



# Information

## Guidelines for Bachelor's Degree Applicants from Abroad

### 1. General information

**The foreign applicant quota** includes foreign and stateless applicants who are not citizens of a European Union (EU) member state and who did **not** obtain their university entrance qualification (Abitur) in Germany.

In terms of admission regulations, EU citizens are treated equally to German applicants. This also applies to non-EU citizens who obtained their university entrance qualification in the Federal Republic of Germany.

You need to submit your application/request for admission online via the Augsburg University of Applied Sciences' web server after you have registered on hochschulstart.de. **You can only use the forms provided by the Augsburg University of Applied Sciences here.** You fill out these forms online, print them out, sign them and then add other necessary documents. You need to send the entire application to the Augsburg University of Applied Sciences before the application deadline (by mail or in person). An email with attachments will not be accepted.

Applications received by the Augsburg University of Applied Sciences that are not in written form or for which the necessary documents are not enclosed will not be considered!

#### **What do you need to observe?**

- Enrollment process for restricted admission bachelor's degree programs
- Application form (online application)
- Information sheet on the admission process
- Information sheet on prior practical experience
- If applicable, leaflet on the relevant suitability test

The **current information sheet on the admission process** provides important information on the admission process. It explains the procedure for acceptance, gives information on deadlines, the authentication of qualifications, documents to be included with the application, etc. The information sheet is an important part of the application. **Therefore, please read through this information sheet carefully.**



## **2. Application period**

### **Winter semester:**

- 2 May – 31 May for bachelor's degree program Communication Design**
- 2 May – 15 June for bachelor's degree programs with suitability test**
- 2 May – 15 July for NC bachelor's degree programs**
- 2 May – 15 July for NC-free bachelor's degree programs**

**Deviation due to the Corona Pandemic for applications for WS 2021/22:  
02 May 2021 - 31 July 2021 (only for NC bachelor's degree programs!)**

### **Summer semester:**

**15 November - 15 January for NC bachelor's degree programs**

The applications together with the required documents must have been received by the Augsburg University of Applied Sciences on or before the last day of the application period (by mail or personal delivery)! The deadline is a mandatory time limit. Proof of postage on this day is not sufficient.

## **3. Responsible office for the submission of application documents (by mail or in person)**

Hochschule Augsburg  
Sachgebiet III Studienangelegenheiten  
An der Hochschule 1 86161 Augsburg

Room: A 2.06 (Building A)

Opening times: Monday – Friday from 8 am to 12 pm, Tuesday also from 8 am to 4 pm without a break

**Please note that due to the Corona Pandemic, no personal submission is possible for applications for WS 2021/22!**

## **4. Special points for applicants with school leaving qualifications from abroad**

- As a foreign applicant **for a bachelor's degree program**, you require recognition of your university entrance qualification or school leaving certificate **or** access to university via the **assessment test** (preparatory college).
- On this topic, please make sure to read the current information sheet on the admission process – category: Special points for applicants from abroad and the information sheet on the qualification check via uni-assist.



- To gain admission to university **via uni-assist**, you also need to provide evidence of adequate **German language skills**.

Please make sure to observe the subject commitment on your preliminary review documentation. This may be limited to specific fields of study or even particular study courses: For example, an applicant with the subject commitment for economic sciences degree programs cannot take up a technical study course (mechanical engineering, IT, etc.).

## **5. Application procedure**

### **Step 1: Register on hochschulstart.de**

Please complete your registration on hochschulstart.de. Registering more than once is not permitted. Please keep in mind that the user account you create by completing the registration process will be used for applications made at a later date.

### **Step 2: Activate the user account on Hochschulstart**

As soon as you complete the registration process you will receive an email with an applicant ID (applicant identification number) and the BAN (applicant authentication number). You will need both of these to submit your application on the university's applicant portal.

### **Step 3: Register with the Augsburg University of Applied Sciences**

To register with the Augsburg University of Applied Sciences, follow the link to the university's online system, enter the applicant ID and the BAN you received by email previously, click "Enter data" and enter your email address and a suitable password. <https://www.hs-augsburg.de/NCBachelorstudiengnge.html>

### **Step 4: Verify your email address**

Once you have registered, you will receive an email with a link. Click the link to verify your email address.

### **Step 5: Submit your application to the Augsburg University of Applied Sciences**

Once you have completed these registration processes, you can submit your application on the university's [online](#) applicant portal. You need to print off the online application and send it by post to the Augsburg University of Applied Sciences together with the necessary documents. The application must be received by the Augsburg University of Applied Sciences by the deadline mentioned above. An online application without supporting documentation will not suffice. **Please note that the deadlines mentioned are submission deadlines!**



You can find a wealth of information on the application procedure, prioritising course preferences and accepting an offer of admission at [www.hochschulstart.de](http://www.hochschulstart.de) - Bewerberinnen und Bewerber.

### **Step 6: Add all required application documents**

Now you need to add all additional documents to your printed and signed application form. Please only send copies of your documents, never the originals! As a foreign applicant with a university entrance qualification (e.g. school leaving certificate) from abroad, you need at least the following documents to apply for admission to the 1st semester:

- **Preliminary review documentation from uni-assist**
- Officially certified copy and translated copy of the university entrance qualification (corresponding to the documents that you submit to uni-assist)
- Proof of prior education abroad with the APS certificate of the academic test center for applicants from **PR CHINA, VIETNAM and MONGOLIA**
- Copy of your passport
- CV (in table form and chronological sequence)
- Proof of your **German language skills** (e.g. certificate of passed DSH examination)
- Proof of **prior practical experience**, only for the degree programs Architecture, Civil Engineering and Energy-Efficient Design and Construction (e.g. an internship certificate, vocational training qualification or a reference from a previous job).

The following documents can also be handed in at a later date. When you submit documents, you must always specify your applicant number and the degree program to which you have applied.

- Proof of preliminary review documentation (no later than 27 July or 30 January)

**Please note: For applications for WS 2021/22 not later than 05 August 2021!**

- Proof of German language skills (approx. last week in September/February)

**Please note:** Only those applications which are complete and are also received by the Augsburg University of Applied Sciences in printed form will be accepted! That is to say, simply filling in the online application form is not sufficient.

If you are applying to start in a higher semester, **please contact the academic counselor of the degree program** you wish to take in advance. This is the only way to clarify whether and which study credits can be taken into account and in which semester you can start.



### **Step 7: Submit the application documents**

Hochschule Augsburg  
Sachgebiet III Studienangelegenheiten  
An der Hochschule 1 86161 Augsburg

Room: A 2.06 (Building A)

Opening times: Monday – Friday from 8 am to 12 pm, Tuesday also from 8 am to 4 pm without a break

**Please note:** The applications together with the required documents must have been received by the Augsburg University of Applied Sciences on or before the last day of the application period specified on page 1! The deadline is a mandatory time limit. Proof of postage on this day is not sufficient.

### **6. Important contacts**

The contact partner for general questions on applying is Sachgebiet III / Department of Student Affairs (see above for address and opening times).

The academic counselors of the specific study courses are the contact partners for questions regarding the individual study courses and for the recognition of previous academic achievements (if you are applying to start in a higher semester).

You can find information on the additional suitability tests/selection processes for the study courses on the Internet pages of the respective courses:

- Architecture
- Interactive media
- Communication design
- International Information Systems

#### **Online application**

<https://www.hs-augsburg.de/NC-Bachelorstudiengnge.html>

#### **Current information sheet on the admission process**

<https://www.hs-augsburg.de/Binaries/Binary9470/Infoblatt-Zulassung.pdf>

#### **Augsburg University of Applied Sciences range of study courses**

<https://www.hs-augsburg.de/Studiengaenge-A-Z.html>

#### **uni-assist: Certificate check and assessment of average grade**

<http://uni-assist.de>



**Accreditation office – Recognition of foreign certificates of education:**

<http://www.km.bayern.de/lehrer/zeugnisanerkennung.html>

**Assessment test** from the preparatory college of the Bavarian universities of applied sciences, Friedrich-Streib-Str/ 2, 96450 Coburg, Tel.: +49 (0) 9561/427060

**Language skills**

<https://www.hs-augsburg.de/Binaries/Binary9478/anerkannte-deutschpruefungen.pdf>

**Prior practical experience**

<https://www.hs-augsburg.de/grundpraktikum.html>

**7. Officially certified photocopy**

An officially certified photocopy must meet certain formal requirements as compared to a standard photocopy.

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

An official certification can only be recognized when it has been issued by a public body which carries an official seal. Official certification can be provided by authorities, notaries or churches organized under public law.

You can find more detailed information here, for example:

<http://www.hochschulstart.de/index.php?id=beglaubigung>

You can obtain certified copies in Augsburg here, for example:

Studentenwerk Augsburg – b!st-Beratung

Eichleitnerstr. 30/II

86159 Augsburg

<http://web.studentenwerk-augsburg.de/bist/beglaubigung.php>