

Checklist for the application procedure for Bachelor's degree programmes with restricted admission

Please make a note of your access data from the application portal of hochschulstart.de [here](#)

Applicant identification number BID (This will be sent to you by e-mail):

Applicant authentication number BAN (You can find this on hochschulstart.de under "My data ► Personal data"):

You will need this data frequently during the application process. Keep this checklist in a safe place until you start your studies and check the individual application phases together with the list of deadlines. The access data at hochschulstart.de are "unique", you will need them for any further applications in the coming years.

Please make a note of your access data from the **Technical University of Applied Sciences Augsburg application portal** [here](#)

User ID:

Password:

- Your journey to university begins with **registration on hochschulstart.de**. You only need to register once on hochschulstart.de. You enter your personal data and contact details. During the registration process, you will receive your applicant ID and BAN number. If you have already registered because you have already applied to another university, you do not need to register again. You should keep your access data in a safe place! They will not be deleted by hochschulstart.de for future application procedures.
- Afterwards, you will enter your **applications in the online portal of Technical University of Applied Sciences Augsburg** on a decentralised basis. You will need the applicant ID and the BAN number from hochschulstart.de. (Info for HZB acquisition after 15 July: It is not possible to enter a date later than 15 July. Therefore, leave the HZB date field blank).

- Applications for the individual degree programmes are made directly to the Technical University of Applied Sciences Augsburg. You can apply for further degree programmes using the "Add application" button.
- Fill in the application form online and upload your **complete documents and supporting documents** to the Technical University of Applied Sciences Augsburg online portal. Please note the deadlines. These are **cut-off deadlines!** Your complete application documents must be uploaded by 15 January for the summer semester and 15 July for the winter semester at the latest. The online application alone is not sufficient to apply.
- If you have applied for several degree programmes (also at other universities) that participate in the dialogue-oriented service procedure (DoSV) of the Foundation for University Admissions, you must **prioritise** them. To do this, you will need the BID and BAN.
- You should regularly **check your status** on the Technical University of Applied Sciences Augsburg application portal. You can only find out which documents are still missing there. Please also note your status at hochschulstart.de and the emails from Noreply. Noreply will inform you about each new phase.
- **Coordination phase 1:** While the universities are carrying out their admission procedures, you can now prioritise for the last time (if you have received several admission offers). You can also (if you have already decided) accept a study place. If you accept an offer of admission, you will be eliminated from the procedure with your other applications.
- **Decision phase:** If you have accepted an offer of admission, you will receive a letter of admission online at hochschulstart.de. You should print this out and keep it in a safe place. It will tell you how to proceed with enrolment.
- If you have applied for a dual study programme and the actual start date is one year in the future or you are doing voluntary service and therefore cannot accept the current study programme, you must keep the letter of admission and then reapply (when the actual start date is due). A copy of the old letter of admission and the notice of deferral from hochschulstart.de must be enclosed with a new application in order to receive preferential admission.
- If you have not been allocated a study place in coordination phase 1, the dialogue-oriented service procedure will automatically try to allocate you a study place that you have prioritised

the highest in **coordination phase 2**. Here too, hochschulstart.de will provide you with an offer of admission or a letter of admission.

- **Enrolment:** If you receive admission, you must **declare your acceptance of the study place online via the university's web portal and submit the application for enrolment within the deadlines set by Technical University of Applied Sciences Augsburg** - if necessary, through an authorised representative. Please note the deadline specified there. Admission will be cancelled if this deadline is not met! The study place will then be passed on to others who are still waiting.
- Point out the importance of the deadlines to your authorised representative! Failure to do so by the authorised person will result in exclusion from the procedure, as will failure to do so by yourself. You will find the section on your letter of admission.
- If no offer of admission can be made, you will receive a letter of rejection from the Foundation for University Admission.