

How to apply at Osnabrück University of Applied Sciences

CENTER FOR INTERNATIONAL STUDENTS





APPLICATION PROCESS WITH UNI-ASSIST

≣assist

O My assist ⊠ Contact ⊕ Language Q 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 \rightarrow

OUICKLINKS





APPLICATION PROCESS WITH UNI-ASSIST





APPLICATION PROCESS WITH UNI-ASSIST

1. Register and create your account on <u>Hochschulstart</u>.de!

2.You then receive your BID and BAN number that you need to complete your application

O

Make sure to write down your username and password so you do not forget it!



Application portal of the dialogue-oriented service procedure (DoSV)

Registration and application to dialogue-oriented service procedure

In this portal you can find which courses offered in this service procedure, manage your applications and get the actual status for your applications. More information about the dialogue-oriented service procedure at 🕜 hochschulstart.de.

Log in

Please enter the user name and password you used to register. Please note that after this registration no further registration is needed for any subsequent procedures.

Do \$V user name

Password

Log in

Forgotten your DoSV user name?
 Forgotten your password?

In order to submit applications you need a user account. Please note that a multiple registration is not allowed and that superfluous accounts including all applications will be deleted.



Here you can get information on the admission-restricted courses of study offered in the current procedure.

Some higher education institutions probably have not yet released their courses of study. Please visit the application portal regularly and check if the courses of your chosen higher education institution are available.

For the search no registration is required.

Courses offered



APPLICATION PROCESS WITH UNI-ASSIST



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



HOW TO USE THE ONLINE PORTAL "MY ASSIST"



🖀 MY ACCOUNT 👻 MY APPLICATIONS 👻 💾

- 1. Register on "My assist".
- 2. Get your **BID and BAN** at **hochschulstart.de** (only register and create an account)
- 3. Fill in your **applicant information and educational history** on My assist.
- 4. Select your university and the chosen course under **course catalogue**.
- 5. Choose your desired course of study. Make sure that you answer all questions without omissions.
- 6. Please upload each document **only once**. Give your documents an unambiguous name in German or English.





APPLICATION PROCESS WITH UNI-ASSIST



• <u>https://www.uni-assist.de/en/</u>.

- irst time at uni-assist? → Then you have to register first!
- <u>https://my.uni-assist.de/login</u>

Do you already have a uni-asisst account? → Then just log in.

<u>https://my.uni-assist.de/login</u>

After logging in, complete following information:

- Personal information
- Contact information
- Educational history



QUICKLINKS

7



FILL IN YOUR APPLICANT INFORMATION

Forward

APPLICANT INFORMATION

1 2)3
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 ar for refugee applicants.	nd am interested in further information

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

(2)

1	MY ACCOUNT - MY APPLICATIONS -	(0)
	Edit login details	
	Applicant information	
	Educational history	
	Sign out	

APPLICANT INFORMATION

Edit applicant information

*

3

Other information

Do you already have an uni-assist applicant number? Then please enter it here.
uni-assist applicant number
In which language would you like to be contacted?
• German O 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
•••••••••••



FILL IN YOUR APPLICANT EDUCATIONAL HISTORY

Edit educational history School leaving qualification Please provide information about your secondary school Pre ○ No Please tick "No"(except if you have attended a German international school) Please Please tick "No"(except if you have attended a German international school) Pre ○ No Please tick attended a German international school) Pre ○ No Please tick attended a German international school) Pre ○ No Please tick attended a German international school) Pre ○ No Please tick attended a German international school) Pre ○ No Please tick attended a German international school) Pre ○ No Please tick attended a German international school) Pre ○ No Please tick attended a German international school) Pre ○ No Please tick attended a German international school) Pre ○ No Please tick attended a German international school) Pre ○ No Please tick attended a German international school) Pre ○ No Please tick attended a German international school) Pre ○ No Please tick attended a German international school) Pre ○ No Please tick attended a German international school) Pre ○ No Please tick attended a German international school) Pre ○ No Please tick attended a German international school) Pre ○ No Please tick attended a German international school) Pre ○ No Please tick attended a German international school) Pre ○ No Please tick attended a German international school) Please tick attended a German international school) Please Please provide information Please tick attended a German international school) Please Please pre Please provide information about your degree Please Please please	Edit educational history School leaving qualification the you graduated from school? No No No No No No No No No No No No No No No	DUCATIONAL HISTORY				
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SELECT YOUR UNIVERSITY AND THE CHOSEN COURSE UNDER COURSE CATALOGUE

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	Hochschule Osnabrück	Zulassungstyp: Orts-NC
Wintersemester 2025/2026 ×	• Details appeigen	🚍 Augurählen
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	Bachelor of Arts (B./	L.)
-assist responsible	Hochschule Osnabrück	Zulassungstyp: Orts-NC
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All		
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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."





SELECTION LIST

MY ACCOUNT - MY APPLICATIONS -



Now go to the "Selection list" by clicking on the box symbol.

A Your selection list is currently invalid. Please make adjustments.

Wintersemester 2025/2026 ×

• Die Hochschule Osnabrück erlaubt maximal 3 Anträge pro Semester. The HS Osnabrück allows a maximum of 3 applications per semester.



Proceed to checkout

SELECTION LIST

Click on "Show additional application-related questions" and answer the questions completely and truthfully.

Costs for the first desired course of study: **75.00 EUR** For each additional desired course of study: **30.00 EUR**

SELECTION LIST

Wintersemester 2025/2026

International Business and Management (Bachelor)	Application for 1. Fachsemester
Bachelor of Arts (B.A.) Hochschule Osnabrück	Admission type: Orts-NC
Show additional application-related questions (no unanswered mandatory questions)	
Show details	
	â Remove
Handling fees	€ 75.00
Communication Management	Application for 1. Fachsemester
Bachelor of Arts (B.A.) Hochschule Osnabrück	Admission type: Orts-NC
Show additional application-related questions (no unanswered mandatory questions)	
Show details	
	â Remove
Handling fees	€ 30.00
SUBTOTAL (VAT included)	€ 105.00
Credit	€ 0.00
TOTAL (VAT included)	€ 105.00
Selected courses of study: 2	More about fees and paymen

Please answer the

applicable



ADDITIONAL APPLICATION-RELATED QUESTIONS

SELECTION LIST

Wintersemester 2025/2026

ADDITIONAL APPLICATION-RELATED QUESTIONS questions accurately if 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.





 \bigstar MY ACCOUNT \checkmark MY APPLICATIONS \checkmark \clubsuit (2)

UPLOAD DOCUMENTS

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. transcipt). Please upload different documents in different flor (e.g. orbest contiferent and convert for another transcipt). 	
 Please upload dimerent documents in dimerent mes (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
- Your secondary school leaving diploma / Bachelor diploma as a certified copy: Submit all copies of your certificates in their original language, accompanied by a certified translation in German or English!
- University transcripts as a certified copy (if applicable!)

In case a study place is offered, all the international credentials have to be submitted as certified copies directly at our university. This will give applicants a little bit more time to have diplomas certified.

- <u>German language certificates</u> as a certified copy
- Copy of your passport (to confirm the name and date of birth)

Exception: The APS Certificate (for Chinese, Mongolian, and Vietnamese applicants) must be submitted in the original. Application materials cannot be sent back to you.



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: <u>https://www.uni-assist.de/en/faqs/</u>



FAQS

Apply online

- ↘ General information
- ↘ Application
- 🌜 Upload
- ↘ Password
- ↘ Making changes or deletions
- Status



PROOF OF GERMAN OR ENGLISH LANGUAGE PROFICIENCY (OR BOTH)

Englisch	Bachelor International Management (+ basic knowledge German); Master International Business and Management(+ basic knowledge German)
German C1	most other degree programs of the university

Which German language certificates can be accepted?

- TestDaF: TDN 4 or TDN 5 (at least 4 points per portion)
- German language examination for university entrance: DSH 2 or DSH 3
- Goethe Certificat C2
- Telc C1 university
- Exam 'German' of the entrance exam of the Studienkollegs
- German language diploma of KMK level II (DSD II)
- Zentrale Oberstufenprüfung (ZOP) of the Goethe-Instituts
- Large or small German language diploma of the Goethe-Instituts (GDS oder KDS)
- Completion of a German study degree program



APPLICATION DEADLINE

for degree programs with admission restrictions (as for International Management) from March 1 to June 15, 2025 (receipt of application documents by uni-assist)

for **open-admission** degree programs from **March 1 to August 1, 2025** (receipt of application documents by uni-assist)



UPON RECEIPT OF YOUR APPLICATION TO UNI-ASSIST



IMPORTANT: We are happy to accompany you at all stages!



ACCEPTING YOUR PLACE OF STUDY AT THE UNIVERSITY OF OSNABRÜCK



Hochschule Osnabrück - Postfach 1940 - D-49009 Osnabrück

Präsidium

Studierendensekretariat AF 0009 Albrechtstrasse 30 49076 Osnabrück

Der Präsident

Email: d.placke@hs-osnabrueck.de

Telefon 0541 969-7080 Durchwahl 0541 969-3188 Fax 0541 969 12111

Ihr Zeichen, Ihre Nachricht vom	(Bitte bei Antwort angeben) Mein Zeichen	Bearbeitet von	Osnabrück
	ST BWP SoSe 2017 -		25.01.2017

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

Sehr geehrte Frau

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) - f
 ür 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: <u>https://www.hs-osnabrueck.de/index.php?id=25&L=0#c15968</u>

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



QUESTIONS? DO NOT HESITATE TO ASK:

Maier, Tatjana



aljana Malei
Center for International Students
Beratung für internationale Studierende und Studieninteressierte (degree-seeker

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Fax	Sprechzeiten	Web