tu-dortmund.de
For general organizational questions about course registration

Dr. Meni Syrou / Head of the Division of Foreign Languages
meni.syrou@tu-dortmund.de
For specific questions about course registration (all languages with the exception of the Romance Languages + German as a Foreign Language)

Dr. Laura Tiego / Program Head Romance Languages
laura.tiego@tu-dortmund.de
For specific questions about course registration (Romance Languages)

Dr. Carsten Martin / Program Head German as a Foreign Language
carsten.martin@tu-dortmund.de
For specific questions about course registration (German as a Foreign Language)