



How to apply at Osnabrück University of Applied Sciences

CENTER FOR INTERNATIONAL STUDENTS





APPLICATION PROCESS WITH UNI-ASSIST

uni-assist

[My assist](#) [Contact](#) [Language](#) [Search](#)

[HOW TO APPLY](#) [TOOLS](#) [FAQS](#) [ABOUT US](#)

Your access point to German universities

uni-assist evaluates applications by international student applicants for 180 German universities. We evaluate your certificates and show you the way.

Apply in 6 steps →



APPLICATION PROCESS WITH UNI-ASSIST


[My assist](#) [Contact](#) [Language](#) [Search](#)

assist

HOW TO APPLY [TOOLS](#) [FAQS](#) [ABOUT US](#)

HOW TO APPLY

- Get information
- Plan your application
- Assemble your documents
- Apply online**
- Pay all fees
- Send & Track

 Apply in 6 steps



You can find out more about
applying via uni-assist here ...

More →

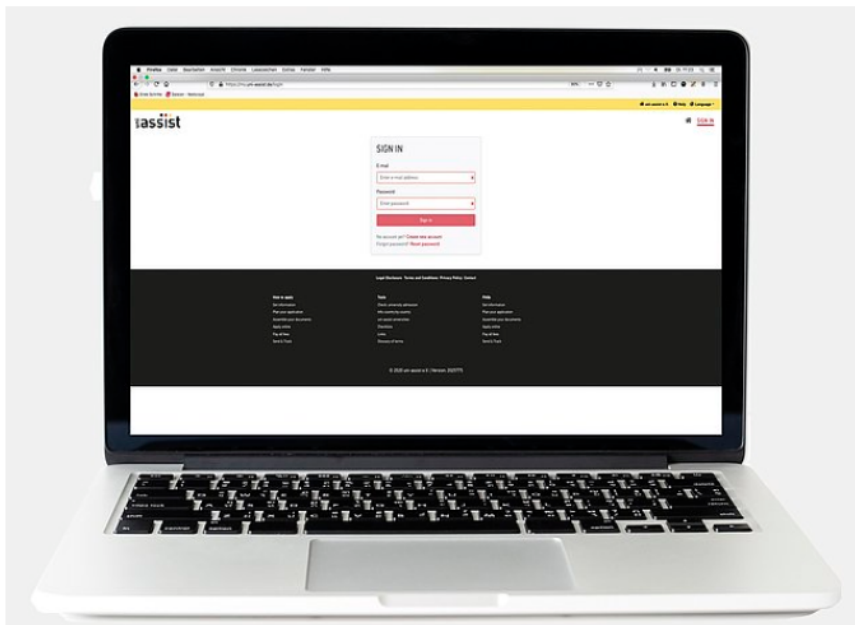


universities

uni-assist evaluates applications by international student applicants for 180 German universities. We evaluate your certificates and show you the way.

APPLICATION PROCESS WITH UNI-ASSIST

ADVANTAGES



The My assist account offers many advantages:

- ▶ Create and manage applications
- ▶ Track the status of your applications
- ▶ Submit applications to any uni-assist university
- ▶ Automatically submit documents as non-certified copies by uploading them
- ▶ Automatically transmit TestAS results
- ▶ Contact uni-assist

To My assist

- First time at uni-assist? → Then you have to register first!
- Do you already have a uni-assist account? → Then just log in.



HOW TO USE THE ONLINE PORTAL “MY ASSIST”



1. [Register](#) on “My assist”.
2. Fill in your **applicant information and educational history** on My assist.
3. Select your university and the chosen course under **course catalogue**.
4. Choose your desired course of study. Make sure that you answer all questions without omissions.
5. Please upload each document **only once**. Give your documents an unambiguous name in German or English.



FILL IN YOUR APPLICANT INFORMATION

APPLICANT INFORMATION



☒ Edit applicant information

Personal information

Gender

Male

First name

Max

Surname

Mustermann

Name affix

Birth name

Date of birth

01.04.1999

Place of birth

Moskau

Nationality

Russia

☐ Stateless

☐ I have come to Germany as a refugee and am interested in further information for refugee applicants.

Forward

APPLICANT INFORMATION



☒ Edit applicant information

Contact information

c/o (Please enter information as follows: "c/o Name")

Street name

Strasße 1.

Address continued

Postal Code

City/Province/Region

Moskau

Country

Russia

Back

Forward

MY ACCOUNT ▾ MY APPLICATIONS ▾ (0)

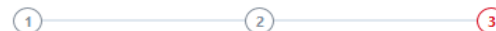
Edit login details

Applicant information

Educational history

Sign out

APPLICANT INFORMATION



☒ Edit applicant information

Other information

Do you already have a uni-assist applicant number? Then please enter it here.

uni-assist applicant number

In which language would you like to be contacted?

☒ German ☐ English

Only necessary for DoSV courses: BID (Applicant ID) via hochschulstart.de

Only necessary for DoSV courses: BAN (Applicant authentication number) via hochschulstart.de

☒ I have read and do accept the current **Terms and Conditions** and uni-assist's privacy policy. (Please note: As of 15 April 2020 our new terms and conditions will apply.)

Password

.....

Send applicant information

Back



FILL IN YOUR APPLICANT EDUCATIONAL HISTORY

EDUCATIONAL HISTORY

Edit educational history

School leaving qualification

Have you graduated from school?

☒ Yes ☐ No

In which country have you graduated from school or will be graduating shortly?

Did you attain the "Abitur" at a German school abroad?

☐ Yes ☒ No

Name of your highest school-leaving certificate

☐ Other school-leaving certificate

☐ "prüfung" (university qualification exam)?

☐ Yes ☒ No

Degrees

Have you graduated from university or will be graduating shortly?

☐ Yes ☒ No

TestAS

Do you want to enter TestAS information?

☐ Yes ☒ No

Save

Please provide information about your secondary school

Please tick „No“ (except if you have attended a German international school)

Please provide information about your bachelor's degree

MY ACCOUNT ▾ MY APPLICATIONS ▾ (0)

Edit login details
Applicant information
Educational history
Sign out



SELECT YOUR UNIVERSITY AND THE CHOSEN COURSE UNDER COURSE CATALOGUE

COURSE CATALOGUE

Search criteria

 Type in search term(s)

Semester

Wintersemester 2025/2026 x

University

Hochschule Osnabrück x

Federal state

Niedersachsen x

Type of degree

Master x

(Partial) courses of study

All

uni-assist responsible

- ☒ All
☐ Yes
☐ No

Simple search

Reset



MY ACCOUNT ▾

MY APPLICATIONS ▾

 (0)

Total number of courses of study : 3

Winter Semester 2025/2026

Design Entrepreneurship

Master of Arts (M.A.) Konsekutiv
Hochschule Osnabrück

Admission type: Local admission restrictions
(Orts-NC)

Show details

 Select

International Business and Management (Master) (non EU/non EWR)

Master of Arts (M.A.) Konsekutiv
Hochschule Osnabrück

Admission type: Local admission restrictions
(Orts-NC)

Show details


 Select

Management in Nonprofit-Organisations (non EU/non EWR)

Master of Arts (M.A.) Konsekutiv
Hochschule Osnabrück

Admission type: Local admission restrictions
(Orts-NC)

Show details

 Select



SELECT YOUR UNIVERSITY AND THE CHOSEN COURSE UNDER COURSE CATALOGUE



Once you have found your desired course of study, click on "Select." Select the course semester and click on "Add to selection."

COURSE CATALOGUE

Search criteria

Semester

University

Federal state

Type of degree

Total number of courses of study : 3

Winter Semester 2025/2026

Design Entrepreneurship

Master of Arts (M.A.) Konsekutiv
Hochschule Osnabrück

Admission type: Local admission restrictions
(Orts-NC)

Show details

Select

International Business and Management (Master) (non EU/non EWR)

Master of Arts (M.A.) Konsekutiv
Hochschule Osnabrück

Admission type: Local admission restrictions
(Orts-NC)

Show details

Select

Management in Nonprofit-Organisations (non EU/non EWR)

Master of Arts (M.A.) Konsekutiv
Hochschule Osnabrück

Admission type: Local admission restrictions
(Orts-NC)

Show details

Select



MY SELECTION LIST



MY ACCOUNT ▾

MY APPLICATIONS ▾

MY INBOX



Please answer all mandatory questions (marked in red). Only then will you be able to submit your application.

Winter Semester 2025/2026

International Business and Management (Master) (non EU/non EWR)

Master of Arts (M.A.) Konsekutiv

Hochschule Osnabrück

Application for 1st semester

Admission type: Local admission restrictions (Orts-NC)

Show additional application-related questions (unanswered mandatory questions)

Show details

Remove

Handling fees

EUR 75.00

Online-only application: For this application, the university accepts an online-only application for uni-assist's pre-check. Simply upload all the required documents to your My assist account. In some cases, you will need to submit further documents and/or officially certified copies to the university later.

[Upload my documents](#)

SUBTOTAL (VAT included)

EUR 75.00

Credit

EUR 0.00

TOTAL (VAT included)

EUR 75.00

Selected courses of study: 1

[More about fees and payment](#)

[Choose payment option](#)

Now go to the "My inbox" by clicking on the box symbol.

Please answer the questions completely and truthfully.



ADDITIONAL APPLICATION-RELATED QUESTIONS

SELECTION LIST

Winter Semester 2021/22

Please answer the questions accurately if applicable

International Business and Management (Bachelor)	Application for 1. Fachsemester
ADDITIONAL APPLICATION-RELATED QUESTIONS ×	
General questions (0/0)	
EDUCATIONAL DATA	
Please enter the details of all schools that you have attended:	
1st School: Attended MM/YY - MM/YY	
<input type="text"/>	
Name and place of school	
<input type="text"/>	
Country	
<input type="text"/>	
Name and type of school	
<input type="text"/>	
2nd School: Attended MM/YY - MM/YY	
<input type="text"/>	
Name and place of school	
<input type="text"/>	
Country	
<input type="text"/>	
Name of certificate	
<input type="text"/>	
3rd School: Attended MM/YY - MM/YY	
<input type="text"/>	
Name and place school	
<input type="text"/>	
Country	
<input type="text"/>	
Name of certificate	
<input type="text"/>	



ADDITIONAL APPLICATION-RELATED QUESTIONS

Winter Semester 2025/2026

Please answer the questions accurately if applicable

International Business and Management (Bachelor)

Application for 1. Fachsemester

ADDITIONAL APPLICATION-RELATED QUESTIONS

General questions (0/0)

EDUCATIONAL DATA

Please enter the details of all schools that you have attended:

1st School: Attended MM/YY - MM/YY

Name and place of school

Country

Name and type of school

2nd School: Attended MM/YY - MM/YY

Name and place of school

Country

Name of certificate

3rd School: Attended MM/YY - MM/YY

Name and place school

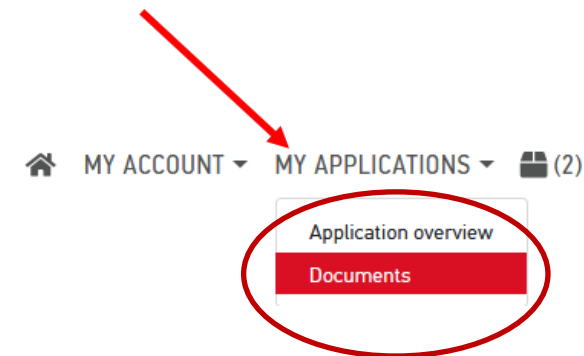
Country

Name of certificate

UPLOAD DOCUMENTS

If you want to upload documents, please note the following:

- You can only **upload pdf files**.
- Each file can be a maximum of **10 MB in size**.
- A firewall may be preventing the uploading of your documents. If so, you will receive the error message “Bad Request”. Disable your firewall or try to upload the files from a different computer.
- Documents you have uploaded cannot be deleted. Do you want to update certain documents? Then simply upload a newer version. We will then take the newest version into consideration when processing your application documents.





UPLOAD DOCUMENTS

MY ACCOUNT ▾ MY APPLICATIONS ▾ (2)

DOCUMENTS

How you can help us evaluate your documents faster:

- Please only upload PDF files (max. 10 MB per document).
- Please sort documents with several pages before uploading them (e.g. transcript).
- Please upload different documents in different files (e.g. school certificate and copy of passport).
- Please upload each file only once and choose a suitable file name (e.g. Diploma bachelor).

Please note: uploaded files cannot be deleted.

Mustermann_Max_Passport.pdf

Select

Passport ▾

Upload file

Please note that the application is only electronically, and you simply upload all documents on the uni-assist portal. In case a study place is offered, all the international credentials must be submitted as certified copies directly at our university.



WHAT DOCUMENTS MUST BE SUBMITTED TO UNI-ASSIST?

- Your signed application form on the uni-assist [online portal](#) and the following documents that you can find in the [Checklist](#)

FREQUENTLY ASKED QUESTIONS:

For each of the 6 application steps, uni-assist answers the most common questions. - If you have questions regarding your application, please check the FAQs first: <https://www.uni-assist.de/en/faqs/>



FAQS

Apply online

- ✎ General information
- ✎ Application
- ✎ Upload
- ✎ Password
- ✎ Making changes or deletions
- ✎ Status



APPLICATION DEADLINE

Please note the upcoming application periods for our Master's program in International Business and Management. Applicants are required to apply based on their educational background and nationality:

- **Non-EU applicants with foreign degree** apply via [uni-assist](#) from Februar 1 to April 1, 2025
- **EU applicants with foreign degree** apply via [uni-assist](#) from May 1 to July 15, 2025 July 15, 2025 - It is recommended to submit your application in June to ensure that uni-assist forwards it on time.
- **All applicants with German degree** apply via the [Osnabrück University of Applied Sciences application portal](#) from May 1 to July 15, 2025



ACCEPTING YOUR PLACE OF STUDY AT THE UNIVERSITY OF OSNABRÜCK



Hochschule Osnabrück
University of Applied Sciences

Hochschule Osnabrück - Postfach 1940 - D-49009 Osnabrück

Frau

Präsidium
Der Präsident

Studierendensekretariat
AF 0009
Albrechtstrasse 30
49078 Osnabrück

Email: d.placke@hs-osnabrueck.de

Telefon 0541 999-7080
Durchwahl 0541 999-3188
Fax 0541 999 12111

Ihr Zeichen, Ihre Nachricht vom
(Bitte bei Antwort angeben)
Mein Zeichen
ST BWP SoSe 2017 -

Bearbeitet von

Osnabrück
25.01.2017

- You will receive a letter of acceptance which you must sign and return by the date written in the letter.
- If you need to submit additional documents, we will inform you.

Studienplatzvergabe zum Sommersemester 2017 - Ihre Bewerberin.
Bewerbungsverfahren für den Bachelorstudiengang Wirtschaftspsychologie - 1. Fachsemester

Sehr geehrte Frau ,

ich freue mich, Ihnen mitteilen zu können, dass Sie im Rahmen des Bewerbungsverfahrens im Bachelorstudiengang Wirtschaftspsychologie zum Studium für das 1. Semester zugelassen werden.

Für die Einschreibung reichen Sie bitte bis zum 08.02.2017 folgende Unterlagen bei mir ein:

- die beigefügte Annahmeerklärung - ausgefüllt und unterschrieben
- Krankenversicherungsnachweis (die Bescheinigung einer gesetzlichen Krankenkasse über die Versicherung oder die Befreiung) - für die Hochschule

Zusätzlich müssen Sie noch folgende Unterlagen bis zum genannten Termin in **amtlich beglaubigter** Form einreichen:

- Nachweis des 12-wöchigen studiengangsbezogenen Praktikums (davon mind 6 Wochen bis Vorlesungsbeginn)

Sobald ich Ihre Annahmeerklärung erhalten und die Unterlagen geprüft habe, erhalten Sie eine Zahlungsaufforderung (als PDF) über die zu zahlenden Semestergebühren in das OSCA Hochschulportal (Mein Postfach). Informationen zu den Semestergebühren finden Sie auf der Internetseite:
<https://www.hs-osnabrueck.de/index.php?id=25&L=0#c.15968>

Die Zulassung wird unwirksam, wenn die aufgeführten Unterlagen nicht fristgerecht eingegangen sind. Sollten Sie den Studienplatz nicht in Anspruch nehmen wollen, teilen Sie mir dies bitte kurz per Email mit, damit andere Bewerbungen im Nachrückverfahren berücksichtigt werden können.



Gita Lestari-Kötting B.A.

Fakultät Wirtschafts- und Sozialwissenschaften

Koordination Masterstudiengang International Business and Management
Incoming & Outgoing Staff Mobility, International Faculty Office

Telefon

+49 (0) 541 969 - 3569

E-Mail

g.lestari-koetting@hs-osnabrueck.de

Raum

CN 0204 (MAIBM/IFO)

Fax

+49 (0) 541 969-3010

Sprechzeiten

Mo. bis Frei. 10.00 - 12.00 Uhr
Nachmittags nach Vereinbarung