

Guidelines for Bachelor's programme applicants from abroad

1. General information

The foreigner quota includes foreign and stateless applicants who are **not** citizens of a member state of the European Union (EU) and who have **not** obtained their higher education entrance qualification (Abitur) in the Federal Republic of Germany.

EU nationals are treated equally to German applicants in terms of admission law, as are non-EU nationals who have obtained their higher education entrance qualification in the Federal Republic of Germany.

Application procedure:

You must submit your online application or online application for admission online via the web server of the Technical University of Applied Sciences Augsburg after prior registration at hochschulstart.de. You may only use the forms provided by the Technical University of Applied Sciences Augsburg. You fill in these forms **online**, then print them out, sign them and add any other required documents. You must submit the entire application to the TH Augsburg via the HIS online portal by the application deadline. The application is **exclusively digital**. An e-mail with any file attachments as well as documents submitted by post or in person will not be accepted!

Applications that are not digitally signed and submitted to the Technical University of Applied Sciences Augsburg or that do not include the required documents in full will not be considered!

The current information sheet on the admission procedure provides you with important information on the admission procedure. It explains the allocation procedure, provides information on deadlines, certification of certificates, application documents to be enclosed, etc. The information sheet is an important part of the application. **Therefore, please read this information sheet carefully!**

What should you pay attention to?

- Allocation procedure in NC Bachelor's degree programmes
- Application form (online application)
- Information sheet on admission procedures
- Information sheet on preliminary practice
- Possibly information sheet on the respective aptitude test

2. Application period

You can find the current application periods on our homepage:

<https://www.tha.de/en/Application.html>

Applications must be uploaded to the online application portal of Technical University of Applied Sciences Augsburg together with the required documents no later than **on the day of the application deadline!** The deadline is a cut-off date.

3. Contact & Service

The contact for questions about the application in general is the

Technical University of Applied Sciences Augsburg
Ref. III.3 Studierendensekretariat
An der Hochschule 1
86161 Augsburg
Tel. 0821 / 5586 3950

Room: A 2.05 (Building A)

Opening hours and service telephone: Tuesday – Thursday from 9 a.m. – 12 p.m.

Contact persons for questions regarding the content of the individual degree programmes, as well as for the recognition of previous academic achievements (when applying for a higher semester) are the study advisors of the individual degree programmes. Contact details for the respective study advisors can be found on the websites of the faculties.

4. Specialties for applicants with a foreign university entrance qualification

- As a foreign student applicant for a Bachelor's degree programme, you need recognition of your higher education entrance qualification or your degree certificate or university admission via the assessment test (Studienkolleg).
- Please be sure to read the current information sheet on the admission procedure-section: Special features for foreigners and the information sheet “verification of qualifications via uni-assist”.

- For university admission via uni-assist, you must also provide proof of sufficient German language skills.

Please be sure to note the subject binding on your pre-examination documentation. If applicable, this may be restricted to certain fields of study or even to individual degree programmes: For example, an applicant with the subject tie for economics cannot study a degree programme in the technical direction (mechanical engineering, computer science, etc.).

5. Application procedure

Step 1: Registration at hochschulstart.de

Please complete the registration on hochschulstart.de. Multiple registration is not permitted. Please note that you will also use your user account, which you created through your registration, for applications in later procedures.

Step 2: Activation of your user account at Hochschulstart

After registering, you will immediately receive an e-mail with an applicant ID (Bewerber-Identifikations-Nummer) and a reference to the BAN (Bewerber-Authentifizierungs-Nummer). You will need both of these to apply in the application portal of Technical University of Applied Sciences Augsburg.

Step 3: Registration at Technical University of Applied Sciences Augsburg

For self-registration at Technical University of Applied Sciences Augsburg, please enter the applicant ID and BAN you received in the previous step in the Technical University of Applied Sciences Augsburg [study portal](#), then click on "Apply data" and enter your e-mail address and an associated password.

Step 4: E-mail verification at Technical University of Applied Sciences Augsburg

After this registration you will receive an e-mail with a link to confirm your e-mail address.

Step 5: Application at the Technical University of Applied Sciences Augsburg

After the registrations you can now apply online in the study portal of the university. You have to upload the completed online application together with the required documents in the online portal. The application must be submitted digitally to Technical University of Applied Sciences Augsburg

by the end of the application period. An online application without the uploaded required documents and proofs cannot be considered for the allocation of study places. This is a cut-off deadline!

Please make sure you remember the applicant number you entered on the online form. You will need it if you need to submit additional documents.

Detailed information on the application process, prioritisation of study requests and acceptance of offers of admission is available at: <https://www.hochschulstart.de/bewerben-beobachten>

Required documents for the application are:

- **Preliminary examination documentation (VPD)** from uni-assist
- Officially certified copy and translated copy of the university entrance qualification (according to the documents you submit to uni-assist)
- Proof of previous foreign education in the form of the APS certificate from the academic examination office for applicants from **PR China, Vietnam, India and Mongolia**
- Copy of your passport
- Curriculum vitae (in tabular form in chronological order)
- Proof of your **German language skills** (e.g. certificate of the DSH examination passed)
- **Proof of previous experience** only for the degree programmes in Architecture, Civil Engineering and Energy Efficient Planning and Construction (e.g. a certificate of an internship, certificate of completion of vocational training or a certificate of employment from a previous professional activity).

The following documents can also be submitted online at a later date. It is essential that you always state your applicant number and the degree programme for which you have applied.

- Notification of the pre-examination documentation (by 27.07. or 30.01. at the latest)
- Proof of German language skills (by four weeks after the start of the semester at the latest)

If you are applying for a **higher semester**, please contact the **study advisor of your chosen degree programme** in advance. This is the only way to clarify whether and which previous academic achievements can be credited to you and in which semester you can start.

6. Further information

- **Online application**

<https://www.tha.de/en/Application.html>

- **Courses offered by the Technical University of Applied Sciences Augsburg**

<https://www.tha.de/en/Range-of-Courses.html>

- **uni-assist: Certificate check and determination of the average grade**

<https://www.uni-assist.de/en/?site=1&cHash=c5639129f2ca41a6f4e49cdb878ad561>

- **Zeugnisanerkennungsstelle - Recognition of foreign educational certificates**

<https://www.bayernportal.de/dokumente/leistung/242201860439?locale=EN&sprachwahl=tr ue&localize=false#>

- **Qualifying examination and aptitude test**

For information on aptitude tests and aptitude assessment examinations, please refer to the faculties' websites

- **Feststellungsprüfung** via the Studienkolleg at the Universities of Applied Sciences of the Free State of Bavaria, Friedrich-Streib-Straße 2, 96450 Coburg, Tel.: 09561/427060

- **Language skills**

<https://www.tha.de/en/Application/FAQ.html>

- **Pre-practice**

<https://www.tha.de/en/Initial-Internship.html>

- **Officially certified photocopy**

An officially certified photocopy, unlike a normal photocopy, must fulfil a number of formal requirements.

The copy must bear a note that the copy and the original match (**certification note**), the **signature of the certifier** and the imprint of an official seal. A simple hand stamp is not sufficient.

An official certification can only be recognised if it is issued by a public authority that bears an official seal. Official certification can be issued by authorities, notaries or churches organised under public law.

You can find more detailed information here, for example:

<https://www.hochschulstart.de/bewerben-beobachten/bewerbung/unterlagen>

In Augsburg you can get officially certified copies e.g. here:

Studierendenwerk Augsburg – blst-Beratung, Am Silbermannpark 1a, 86161 Augsburg

Silbermann-Villa, 2. Floor

<https://studierendenwerk-augsburg.de/counselling/document-certification/>