

Checklist for the Application Process of the Bachelor Degree Programs with Admission Restrictions

- **Registration**¹ using our dialogue-oriented service system (hereinafter DoSV)
<http://www.hochschulstart.de/>
 If you have put in your application at another university and for this reason have already registered, it is not necessary to register again. Please make sure to always have your login data ready at hand! This data will not be deleted by hochschulstart.de, even for future application processes.
- **Application**² in HISinOne after reading the FAQs under www.oth-regensburg.de/studienbewerbung
 After entering the requested data once again, select your chosen course of studies. (Applicants who hold foreign university entrance qualifications are processed using the UNI ASSIST university application service for international students. You will find all the information you need as well as the application form at http://www.uni-assist.de/index_en.html. When your certificates have been checked and assessed you will be sent a report card validation form. If this form directly qualifies you for a study program you can use it to apply for a place at OTH without any further formalities)
- **Application**² in HISinOne to add application forms for additional courses of study at the OTH Regensburg (that are not yet supported by DoSV) using the button "Antrag hinzufügen"
- The application process is completely electronic. Documents can already be uploaded during the online application procedure. There are **no** documents to be submitted in paper form.
- In the case that you have applied for more than one course of study (including other universities) that takes part in the DoSV selection process, you must make a **prioritization** before the application deadline. (Login1 see above)
- Check your **Status** in HISinOne². *Documents that are missing can only be seen here!* Make sure to *additionally* review your status at hochschulstart.de¹ und check your e-mails from Noreply. (Noreply will inform you about every new phase in the application process).
- **Making the Decision:** The university starts your admission procedure. You may then (if you have already made a decision) accept your place of study. **IMPORTANT:** By doing do, all other DoSV courses of study are then automatically withdrawn from the admission procedure!
- If you are not accepted in the "first run", a further **admission procedure based on a coordinated clearing system** will start directly afterwards. At this time, the system continuously checks whether your offer for studies has changed or whether, after a time-frame, you may still be admitted. For this reason, it is important that you always review your status and your e-mails so that the DoSV (if you did not prioritize) does not accept a course of study for you and you are not able to intervene.
- If your **admission** is approved, you will receive (if possible, for your prioritized chosen course of study and only after accepting online through www.hochschulstart.de) a letter of admission¹ by e-mail between the end of July and the end of August (for a winter semester) and between the end of January and the end of February (for a summer semester). **PLEASE NOTE:** some coordination rules allow Hochschulstart to automatically accept your study place for you. You can recognize this by the status "admission offered" ("zugelassen" in German).
IMPORTANT: If you are applying for a dual curriculum (and your training in the workplace is set at a future date) or you are starting your voluntary service and for this reason cannot or will not accept an offer for studies in the current admission process, please keep your current letter of admission and (for the time until your studies actually start) apply once again. A copy of the original letter of admission or the on hold application from DoSV (keep in a safe place!) must be included with your new application for study in order to apply for a priority admission. The process for priority admissions for students applying for dual curriculum studies is also explained in FAQs No. 15.
- **Enrollment:** Once you have accepted the study place on Hochschulstart, you must log in to the application portal HISinONE and complete the online enrollment. Please note the enrollment deadlines.
- In the event that a place of study could not be offered, you will automatically receive a **letter of rejection**. This will be sent by the University Admissions Foundation (Stiftung für Hochschulzulassung) at the end of August / February.

Please make sure to make a note of your login data:

BID (= Application Identification Number) will be sent to you via e-mail:

BAN (= Application Authentication Number) can be found under hochschulstart.de under **Meine Daten → persönliche Daten:**

You will need these numbers often and some time will certainly pass between. For this reason we strongly urge you to save this checklist until your studies begin!

¹ Registration (only once) through hochschulstart.de

² Applications are completed in HISinOne (for every university extra and individually)