

## Checklist for applying to programmes with restricted admission (NC programmes)

☐ **Create an account on <http://www.hochschulstart.de/>**

If you already have an account on this platform, do not sign up again. Save your login data and write down the BID and BAN numbers ----->

☐ **Create an account in HisInOne**

Create a new applicant account in the OTH portal HisInOne <https://hisinone-studium.oth-regensburg.de> and write down your ID and password. Switch the portal language to English (don't use automatic translation).

☐ **Submit your application in HisInOne**

Select the OTH programme(s) you are interested in and submit your application(s) online. Please check our [website](#) for details about the programme. Before you apply, please be clear about the teaching language, required language certificates, deadlines and admission requirements. You can use the same HisInOne account to apply for several programmes. Before submitting your application for an NC programme, you need to enter the BID and/or BAN number from Hochschulstart. Please note that we require VPD from Uni-Assist for university entrance qualifications that were received outside of Germany.

☐ **Check for status updates in HisInOne**

After you submit your application, the Admissions Office will process it within a few days. Please check the OTH HisInOne portal for updates on your status and information on missing documents. Upload any missing documents before the application deadline in the "Document upload" section of the portal. You can also withdraw and edit your application but remember to re-submit it before the deadline. You will not receive any individual e-mails about missing documents! You will only receive notifications if the status of your application has changed.

☐ **Check for status updates on Hochschulstart and prioritise your programmes**

Once your application status for an NC programme at OTH Regensburg is "valid", the programme will automatically show up in [Hochschulstart](#). If you have applied for more than one NC programme, you need to **establish a priority list** in your Hochschulstart account before a given deadline. Please prioritise wisely! If you receive admission to your top priority programme, you are eliminated as a candidate from all the other NC programmes you applied for, and this process is automatic and not reversible.

☐ **Wait for the outcome of the admission procedure**

After the application deadline is over, the admission procedure for NC programmes starts. Admissions are issued based on a ranking list. Your place in the ranking list is based on the grade of your university entrance qualification. Extra-curricular activities or motivation letters are irrelevant. Depending on how many candidates enrol, admissions are issued until all the available places are filled. While the admission procedure is ongoing, your application will either have the status "Zulassungsangebot liegt vor" (i.e. admission offered) or "Zulassungsangebot aktuell nicht möglich" (i.e. admission currently not possible). If you receive admission to the only NC programme you applied for, or to your top NC programme, your status may be "Zugelassen" (admitted).

☐ **Choose an offer**

Depending on your grade, you may receive no offers, one offer or several offers of admission. If you receive admission to your top priority NC programme, Hochschulstart will automatically accept the place of study for you. If your top priority programme does not admit you, you may receive admission from some of your lower priority programmes. In this case, you need to decide which offer to accept. Please choose carefully! Once you accept an NC offer, you are eliminated as a candidate for all other NC programmes and this decision is not reversible. If you accept an offer from an NC programme at OTH Regensburg or if Hochschulstart accepted the offer for you (status = admitted), you need to complete the declaration of acceptance in the portal of OTH Regensburg within 5 days.

IMPORTANT: If you are applying for dual studies (and your training is scheduled to start at a future date) or you are starting your voluntary service in Germany 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 / or the "Rückstellungsbescheid" from Hochschulstart and use it to apply for priority admission in a future semester.

☐ **Accept the place of study and complete the enrolment**

If you want to enrol, please accept the place of study on Hochschulstart and in the OTH Regensburg application portal. If your status is "Zugelassen", you only need to accept the offer in the OTH portal. After you have accepted the place of study, please download the application for enrolment from the OTH portal and proceed with the enrolment by following the instructions listed in there. Please mind the deadlines!

☐ **If admission cannot be offered: receive a rejection letter**

If we are unable to offer you admission until the end of the admission procedure, you will automatically receive a **rejection letter**. This will be sent by Hochschulstart at the end of August / February.

*Please write down these numbers:*

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

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

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*You will need them often, so please write them down and keep them safe until the end of the process.*