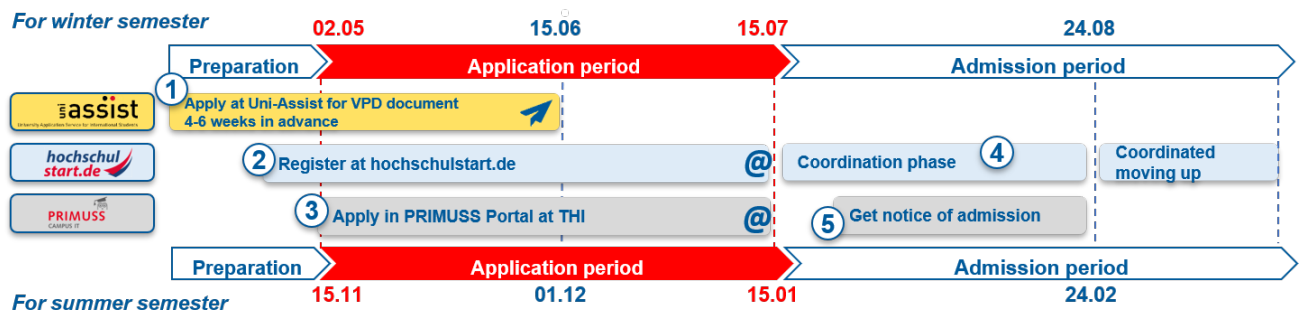




Step-by-step guide for a foreign student: How to apply at THI?

- **Stage 1: Uni – Assist**
- **Stage 2: Hochschulstart**
- **Stage 3: PRIMUSS Portal at THI**

Bachelor Application & Admission Process at THI for a foreign student



STAGE 1: Uni – Assist

1. Read carefully the instruction for VPD (preliminary review documentation) application from uni-assist
2. Go to <https://my.uni-assist.de/login> and create a new account

SIGN IN

E-mail

Password

Sign in

No account yet? **Create new account**

Forgot password? [Reset password](#)

CREATE NEW ACCOUNT

E-Mail

Please enter a valid e-mail address.

Re-enter e-mail address

This e-mail address must match the above e-mail address.

Password

Passwords must be at least 6 characters.

Re-enter password

This password must match the above password.

Yes, I accept the [Terms and Conditions](#) in their current version as well as uni-assist's privacy policy.

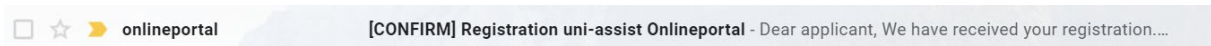
Create a new account.


CREATE NEW ACCOUNT

Thank you for creating a new account.

You will receive an e-mail with an activation link. To activate your account, please click on the activation link within the next 7 days. If you don't receive an e-mail from us, please check your spam folder.

3. Check your e-mail and confirm the registration



 **onlineportal@uni-assist.de**
кому: я ▾

Dear applicant,

We have received your registration. Please activate your account by clicking the link below:

Account: [redacted]
Activation Link [\[redacted\]](#) 

If you are having any issues with your account, please don't hesitate to contact us.


Thank you.

You're receiving this e-mail because you registered for "My assist".
If you are not sure why you're receiving this e-mail, please contact us.
If you didn't register for "My assist", please ignore this e-mail.



ACTIVATE ACCOUNT

Your account has been activated successfully.


To sign in, please click on "Sign in" in the above menu or on the following link [Sign in now](#) 



SIGN IN

E-mail

Password

[Sign in](#) 

No account yet? [Create new account](#)
Forgot password? [Reset password](#)

4. Fill in the applicant information (1,2,3)

FIRST STEPS

Welcome to uni-assist and thank you for logging in.

We still need the following information from you:

- ▲ Applicant information
- ▲ Educational history

APPLICANT INFORMATION



Personal information

Gender

Please make a choice.

First name

First name must be stated.

Surname

Surname must be stated.

Name affix

Maiden name

Date of birth

Date of birth must be stated.

Place of birth

Place of birth must be stated.

Nationality

Nationality must be stated.

Stateless



FIRST STEPS

Welcome to uni-assist and thank you for logging in.

We still need the following information from you:

- ⚠ Applicant information
- ⚠ Educational history

APPLICANT INFORMATION



Contact information

c/o

Street name

Street name must be stated.

Address continued

Postal Code

City/Province/Region

City/Province/Region must be stated.

Country

Country must be stated.

[Back](#)

[Forward](#)



FIRST STEPS

Welcome to uni-assist and thank you for logging in.

We still need the following information from you:

- ▲ Applicant information
- ▲ Educational history

APPLICANT INFORMATION



Other information

Do you already have a uni-assist applicant number? Then please enter it here.

uni-assist applicant number

Are you married to a citizen of the European Union?

Yes No

In which language would you like to be contacted?

German English

Language must be stated.

Only necessary for DoSV courses: BID (Applicant ID) via hochschulstart.de

Only necessary for DoSV courses: BAN (Applicant authentication number) via hochschulstart.de

Yes, I accept the **Terms and Conditions** in their current version as well as uni-assist's privacy policy.

Send applicant information

Back

5. Choose Technische Hochschule Ingolstadt from the course catalogue

1. Click on the home button
2. Choose the "Technische Hochschule Ingolstadt" in the university field
3. Choose the Semester you apply for in the semester field
4. Select course semester:
 - If you start a study course from the beginning of the programme → choose "1. Fachsemester – Admission type: Orts-NC"
 - If you start a study course from the higher semester → choose "höheres Fachsemester – Admission type: Orts-NC"

assist

COURSE CATALOGUE

Search criteria

Type in search term(s)

Semester

3 Summer Semester 2020

University

2 Technische Hochschule Ingolstadt

Advanced search Reset

Total number of courses of study : 2

Summer Semester 2020

Bachelor - alle Fächer
Bachelor
Technische Hochschule Ingolstadt
Admission type: Orts-NC
Show details

4 Select

Master - alle Fächer
Master
Technische Hochschule Ingolstadt
Admission type: Orts-NC
Show details

Select ...

SELECT COURSE SEMESTER ("FACHSEMESTER") ×

Please select the semester you want to start with. nlf you are unable to select a certain course semester (usually the 1st course semester), it is not possible to start the chosen course of study with the desired semester.

Bachelor - alle Fächer **Summer Semester 2020**

-- Please select --

1. Fachsemester - Admission type: Orts-NC

höheres Fachsemester - Admission type: Orts-NC

6. Upload all relevant documents giving them proper names. Please consider the official translation and certification rules. There is no need for a translation when documents are in German or English language.

1. Choose my application
2. Choose Documents
3. Upload your files in the section




You need to submit the following documents:

1. Proof of education in the original language as well as official translation into German language:
 - a. school leaving certificate
 - b. Proof of having passed a university entrance exam: If you have already passed a university entrance exam in your country of origin, please submit the relevant certificate.
 - c. Certificates of university studies: (Have you already studied at a university outside of Germany? Please submit a complete overview of subjects and grades issued by your university. If you have already completed your studies, we also need your diploma certificate including diploma supplement)
2. CV (illustration of education - school career)
3. Copy of personal ID or passport
4. Proof of a name change (e.g. copy of the marriage certificate) if the proof of education is not issued in the current name
5. Your university's grading system
6. The original APS certificate (for applicants from the PR China, India, Mongolia and Vietnam)

Detailed information on the certification and translation of documents can be found [here](#).


Note: These documents do not have to be sent by post. Technische Hochschule Ingolstadt allows an online-only application for VPD application.

7. Go to the selection list and proceed to checkout

MY ACCOUNT ▾ MY APPLICATIONS ▾ 

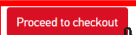
SELECTION LIST

Summer Semester 2020

Bachelor – alle Fächer Bachelor Technische Hochschule Ingolstadt	Application for 1. Fachsemester Admission type: Orts-NC
Show additional application-related questions (no unanswered mandatory questions)	
Show details	 Remove
Handling fees	€ 75.00

SUBTOTAL (VAT included)	€ 75.00
Credit	€ 0.00
TOTAL (VAT included)	€ 75.00

Selected courses of study: 1 [More about fees and payment](#)

2 

8. Select a payment method and pay the fee

Select a payment method

 Card



Klarna. SOFORT

 GiroPay

Pay € 75.00

9. After Uni-Assist has received your documents, you will receive confirmation of receipt by e-mail.

After about 4-6 weeks: the status in the online portal will change and you will receive the result of the evaluation by e-mail and post. Read the evaluation result carefully: is everything in order or are documents missing? If documents are missing, please submit them immediately.

→ After a positive evaluation, you will receive the VPD by e-mail and by post. Upload the VPD document to the THI PRIMUSS Portal within the university's deadline.

STAGE 2: Hochschulstart DoSV

(Registration at Hochschulstart is only necessary for admission-limited courses, an overview can be found here: <https://www.thi.de/en/studies/application/bachelor-application/>)

10. Go to Hochschulstart and choose the Login Button



Das Informations- und Bewerbungsportal
Bewerbung für ein Studium an deutschen Hochschulen

Startseite Informieren & Planen ▾ Bewerben & Beobachten ▾ Ergebnisse & Entscheidungen ▾ Unterstützung ▾



→ Login
Registrierung | Bewerbung

AntOn Wintersemester 2019/20
Sie haben sich zum Wintersemester 2019/20 für Medizin, Tiermedizin, Zahnmedizin oder Pharmazie beworben? Hier können Sie bis zum 30.11.2019 den Stand Ihrer Bewerbung abrufen.

Es ist so weit: Mit dem Vergabeverfahren für das Sommersemester 2020 greifen Reformen für die Vergabe von Studienplätzen für bundesweit zulassungsbeschränkte Studiengänge – und auch die bisher strikt voneinander getrennten Bewerbungsprozesse für bundesweit und örtlich zulassungsbeschränkte Studiengänge sind nun miteinander verschränkt. Ab sofort ist das DoSV-

11. Change the language into English



12. Choose the registration tab

Deutsch | Help | Contact

Font size

Application portal of the dialogue-oriented service procedure (DoSV)

Registration and application to dialogue-oriented service procedure

In this portal you can find which courses offered in this service procedure, manage your applications and get the actual status for your applications. More informations about dialogue-oriented service procedure at sv.hochschulstart.de.

Log in

Please enter the user name and password you used to register. Please note that after this registration no further registration is needed for any subsequent procedures.

This application portal **cannot** be used for applications to courses of study in medicine, dentistry, veterinary or pharmacy.

User name
 Forgotten your user name?

Password
 Forgotten your password?

In order to submit applications you need a user account. Please note that a multiple registration **is not allowed** and that superfluous accounts **including all applications will be deleted.**

Registration
Here you can get registration on the admission-restricted courses of study offered in this applicant procedure.

Some higher education institutions probably have not yet released their courses of study. Please visit the application portal regularly and check if the courses of your chosen higher education institution are available.


For the search no registration is required.

Courses offered

13. Fill in the form

Registration

Notes on registration

 Please note that **only one registration** is permissible. If you register several times, only the applications submitted with the most recent registration will be considered. Surplus registrations including all applications will be deleted and will not participate in the service procedure. **A deletion is irreversible.**

Personal data

Title
 Ms. Mr.

First name

Middle name(s) (optional)

Surname

Date of birth e.g.: 1992-05-18

Place of birth
Please only enter the name of the place here. Please do not enter any post codes, states, countries, provinces, regions or other administrative levels.

Surname at birth (optional)

Nationality
Germany

Address

Please enter your postal address.

c/o (optional)

Street and house number or PO box

Postcode

Town/city

Country
Germany

Federal state/country (optional)

Contact data

For your own good, please enter your telephone number for further inquiries.

E-mail address

Repeat e-mail address

Telephone number (optional)

Mobile number (optional)

Choose a user name

Please enter a user name in the field provided. This is used with your password to log into hochschulstart.de. The user name must be at least 5 characters long and may not exceed 20 characters. Umlauts and spaces are not permitted. Special characters - full stops, dashes and underscores - can be used. The "Check availability" button allows you to check if the user name is already taken.

Your chosen user name

Set your password

The password must consist of at least 8 characters, including at least one upper-case letter, one lower-case letter, and one number.

Password

Repeat password


Change display language

Please choose a display language. The selected display language will be used after log-in to display the contents.


Display language
 Deutsch English

Security check

Please read the security-captcha and enter the characters correct or go ahead to the audio-security-check.



SimpleCaptcha

0:00 / 0:23 

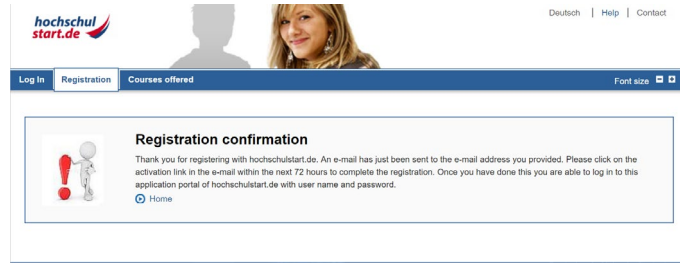
AudioCaptcha

Data protection statement

In order to be able to register on the application portal at hochschulstart.de, it is necessary that you take note of the [data protection statement \(PDF\)](#).

I have read the data protection statement.

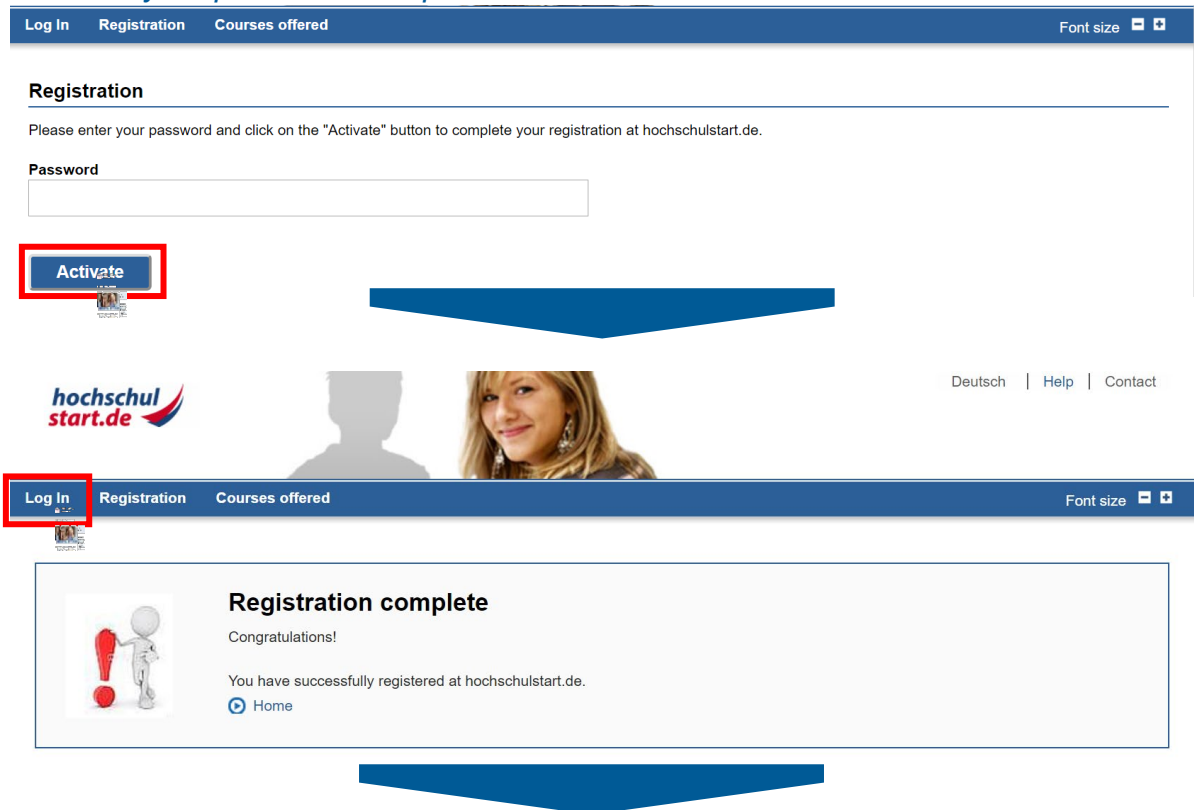
14. Check your E-Mail



15. Activate your account within 72 hours



16. Enter your password and press the "Activate" button



Application portal of the dialogue-oriented service procedure (DoSV)

Registration and application to dialogue-oriented service procedure

In this portal you can find which courses offered in this service procedure, manage your applications and get the actual status for your applications. More informations about dialogue-oriented service procedure at sv.hochschulstart.de.

Log in

Please enter the user name and password you used to register. Please note that after this registration no further registration is needed for any subsequent procedures.

This application portal **cannot** be used for applications to courses of study in medicine, dentistry, veterinary or pharmacy.

User name

Forgotten your user name?

Password

Forgotten your password?

In order to submit applications you need a user account. Please note that a multiple registration **is not allowed** and that superfluous accounts including all applications will be deleted.

[Registration](#)

Here you can get information on the admission-restricted courses of study offered in the current procedure.

Some higher education institutions probably have not yet released their courses of study. Please visit the application portal regularly and check if the courses of your chosen higher education institution are available.

For the search no registration is required.

[Courses offered](#)

17. Confirm notice of procedural information

Procedural information

Notice of procedural information

Before you can participate in the service procedure and submit applications, you have to take note of the [procedural information \(PDF\)](#). Please read the procedural information carefully, it contains important notes on the procedure and on the processing of your applications.

I have read the procedural information.

[Back to top](#)

18. Go to the "My Data" Tab

hochschulstart.de

User account | Help | Contact

Aveefomit Anna
BID:B187469406202
[Log out](#)

Home **My data** Courses offered My applications My notifications Font size

Data saved successfully.

Selected service procedure: **Summer Term 2019 Coordination procedure**
The information provided on this page refers to the service procedure for the summer term 2019. You can change this selection in the drop down box below by using the "Display" button.

Select a service procedure	Current phase: *	Application phase
Please select the desired service procedure and click on the "Display" button. <input type="text" value="Summer Term 2019 Coordination procedure"/>	Ends on:	2019-01-15 24:00
<input type="button" value="Display"/>	* During this phase you can submit applications to courses offered.	

Welcome to your application portal of hochschulstart.de

This page offers you an overview of the sections "My data", "Courses offered" and "My applications".

- My data
- Courses offered
- My applications
- My notifications

19. Save your identification data: BID and BAN

Home My data Courses offered My applications My notifications Font size

Personal data Fixed application components

You are here: My data > Personal data

Overview of personal data

If your personal data has changed over the course of the process, you can update it using the "Edit" button.

Personal data

Identification data	
Applicant ID (BID)	██████████
applicant authentication number (BAN)	██████████

Personal data

Title	Ms.
First name	██████████
Middle name(s) (optional)	No details
Surname	██████████
Date of birth	██████████
Place of birth	██████████
Surname at birth (optional)	No details
Nationality	██████████

Address


c/o (optional)	No details
Street and house number, or PO box	
Postcode	85051
Town/city	██████████
Country	Germany
Federal state/county (optional)	No details

Contact data

E-mail address	
Telephone number (optional)	No details
Mobile number (optional)	No details

Postal dispatch of notifications desired

This setting can only be modified by hochschulstart.de.



This is an essential data for the next application Step: THI / Primuss

→ Move on to the 3rd application stage: [PRIMUSS Portal at THI](#)

Stage 3: PRIMUSS

20. Open PRIMUSS and change the language setting into English

Anmeldung zur Bewerbung

- Startseite
- Registrieren
- E-Mail bestätigen
- Passwort vergessen
- Kurzanleitung

Online Bewerbung


Falls Sie noch nicht bei uns registriert sind:

Wenn Sie sich bei uns bewerben möchten, registrieren Sie sich bitte zunächst. So können Sie sicherstellen, dass nur Sie selbst auf Ihre Angaben zurückgreifen können.
Für die Online Bewerbung registrieren

Falls Sie bereits bei uns registriert sind:

E-Mail: * ? Angaben notwendig *

Passwort: * ?

Kontakt Impressum Datenschutzerklärung  Version 2.412

21. Go to the registration tab

Sign in for online application

- Homepage
- Register
- Confirm email
- Password forgotten or lost
- Short instructions

Online application

If you are not yet registered for our online application process:

If you wish to apply to our university, you must first register for our online application process. This will ensure that only you can access your information.
Register for the online application

If you are already registered for our online application process:

Email: * ? Required field *

Password: * ?

22. Fill in the application form

Sign in for online application
Homepage
Register
Confirm email
Password forgotten or lost
Short instructions

If you are not yet registered for our university's online application site:

Family Name:* ?

Given name:* ?

Email:* ?

Create your password:* ?

Re-enter your password:* ?

Register for the online application site

23. Wait until you get an E-Mail from PRIMUSS

Sign in for online application
Homepage
Register
Confirm email
Password forgotten or lost
Short instructions

Confirm email


You can enter the confirmation code directly here, if you have difficulties using the link in our email.

Email:* ?

Confirmation code:* ?

Confirm

Register of your email address for Online Application Inbox x

 **PRIMUSS SUPPORT** <no_reply@primuss.de>
to me ▾

You receive this email because you want apply online at the Ingolstadt University of Applied Sciences.

Dear Aveefomit,

The link to register your email address for the online application is:

https://www3.primuss.de/cgi-bin/bew_anmeldung/index.pl?FH=fhin&Language=en&Action=ConfirmOk&Email=annaaveefomit@gmail.com&pin=631449757

Alternatively, you can select the menu item "Confirm Registration" in the Online Application and apply the confirmation code in the form:

631 [REDACTED]

Alternatively, you can use the code for the form above

If you have received this message in error, you can disable your email address with this link:

https://www3.primuss.de/cgi-bin/bew_anmeldung/index.pl?FH=fhin&Language=en&Action=AskDisable&Email=annaaveefomit@gmail.com&pin=631449757

bewerbung@thi.de

Press the link to confirm your email

631 [REDACTED]

24. Choose how you want to be notified

Issue of notifications



You can receive notifications in connection with your application to Technische Hochschule Ingolstadt solely electronically or additionally by post. The electronic notifications in PDF format are sent to your user account on the THI application portal where you can view, print and save them.

Online notification gives you **considerable benefits** as compared to having the documents sent out by post:

- Generally speaking you will receive notifications 3-5 days earlier online than by post. So you will find out more quickly whether you have been accepted to study at THI!
- All documents issued online are available to you round the clock (for the duration of your THI application).
- I agree to my THI notifications being issued to me solely electronically via the application portal. If required by the relevant national law, I will receive additional notifications by post.
- I do **not** agree to my THI notifications being issued to me solely electronically via the application portal. I wish to continue receiving all university notifications by post.



Not: You can alter this decision at any time in the application portal under "Settings".

Imprint



Data protection information



According to legal requirements we have updated our Privacy Policy for the PRIMUSS application and student' portal on 2018-12-17. For more information click here:

[Show information](#)

I received the updated Privacy Policy from 2018-12-17 for the PRIMUSS applications and student's platform.



Cancel

Imprint



25. Select course of study



Sign in for online application

[Overview](#)
[Settings](#)
[Short instructions](#)
[Logg off](#)

Overview of online application

Select the course of study here:

Select a course of study

Enter your personal information, educational background, curriculum vitae, etc. here:

Personal information

still incomplete

Educational background

still incomplete

Information about your previous higher education

still incomplete

Online Application: Course of Study

Overview

Selection

Short Instructions

Log off

Select course of study

Required

Restrict list to: * ? Bachelor programs
 Master programs
 Certificate programs
 no restriction

For admission to which semester do you wish to apply? * ? 1. semester
 higher semester

Degree program/course of study: * ? weiterbildender Masterstudiengang Digital Business Management **Master**
 Applied Research in Engineering Sciences **Master**
 Automated Driving and Vehicle Safety **Master**
 Automotive & Mobility Management **Master**
 Automotive Production Engineering **Master**
 Business Management **Bachelor**
 Digital Business **Bachelor**
 electromobility **Bachelor**

Technical Development in Mechanical Engineering **Master**
 Engineering Procurement **Master**
 Applied Computational Mechanics **Master**
 Electric Mobility and Vehicle Electrification **Master**
 Health Management **Master**
 HR-Management - Business Partner **Master**
 International Business for Engineering **Master**
 IT Management **Master**
 weiterbildender Masterstudiengang Mobilitäts- und Innovationsmanagement **Master**
 Security & Safety Management **Master**
 Weiterbildungszertifikat HR Manager **Certificate**
 Weiterbildungszertifikat Management für Chefarzte/Klinikmanager **Certificate**
 Weiterbildungszertifikat Personal- und Organisationsentwicklung **Certificate**
 Material Science in Engineering **Master**
 Engineering and Business **Bachelor**
 Engineering and Management **Master**

26. In this example the Bachelor programme Engineering and Business is chosen

Online Application: Course of Study

Application for Bachelor Engineering and Business to Summer Semester 2019

Notes

hochschulstart.de

Type of program

Additional questions

Pre-approved admission

Short Instructions

Log off

The course language is German.

#

27. Enter your data from Hochschulstart (Applicant ID (BID) & BAN)

The screenshot shows the 'Hochschulstart' application interface. On the left is a navigation menu with options like 'Overview', 'Notes', 'hochschulstart.de', 'Type of program', 'Additional questions', 'Pre-approved admission', 'Short Instructions', and 'Log off'. The main content area has the Hochschulstart logo and a 'Link to Hochschulstart' button. Below this are two input fields: 'Bewerberid.*' and 'BAN.*', both marked as 'Required field'. A 'Save' button is located below the fields. A red callout box highlights a 'Personal data' overview window, which shows fields for 'Identification data', 'Applicant ID (BID)', and 'Applicant authentication number (BAN)'. A blue arrow points from the 'Save' button to the next step.



Online Application: Course of Study
Overview
Notes ✓
hochschulstart.de ✓
Type of program
Additional questions
Pre-approved admission
Short Instructions
Log off

Application for Bachelor Engineering and Business to Summer Semester 2019

Select type of degree

The screenshot shows the 'Select type of degree' form. It features a radio button selection for 'Type of program:*' with options 'Full-time' (selected) and 'Integrated'. A 'Save' button is located below the selection. A blue arrow points from the 'Save' button to the next step.

28. Answer additional questions

Online Application: Course of Study
Overview
Notes ✓
hochschulstart.de ✓
Type of program ✓
Additional questions
Pre-approved admission
Short Instructions
Log off

Application for Bachelor Engineering and Business to Summer Semester 2019

Additional questions

The screenshot shows the 'Additional questions' form. The first question is 'How did you get attention to university of applied sciences Ingolstadt (Technisch Ingolstadt)?'. Below it is a list of radio button options: 'Internetpage, social network', 'Informationday at the university', 'informations at my high school', 'study exhibition', 'former student', 'press, radio or tv', and 'something else'. A callout box points to this list with the text: 'Inform THI which priority this application will have. Later you have to put priorities at the Hochschulstart platform.' The second question is 'Which priority has your application for this study course in the portal of Hochschulstart?'. It includes a text input field for a numerical value (1-12) and a 'Save' button. A note at the bottom states: 'The priority you enter here will NOT be synchronized with Hochschulstart, which means you have to change priorities there as well.' A blue arrow points from the 'Save' button to the next step.

- Online Application: Course of Study
- Overview
- Notes ✓
- hochschulstart.de ✓
- Type of program ✓
- Additional questions ✓
- Pre-approved admission
- Short instructions
- Log off

Application for Bachelor Engineering and Business to Summer Semester 2019

Pre-approved admission

Did you get admission in a previous admission procedure for this degree programme but were not able to register due to attending for duty or due to beginning of a training programme for dual studies? Required field *

Pre-approved admission: * ? Yes
 No

Save

29. Complete your profile

Sign in for online application

- Overview
- Upload documents
- Settings
- Short instructions
- Log off

Overview of online application

Here you can upload your documents (certificate, internship certificate, etc.)

Upload documents

Select the course of study here:

Engineering and Business Bachelor 1. semester

send application

Select a further course of study

Enter your personal information, educational background, curriculum vitae, etc. here:

Personal information

still incomplete

Educational background

still incomplete

Information about your previous higher education

still incomplete

Master Data

- Overview
- Personal information ✓
- Address
- Health insurance
- Availability
- Professional or vocational background
- Required pre-university work placement/internship
- Service
- Special request
- Concluding questions
- Short instructions
- Log off

Your personal information

Family name: * ?

Given name: * ?

Name at birth: * ?

Gender: * ? female
 male

Date of birth: * ? yyyy-mm-dd

Place of Birth: * ?

Country of birth: * ? Russian Federation

Country of citizenship: * ? Russian Federation

Country of second citizenship: * ?

Save

Master Data
Overview
Personal information ✓
Address
Health insurance
Availability
Professional or vocational background
Required pre-university work placement/internship
Service
Special request
Concluding questions
Short instructions
Log off

Address

Street and house number: * ?

Second line of address: ?

Address (country): * ? Afghanistan

Postal code: ?

Place of residence: * ?

Save

Master Data
Overview
Personal information ✓
Address ✓
Health insurance
Availability
Professional or vocational background
Required pre-university work placement/internship
Service
Special request
Concluding questions
Short instructions
Log off

Health insurance information

Please indicate here - if known - your health insurance information.
Applicants from abroad without a German health insurance must leave the fields blank. However, in case of admission a German health insurance must be submitted at the day of registration.

Versicherungstyp: * ? Statutory health insurance
 Private health insurance
 I'm an applicant from abroad and don't have a German health insurance yet

Save

Master Data
Overview
Personal information ✓
Address ✓
Health insurance ✓
Availability
Professional or vocational background
Required pre-university work placement/internship
Service
Special request
Concluding questions
Short instructions
Log off

Availability

An email address is needed for signing in.

If you change it, you must be aware of the following information:

1. The email address you provide must be active. (e.g. for forgotten passwords)
2. You must use the new email address at your next log-in.

Email: * ?

Telephone: ?

Mobile phone: ?

Save

Master Data	
Overview	
Personal information ✓	
Address ✓	
Health insurance ✓	
Availability ✓	
Professional or vocational background	
Required pre-university work placement/internship	
Service	
Special request	
Concluding questions	
Short instructions	
Log off	

Professional or vocational background

If you have completed professional or vocational training, please enter it here.

Name of profession: ?

Date or expected date of completion of the degree or certificate: ?



Master Data	
Overview	
Personal information ✓	
Address ✓	
Health insurance ✓	
Availability ✓	
Professional or vocational background ✓	
Required pre-university work placement/internship	
Service	
Special request	
Concluding questions	
Short instructions	
Log off	

Required pre-university work placement/internship

Do you have a practice specific to your intended study (at least 6 weeks)?

Responsibilities/Tasks: ?

from: ?

to: ?



Master Data	
Overview	
Personal information ✓	
Address ✓	
Health insurance ✓	
Availability ✓	
Professional or vocational background ✓	
Required pre-university work placement/internship ✓	
Service	
Special request	

Federal voluntary service, voluntary civil service/voluntary military service/alternative service

I have completed a federal voluntary service, voluntary civil service/voluntary military service/alternative service. Required field *

Service completed: ? Yes No



Master Data	
Overview	
Personal information ✓	
Address ✓	
Health insurance ✓	
Availability ✓	
Professional or vocational background ✓	
Required pre-university work placement/internship ✓	
Service ✓	
Special request	
Concluding questions	
Short instructions	
Log off	

Special request

A written request and documents serving as proof (e.g. medical report etc.) have to be uploaded until the end of the application period. Cases of exceptional hardship can't be taken into consideration when occurring or being asserted after the deadline. Required field *

Special application: ? Yes No



- Master Data
- Overview
- Personal information ✓
- Address ✓
- Health insurance ✓
- Availability ✓
- Professional or vocational background ✓
- Required pre-university work placement/internship ✓
- Service ✓
- Special request ✓
- Concluding questions
- Short instructions
- Log off

Concluding questions

I am convicted, or I will probably be convicted soon of an intentionally committed offence which entailed at least one year of imprisonment, and the type of criminal offence may endanger or disturb the whole studying process. Required field *

Previous conviction.* ? yes
 no

I do suffer from an illness that could endanger fellow students and the whole studying-process.

Disease.* ? yes
 no

Save

30. Continue with filling in further tabs

- Sign in for online application
- Overview
- Upload documents
- Settings
- Short instructions
- Logg off

Overview of online application

Here you can upload your documents (certificate, internship certificate, etc.)

Upload documents

Select the course of study here:

Engineering and Business Bachelor 1. semester

send application

Select a further course of study

Enter your personal information, educational background, curriculum vitae, etc. here:

Personal information

Educational background

Information about your previous higher education

still incomplete

still incomplete

- Online Application: Educational Background
- Overview
- Higher education entrance qualification ✓
- Educational background
- Short instructions
- Log off

Type of higher education entrance qualification

Type of higher education entrance qualification.* ?

- General higher education entrance qualification
- Subject-restricted higher education entrance qualification
- Higher education entrance qualification for university of applied sciences
- Entrance with professional qualifications
- Higher education entrance qualification acquired outside of Germany

Save

Online Application: Educational Background

- Overview
- Higher education entrance qualification ✓
- Educational background**
- Short instructions
- Log off

Educational background

Transcript already received: * ? yes
 no

Date of the transcript: * ?

Final grade or final grade point average: * ?

Country: * ? Afghanistan ▼

Number of semesters at a German Studienkolleg: ?

Save

In the list the following abbreviations are used:

- U = University
- aHR = General higher education entrance qualification
- fgHR = Subject-restricted higher education entrance qualification
- FHR = Higher education entrance qualification for university of applied sciences

Sign in for online application

- Overview**
- Upload documents
- Settings
- Short instructions
- Logg off

Overview of online application

Here you can upload your documents (certificate, internship certificate, etc.)

 Upload documents

Select the course of study here:

Engineering and Business Bachelor 1. semester



send application

Select a further course of study

Enter your personal information, educational background, curriculum vitae, etc. here:

Personal information

Educational background

Information about your previous higher education

still incomplete

Online Application: Preparatory Study

- Overview
- German higher educational background**
- Foreign higher educational background
- Short instructions
- Log off

German Higher Educational Background

Enter information about previous degrees or coursework, which you have completed at universities in Germany.

Enter information about previous higher education here

If you have not completed a degree or coursework in Germany, go on to the next page.

Continue

31. Enter information if you studied at a university outside of Germany

- Online Application: Preparatory Study
- Overview
- German higher educational background ✓
- Foreign higher educational background
- Short instructions
- Log off

Higher Educational Background

Enter information about previous degrees or coursework, which you have completed at universities outside of Germany.

Enter information about previous higher education outside of Germany here

If you have not completed a degree or coursework outside of Germany, go on to the next page.

Continue

- Online Application: Preparatory Study
- Overview
- German higher educational background ✓
- Foreign higher educational background
- Short instructions
- Log off

Previous higher education in a foreign country (outside of Germany)

Program/course country: * ? Afghanistan

Name of the university: * ?

Degree program/course of study: * ?

Program/course start date: * ? yyyy-mm-dd

Program/course end date: * ? yyyy-mm-dd

Number of semesters: * ?

Number of vacation semesters: ?

Number of practical semesters: ?

Intended degree or certificate: * ? Bachelor

Reason your studies ended: * ?

Grade: ?

total ECTS possible: * ?

ECTS completed: * ?

Save

32. Upload documents



- Sign in for online application
- Overview
- Upload documents
- Settings
- Short instructions
- Logg off

Overview of online application

Here you can upload your documents (certificate, internship certificate, etc.)

Upload documents

Select the course of study here:

✓ Engineering and Business Bachelor 1. semester

✓ Select a further course of study

send application

Enter your personal information, educational background, curriculum vitae, etc. here:

✓ Personal information

✓ Educational background

✓ Information about your previous higher education

- Online Application Upload Documents
- Overview
- Upload overview
- Short instructions
- Log off

Upload documents and overview

After uploading your documents please return to the **Overview** and ensure, that you sent all applications for the study courses you chose. Uploading documents alone doesn't initiate an application.

document	for course of study	deadline	upload
Curriculum Vitae (Europass template)	? WI - B	matriculation	Upload
Passport	WI - B	matriculation	Upload
Pre study internship Engin. & Management, Engin.v& Business, Renewable Energy Techn.	WI - B	30.09.2020	Upload
Proof of German level Goethe B2	WI - B	matriculation	Upload
Proof of name change (e.g. marriage certificate)	? WI - B	15.01.2019	Upload
VPD uni-assist	? WI - B	15.01.2019	Upload

? By clicking the question mark you get informations.

Please return after you have uploaded your documents to the **Overview** for sending your application(s).

Here you will see all the documents you need to submit to complete your application depending on the program.

Please note that you can also upload missing documents after sending your application. Take a look into the stated deadlines.

This is the document you should get from Uni-Assist.

33. Send your application

- Sign in for online application
- Overview
- Upload documents
- Settings
- Short instructions
- Logg off

Overview of online application

Here you can upload your documents (certificate, internship certificate, etc.)

[Upload documents](#)

Select the course of study here:

- Engineering and Business Bachelor 1. semester
- Select a further course of study

[send application](#)

Enter your personal information, educational background, curriculum vitae, etc. here:

- Personal information
- Educational background
- Information about your previous higher education



- Bewerbung Senden
- Overview
- Short instructions
- Log off

Summary of course of study Engineering and Business (Bachelor)

Your uploaded documents:

document	for course of study	deadline	upload
Curriculum Vitae (Europass template)	? WI - B	matriculation	Upload again received
Passport	WI - B	matriculation	Upload again received
Pre study Internship Engin. & Management, Engin.v& Business, Renewable Energy Techn.	WI - B	30.09.2020	Upload
Proof of German level Goethe B2	WI - B	matriculation	Upload again received
Proof of name change (e.g. marriage certificate)	? WI - B	15.01.2019	Upload
VPD uni-assist	? WI - B	15.01.2019	Upload

There are still documents that can be uploaded. You can do this on the page [Upload documents and overview](#).

Please also note the following:

Required field *

- ✓ 1. I hereby apply for admission in accordance with the information I have provided in the foregoing. I ensure that I have filled in the application truthfully and completely and that I have uploaded all the required documents. I am aware that false or missing information or the uploading of false or fake documents will lead to exclusion from the admission process or revocation of your admission.
- ✓ 2. I know, that I will be informed of any changes exclusively through the online portal and, where appropriate, by e-mail. I am therefore obliged to check the online portal and my e-mailbox regularly to ensure that messages can be received on the latter. If messages and instructions are read too late and deadlines missed as a result, it is solely at my own cost.
- ✓ 3. I know, that letters of admission or rejection are provided in this online portal, and you are obliged to download the document for your records. The university is unable to provide you with the documents at a later time.
- ✓ 4. In case of admission, I note the following: I must declare my acceptance of the study place through the online portal within the deadline and provisionally enrol through the online portal within the deadline, in order to preserve my claim to the study place allocated to me. The condition for final enrolment on the part of the university is that I send the university officially certified copies of the documents stated in the notice of admittance, for verification purposes.
- ✓ 5. I know, that the Technische Hochschule Ingolstadt will send information that is relevant to my studies to the e-mail address I entered before; this might include announcements of information events for degree courses for which I have applied.



- Bewerbung Senden
- Overview
- Short instructions
- Log off

From the next page, you can not make any more changes to this application.

- Bewerbung Senden
- Overview
- Short instructions
- Log off

Your application has been sent

34. After approximately one day, please visit Hochschulstart platform again:



User account | Help | Contact

BID: B187469406202
Log out

Home My data Courses offered My applications My notifications Font size

Delivery of notifications

Delivery of notifications

In the service procedure stated below you have the possibility to receive notifications electronically or by post. The electronic notifications in PDF format will be available in your user account at hochschulstart.de. You can print or save them.

Summer Term 2019

I agree that notifications generated by hochschulstart.de will be available to me in electronic format in the application portal only. As far as the respective federal state law or the university provides for this, I receive notifications from the university in addition by post.

Continue

35. Here you can see an overview of your application / applications

The screenshot shows the 'My applications' section of the Hochschulstart portal. At the top, a green checkmark and the message 'Data saved successfully.' are displayed. Below this, the 'Selected service procedure' is set to 'Summer Term 2019 Coordination procedure'. A 'Display' button is visible. The 'Current phase' is '2019-01-15 24:00'. A 'Welcome to your application portal of hochschulstart.de' message follows, with a navigation menu for 'My data', 'Courses offered', and 'My applications'. The 'My data' section shows 'Personal data' as a 'Fixed application component' that has not been entered. The 'Courses offered' section is also visible. The 'My applications' section contains a table with the following data:

Applications submitted	Count
Offer exists	0
preliminarily excluded	0
received	2
admission offer not currently possible	0
valid	0
admitted	0
deferred	0
eliminated	0
rejected	0
withdrawn	0
in preparation	0
excluded	0

The 'My applications' link in the navigation menu is highlighted with a red box.

36. If you applied for several degree programs, prioritize your applications. If you have submitted only one application, no prioritization is necessary.

Applications overview





Here you will find an overview of your applications in the selected service procedure.
Please keep in mind that it can take several days until the university transfers your application to hochschulstart.de. Hence it is possibly not yet shown here.
Please note: Here only the applications (university and course of study) participating in the dialogue-oriented service procedure are displayed to you.

- ✓ Applications submitted (2)
- ✓ Applications excluded (0)
- ✓ Applications in preparation (0)
- ✓ Applications withdrawn (0)

Applications submitted

These applications are included in the procedure if they do not have "inactive" status.
If the higher education institution determines a late filing period for the course of study, you can submit missing documents or information in the portal of your initial application within the late filing period.

Last updated: 2019-01-14 09:47 [Reload page](#)

Priority	Application	Status	Ranking list	Action
1	University of Applied Sciences Ingolstadt Business Management [NC]	received Application receipt: 11.01.2019 12:10 The application was submitted directly to the higher education institution. Changes to the application are only possible at the institution.	not released Details	 
2	University of Applied Sciences Ingolstadt Engineering and Business [NC]	received Application receipt: 11.01.2019 12:10 The application was submitted directly to the higher education institution. Changes to the application are only possible at the institution.	not released Details	 

[Prioritise applications](#) [Leaving the service procedure](#) [Back to top](#)

Applications excluded

These applications are no longer included in the procedure as they have been excluded.
None of your applications has been excluded.
[Back to top](#)

Prioritise applications





In this overview, you can prioritize your active applications up to the end of the decision phase. This means that you can sort your applications according to your preferences. Please note:

- (1) If you have submitted only one application in the dialogue-oriented service procedure, no prioritization is necessary.
- (2) In coordination phase 1 there may be multiple admission offers available at the same time. In coordination phase 2 only the currently best possible admission offer is displayed. As soon as you receive a higher ranked admission offer, the lower ranked admission offer will be replaced.
- (3) If in coordination phase 2 there is an admission offer available for your highest priority, you will automatically receive an admission.
- (4) At the end of coordination phase 2 an available admission offer will automatically be turned into an admission.
- (5) The higher education institutions cannot view your prioritization.
- (6) For admission-free courses of study please refer to the [Information](#) on our homepage.
- (7) More information is available at sv.hochschulstart.de.

Priorities of applications

By saving the priority you back up the order of the specified applications. New applications will be classified with lower-priority as the saved applications.

Use these buttons to change the priorities

Priority	Application	Status	Action
1	University of Applied Sciences Ingolstadt Business Management [NC]	received	 
2	University of Applied Sciences Ingolstadt Engineering and Business [NC]	received	 

[Save](#)

37. After finalising an application process, check regularly all platforms for the status and comments on your application.