



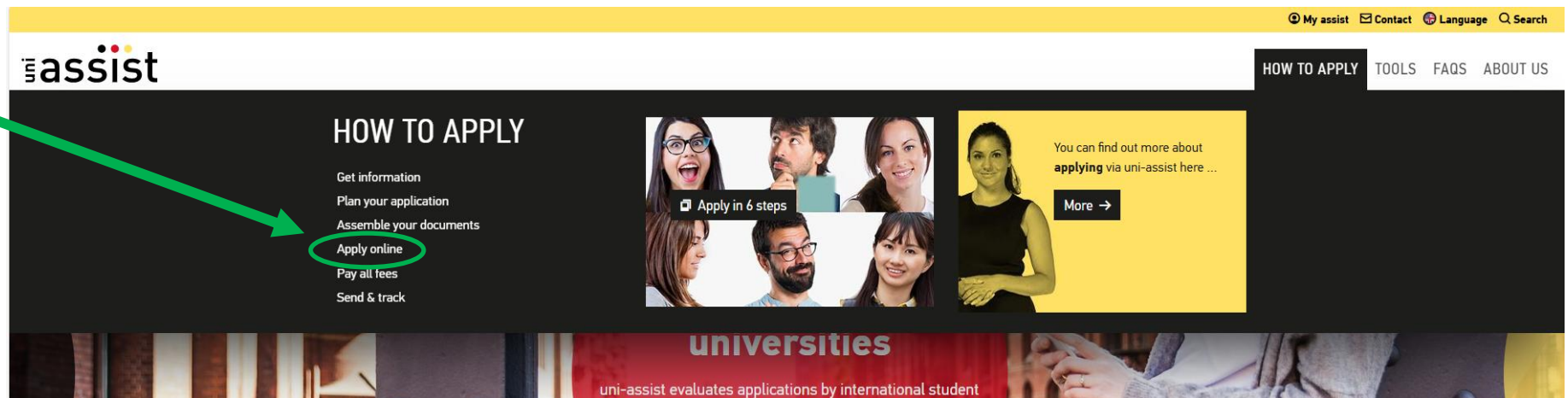
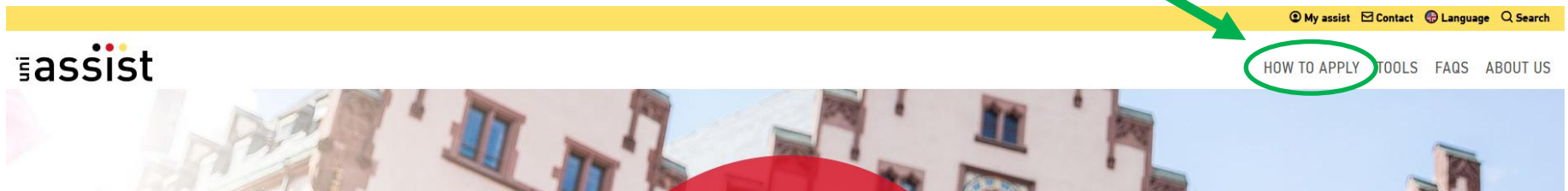
# How to apply at Osnabrück University of Applied Sciences

## CENTER FOR INTERNATIONAL STUDENTS





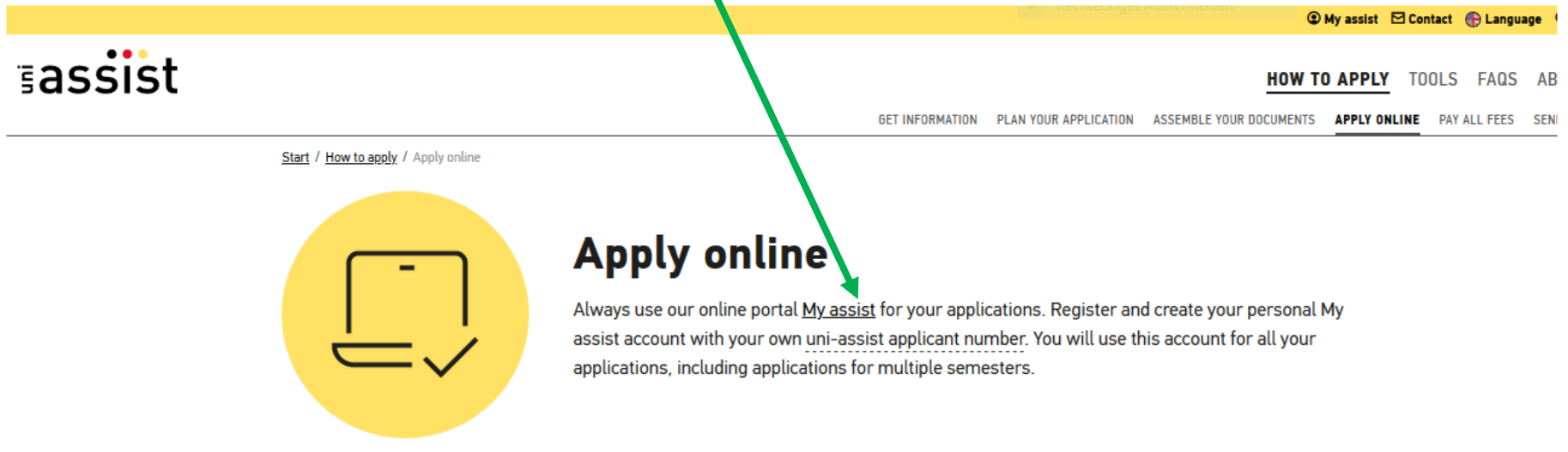
## APPLICATION PROCESS WITH [UNI-ASSIST](#)



## APPLICATION PROCESS WITH UNI-ASSIST

First time using uni-assist?  
→ You'll need to register first!

Already have a uni-assist account?  
→ Just log in.



The screenshot shows the uni-assist website interface. At the top right, there are links for 'My assist', 'Contact', and 'Language'. Below this is a navigation menu with 'HOW TO APPLY' (underlined), 'TOOLS', 'FAQS', and 'AB'. A secondary navigation bar contains 'GET INFORMATION', 'PLAN YOUR APPLICATION', 'ASSEMBLE YOUR DOCUMENTS', 'APPLY ONLINE' (underlined), 'PAY ALL FEES', and 'SENI'. The breadcrumb trail reads 'Start / How to apply / Apply online'. The main content area features a yellow circular icon with a laptop and a checkmark, followed by the heading 'Apply online'. Below the heading is a paragraph: 'Always use our online portal My assist for your applications. Register and create your personal My assist account with your own uni-assist applicant number. You will use this account for all your applications, including applications for multiple semesters.'

# REGISTER WITH HOCHSCHULSTART FOR DEGREE PROGRAMS WITH RESTRICTED ADMISSION

Only relevant for degree programs with restricted admission



## 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](https://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.

DoSV user name

Password

- [Forgotten your DoSV user name?](#)
- [Forgotten your password?](#)

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

- Registration

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

1. Register and create your account on [Hochschulstart.de](https://Hochschulstart.de)!
  2. You will then receive your BID and BAN number, which you need to complete your application.
- Make sure to note your username and password so you don't forget them.



# FILL IN YOUR APPLICANT DETAILS

## APPLICANT INFORMATION



Edit applicant information

### Personal information

Gender

First name

Surname

Name affix

Birth name

Date of birth

Place of birth

Nationality

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

Address continued

Postal Code

City/Province/Region

Country

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

# PROVIDE YOUR 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?

Russia

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

Yes  No

Name of your highest school-leaving certificate

Attestat o srednem (polnom) obsem obrazovanii

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 details about your secondary school

Please select "No" (unless you have attended a German international school)

If you already hold a university degree, please provide details about it

MY ACCOUNT ▾ MY APPLICATIONS ▾ (0)

- Edit login details
- Applicant information
- Educational history**
- Sign out



# SELECT YOUR UNIVERSITY AND DESIRED PROGRAM UNDER "COURSE CATALOGUE"

**COURSE CATALOGUE**

Search criteria

Q Type in search term(s)

Semester: Winter Semester 2022/23

University: Hochschule Osnabrück

Federal state: Niedersachsen

Type of degree: Bachelor

(Partial) courses of study: All

uni-assist responsible:  All  Yes  No

Simple search Reset

**Wintersemester 2025/2026**

**International Business and Management (Master) (EU/EWR)**  
Hochschule Osnabrück  
Details anzeigen Zulassungstyp: Orts-NC  
Auswählen

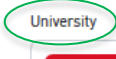
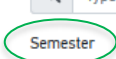
**International Business and Management (Master) (non EU/non EWR)**  
Master of Arts (M.A.) Konsekutiv  
Hochschule Osnabrück  
Details anzeigen Zulassungstyp: Orts-NC  
Der Studiengang ist momentan nicht zur Bewerbung freigegeben.

**International Management**  
Bachelor of Arts (B.A.)  
Hochschule Osnabrück  
Details anzeigen Zulassungstyp: Orts-NC  
Vergabe ggf. im DoSV ([hochschulstart.de](https://hochschulstart.de))  
Auswählen

MY ACCOUNT MY APPLICATIONS (0)

Select the appropriate semester

Select Hochschule Osnabrück (Osnabrück University of Applied Sciences)





# SELECT YOUR UNIVERSITY AND THE CHOSEN COURSE UNDER COURSE CATALOGUE

Once you have found your desired course, click “Select.”

Then choose the [course](#) [semester](#) and click “Add to selection.”

## COURSE CATALOGUE

Total number of courses of study : 54

### Search criteria

Semester

University

Federal state

Type of degree

(Partial) courses of study

uni-assist responsible

All  
 Yes  
 No

Simple search Reset

« < 1 **2** 3 > »

**Mechanical Engineering (extra-occupational)**  
**Bachelor of Engineering (B.Eng.)**  
 Hochschule Osnabrück

Admission type: Orts-NC

Show details

**International Management**  
**Bachelor of Arts (B.A.)**  
 Hochschule Osnabrück

Admission type: Orts-NC

---

**Federal state:** Niedersachsen  
**Campus:** Osnabrück

<b>Major or minor (subject):</b>	Major subject	<b>Course type:</b>	Full-time
<b>Form of studies:</b>	First Degree	<b>Focus:</b>	-
<b>Course category:</b>	In-Class Study Course	<b>Specialisation:</b>	-

**Information provided by the university:**  
 ...  
[More](#)

Hide details

# ONLY FOR RESTRICTED-ADMISSION PROGRAMS: PROVIDE YOUR BID AND BAN

Reminder: Only restricted-admission programs require a Hochschulstart account!

Bearbeitungszeiten informiert.

assist

## SEMESTERANGEBOTE

### Suchkriterien

Suchbegriff(e) eingeben

Semester

Sommersemester 2021

Hochschule

Hochschule Osnabrück

Bundesland

Niedersachsen

Abschluss

-- Bitte wählen --

Voll- oder Teilstudiengänge

### BID/BAN

Um sich für diesen Studiengang zu bewerben, benötigen Sie eine BID (Bewerber-ID) und BAN (Bewerber-Authentifizierungs-Nummer). Diese erhalten Sie über hochschulstart.de. Sollten Sie eine Fehlermeldung erhalten, überprüfen Sie bitte Ihre Angaben.

Nur notwendig für DoSV-Studiengänge: BID (Benutzer-ID) von hochschulstart.de ( 'B' und 12 Ziffern)

B123456789012

Folgendes Format: 'B' und 12 Ziffern

Nur notwendig für DoSV-Studiengänge: BAN (Bewerber-Authentifizierungs-Nummer) von hochschulstart.de (6 Ziffern)

123456

Folgendes Format: 6 Ziffern

Cancel

OK

MEIN KONTO MEINE ANTRÄGE (2)

« 1 2 »

Zulassungstyp: Orts-NC

er Hochschule. uni-assist ist nicht zuständig.

Zulassungstyp: Orts-NC

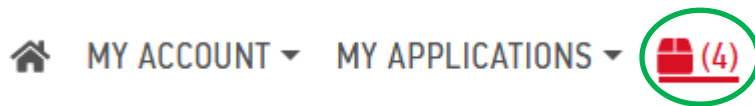
Vergabe im DoSV (hochschulstart.de)

Auswählen


Details anzeigen

**Betriebswirtschaft und Management (Osnabrück)**  
Bachelor of Arts (B.A.)

## SELECTION LIST



Now go to the “Selection list” by clicking on the box symbol

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

**Wintersemester 2020/21**

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



# SELECTION LIST

## SELECTION LIST

Check semester

Winter Semester 2020/21

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

Info:  
Costs for the first desired course: 75.00 EUR  
For each additional desired course: 30.00 EUR

<b>International Business and Management (Bachelor)</b> Bachelor of Arts (B.A.) Hochschule Osnabrück	Application for 1. Fachsemester Admission type: Orts-NC
<a href="#">Show additional application-related questions (no unanswered mandatory questions)</a>	
<a href="#">Show details</a>	<a href="#">Remove</a>
<b>Handling fees</b>	<b>€ 75.00</b>
<b>Communication Management</b> Bachelor of Arts (B.A.) Hochschule Osnabrück	Application for 1. Fachsemester Admission type: Orts-NC
<a href="#">Show additional application-related questions (no unanswered mandatory questions)</a>	
<a href="#">Show details</a>	<a href="#">Remove</a>
<b>Handling fees</b>	<b>€ 30.00</b>

**SUBTOTAL (VAT included)** € 105.00

**Credit** € 0.00

**TOTAL (VAT included)** € 105.00

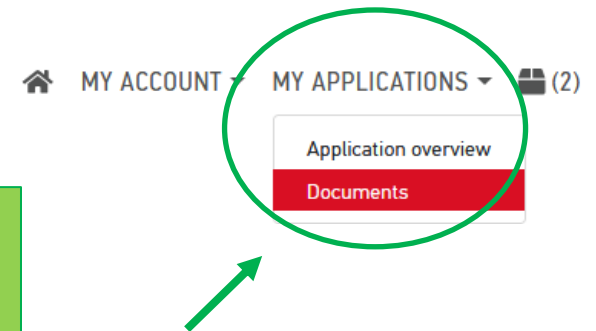
Selected courses of study: 2

[More about fees and payment](#)  
[Proceed to checkout](#)



## UPLOAD DOCUMENTS

Please note:

- Only **PDF documents** can be uploaded.
- Each file may be no longer than **10 MB**.
- If you see a “Bad request” error when uploading a document, please disable your firewall or try uploading the file from a different device.
- Uploaded documents can not be deleted. However, you can upload a new version; only the latest version will be considered for your application.
- Please clearly name your documents in German or English.



## DOCUMENTS TO BE SUBMITTED

- Your signed application form on the uni-assist [online portal](#)
- Your **secondary school leaving diploma / Bachelor diploma** as a **copy**: Submit all copies of your certificates in their original language, accompanied by a certified translation in German or English!
- **University transcripts** as a **copy** (if applicable!)
- **Proof of English proficiency** (if applicable)
- **Proof of [German proficiency](#)** (if applicable) If needed, it can be submitted later: by August 31 for winter semester applications, and by February 28 for summer semester applications.
- **Copy of your passport** (to confirm the name and date of birth)
-  If you are applying from China, Mongolia, Vietnam, or India, [additional documents](#) are required. The **APS Certificate** must be submitted in the original. Application materials cannot be sent back to you.
-  Je nach Studiengang gegebenenfalls weitere Nachweise wie ein erbrachtes Vorpraktikum, Arbeitsproben, etc. → Hierfür auf der Bewerbungsseite des Wunschstudiengangs nachschauen!



## APPLICATION DEADLINES

The application deadlines via uni-assist for the next **winter semester** are:

- Restricted-admission programs: March 1 to June 15
- Non-restricted programs: March 1 to August 1

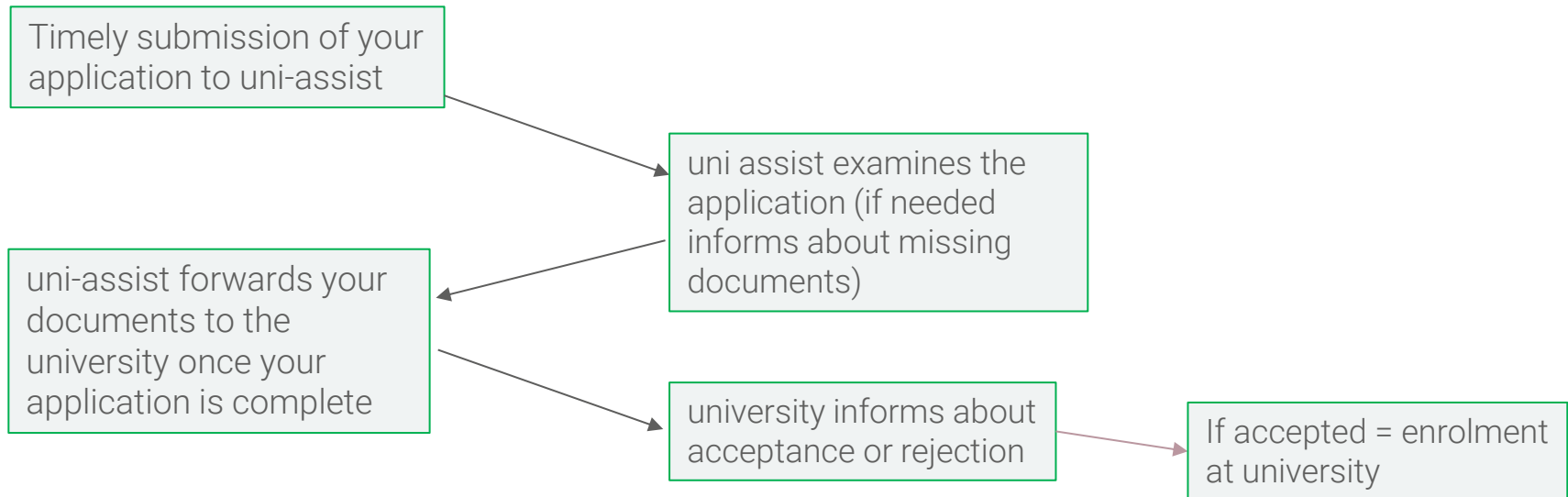
The application deadlines via uni-assist for the next **summer semester** are:

- Restricted-admission programs: September 1 to December 15
- Non-restricted programs: September 1 to February 1

Some programs have different deadlines. Check here to see if your program is affected: **Deadlines for [Bachelor's](#) and [Master's](#) programs.**

We always recommend applying as early as possible, so that any required documents can still be submitted to uni-assist on time.

## UPON RECEIPT OF YOUR APPLICATION TO UNI-ASSIST



**IMPORTANT:** Proof of German language skills can be submitted directly to the university until August 31 (winter semester) / February 28 (summer semester)!

**IMPORTANT:** We are happy to assist you at all stages with any questions!



## ACCEPTANCE OF YOUR STUDY PLACE



### Hochschule Osnabrück University of Applied Sciences

Hochschule Osnabrück - Postfach 1940 - D-49009 Osnabrück

Frau

Präsidium  
Der Präsident

Studierendensekretariat  
AF 0009  
Albrechtstrasse 30  
49076 Osnabrück

Email: [d.placke@hs-osnabrueck.de](mailto:d.placke@hs-osnabrueck.de)

Telefon 0541 909-7080  
Durchwahl 0541 909-3188  
Fax 0541 909 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 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.

You will receive a **letter of acceptance** from us, which must be signed and submitted by the deadline.

If any additional documents are needed, we will let you know.



## QUESTIONS? DO NOT HESITATE TO ASK:

Our team at the [Center for International Students](#) is happy to help!

You can reach us most easily at: [international@hs-osnabrueck.de](mailto:international@hs-osnabrueck.de)

We wish you the best of luck with your application 😊