

Checklist for application process for restricted admission bachelor's degree programs

April 2017

1. It is essential that you note your login details from the hochschulstart.de applicant portal at this stage

BID (= Applicant Identification Number) This is sent to you by email:

BAN (= Applicant Authentication Number) You can find this on hochschulstart.de under "My details " ► personal details:

You will need these details on a regular basis throughout the application process. Therefore, keep this checklist in a safe place until you start your course of study and familiarise yourself with the individual stages of the application process and the information on the list of deadlines. The hochschulstart.de login details are "unique" – you may need them for other applications in the future.

2. It is essential that you note your login details from the applicant portal of the Augsburg University of Applied Sciences at this stage

Login name: _____

Password: _____

- The first step on the path to higher education is to **register** on hochschulstart.de. You should only register on hochschulstart.de once. Enter your personal details and contact details. During the registration process you will receive an **applicant ID** and the **BAN number**. If you have already registered because you have already submitted an application to another university of applied sciences then you do not have to register again. Keep the login details in a safe place! hochschulstart.de does not delete these details; they will also be used for future application processes.
- Once you have completed the registration process, you can submit your applications **decentrally on the online portal of the Augsburg University of Applied Sciences**. [link](#) To do so, you require the applicant ID and the BAN number from hochschulstart.de. (Info for those receiving their university entrance qualifications after 15/07/2016: It is not possible to enter a date that is later than 15/07. Therefore, leave the box concerning the university entrance qualification date empty.)
- Applications for admission to the individual degree programs are submitted to the Augsburg University of Applied Sciences directly. You can apply for admission to other degree programs by clicking the button "Add application".
- **Next, print** the application form **out** and send it by post to the Augsburg University of Applied Sciences together with all of the required documentation. Please adhere to the submission deadlines! The Augsburg University of Applied Sciences must receive your application documentation in printed form by 15 January for the summer semester or by 15 July for the winter semester. An online application without supporting documentation will not suffice.
- If you have applied for admission to multiple degree programs (including applications to other universities of applied sciences) that take part in the dialogue-orientated service procedure of the University

Admissions Foundation, you must **rank the degree programs according to preference**. To do so, you will need the **applicant ID** and **BAN number**.

■ You should check your **status** on the applicant portal of the Augsburg University of Applied Sciences on a regular basis. This is the only place where you can find out what documentation still needs to be submitted. Please keep an eye on your status on hochschulstart.de and the emails from Noreply as well. Noreply will provide you with information about each new stage.

■ **Coordination stage 1**: While the universities of applied sciences are carrying out their admission procedures, you have one final opportunity to rank the degree programs according to preference (if you receive more than one offer of admission). You can also accept an offer of admission at this stage (if you have already made your decision). Upon acceptance of an offer of admission, your other applications are withdrawn.

■ **Decision stage**: Once you have accepted an offer of admission, you will find your admission notice on hochschulstart.de. Print this out and keep it in a safe place. It details the next steps in the enrolment process.

If you have applied for admission to a dual course of study and the course does not actually begin until a year later or you are about to take up a voluntary service position and, as a result, can not accept the current offer of admission, you must keep the admission notice in a safe place and then re-apply (when the course of study is about to commence). A copy of the previous admission notice and the deferral notice from hochschulstart.de must be enclosed with a new application so that you can be granted preferential admission.

■ If you do not receive an offer of admission at coordination stage 1, the dialogue-orientated service procedure attempts to automatically offer you the university place that is highest on your list of preferences at **coordination stage 2**. Again, you will find your offer of admission and admission notice on hochschulstart.de.

■ **Enrolment**: When you receive an admission notice, you, or as the case may be, an authorised

representative, must **declare that you accept the offer of a university place on the web portal of the**

Augsburg University of Applied Sciences by the deadline set by the Augsburg University of

Applied Sciences and submit your application for enrolment. The enrolment form is submitted by post.

To do so, send the "Enrolment application" **by post** to the Augsburg University of Applied Sciences. Print out the application form on the web portal using your login name. Please adhere to the deadline stated on the web portal. If you miss the deadline, admission will be rescinded! The university place will then be awarded to someone on the waiting list.

Make sure your authorised representative is aware of the importance of the deadlines! Negligence on the part of the authorised representative will result in exclusion from the enrolment process in the same way as negligence on your own part.

You can find the slip on your admission notice. Please adhere to the deadline indicated. If you miss the deadline, admission will be rescinded! The university place will then be awarded to someone on the waiting list.

■ If the universities of applied sciences are unable to issue you with an offer of admission, you will receive a notice of rejection from the University Admissions Foundation.