

Online application information sheet

for study programmes that are coordinated via [hochschulstart.de](https://www.hochschulstart.de):

- The online application takes place via 2 portals:
 1. [hochschulstart.de](https://www.hochschulstart.de) (<https://www.hochschulstart.de>) and
 2. [HAWK Study Portal](https://studienportal.hawk.de) (<https://studienportal.hawk.de>).
- 1. First you register at [hochschulstart.de](https://www.hochschulstart.de). To do this, please select the „Application” button on the homepage of the [HAWK Study Portal](https://studienportal.hawk.de) and then the „Registration at [hochschulstart.de](https://www.hochschulstart.de)” button. There you will receive an applicant ID (**BID**) and an applicant authentication number (**BAN**).
- 2. With your **BID** and **BAN** you can now register in the HAWK Study Portal. Please select the button „Registration here in the HAWK Study Portal with BID und BAN“.
- Please make a note of your self-chosen password. You will need this to log in to the Study Portal in the future.
- After registering, you will receive a welcome e-mail to the e-mail address you have provided, describing how to proceed.
- You can now log in with your user identification and your self-chosen password. Please click on the „Start application” button and select the desired degree, subject and, if applicable, major field of study etc.
- The system logs out automatically after a period of more than 30 minutes; this can lead to data loss. Only all data already saved with „next” is retained. To avoid data loss, please have all relevant documents (certificates etc.) ready for uploading as digital files. **Permitted file formats: pdf, jpg, jpeg. Maximum file size: 6 MB.**
- Your opportunity to apply online ends at 11:59 pm on the final day of the application period.
- Finally, confirm that your details are correct and submit the application by clicking the „Submit request” button.
- It is recommended to save the „control sheet” provided with your details for your own records.
- You will receive up-to-date information on the processing status of your application via the [HAWK Study Portal](https://studienportal.hawk.de).
- If the status of your application changes, you will receive a message to the e-mail address you have provided. You will receive further information when you log in to the Study Portal. There you will find out whether any documents are missing from your application and what the consequences are if you do not submit them digitally in time.

- Coordination by hochschulstart.de (Foundation for University Admissions):
The allocation of places in certain degree programme is coordinated by hochschulstart.de. If you have applied for a place on a degree programme at several universities participating in hochschulstart.de, you can see whether and from which universities you will receive an admission offer. It is important that you **prioritise your applications at hochschulstart.de** (1st choice, 2nd choice, 3rd choice, etc.), so that you can be allocated the best possible admission offer. The active **acceptance of these admission offers (e.g. from the HAWK) also takes place via hochschulstart.de**. Please note the [coordination rules of hochschulstart.de](#). Detailed information on the coordination procedure of the Foundation for University Admissions can be found at <https://www.hochschulstart.de>.
- If you have received an offer of admission from the HAWK and have accepted it via hochschulstart.de, you will receive a letter of admission by post as well as a PDF file in the HAWK study portal.
Your letter of admission will outline the enrolment process and specify **two deadlines** for applying for enrolment.
- Apply for enrolment online – within the **1st deadline** mentioned – in the [HAWK Study Portal](#). Enter the data required for enrolment and upload a digital passport photo.
- After completing online enrolment, upload the enrolment documents (see information in the portal) and the pending documents specified in the letter of admission to the HAWK Study Portal within the **2nd deadline** mentioned.
- Please remember to transfer the semester fee and request your health insurance to send an electronical confirmation (M10) directly to the HAWK, as the HAWK can only enrol you once payment and all documents have been received.
- If you have any questions about your application and enrolment at the HAWK (including admission requirements, pre-study work placements, formalities), please contact the HAWK [Registration Office team](#).
- Should technical problems occur in the HAWK Study Portal, please contact the Study Portal service team (hisinone.hawk@hawk.de / 05121/881-526 or 05121/881-161).