Enrollment instructions

1. See the instructions emailed to you by the TU Berlin (or the instructions sheet we gave you, if we gave you one in person).
   (1.a. If you did not get an email at all. Let us know with an email to summeruniversity@tubs.de and we will investigate.)

2. Follow the link: tubIT.tu-berlin.de/registrierung

3. To get to the English version, click this button:

4. On the login page, tick the box to accept the terms and conditions:

4. Enter the “Organisational ID” or the “Ordnungsmerkmal” that was sent to you in the email, or that appears on the instruction sheet.
5. Enter your personal details (entering your title isn’t necessary). For “Application number” please just tick “I don’t have an application number”. Please note the spelling of your name needs to be exactly as you entered it onto our registration form when you registered online.

6. Accept that you confirm your details are correct:

7. Upload your photo. Then tick the checkbox that appears to confirm the photo is you.
8. Pick one of the email addresses given and note it down!

9. The “TAN list” will appear. Either print-screen this and save it somewhere, or print it if you can. You might need this for certain apps on the TUBerlin web portal. There is an option to have this information sent to your mobile phone later, if that is easier. Press the confirmation button, to confirm you have saved it somewhere.

10. Click the link in the box “I do not own a tubIT account and want to activate a new account now”.
11. Choose your account name.

12. Choose your password. There are a lot of password rules, and you need to change the character type frequently, so try to use a mixture of numbers and letters e.g. $uMm3R1!
13. Set up your email forwarding, to your private account and tick the declaration:

14. Email forwarding continued...
15. Send the TAN info to your mobile phone if you wish, or simply keep the list of TAN passwords you created earlier.

17. The account confirmation will show.

18. The information will be sent to the enrollment office of the TU, who will cross check the data with the enrollment information we have already sent them (which was your confirmation of health insurance, payment etc.). They will then release your student card which will be delivered to our office.