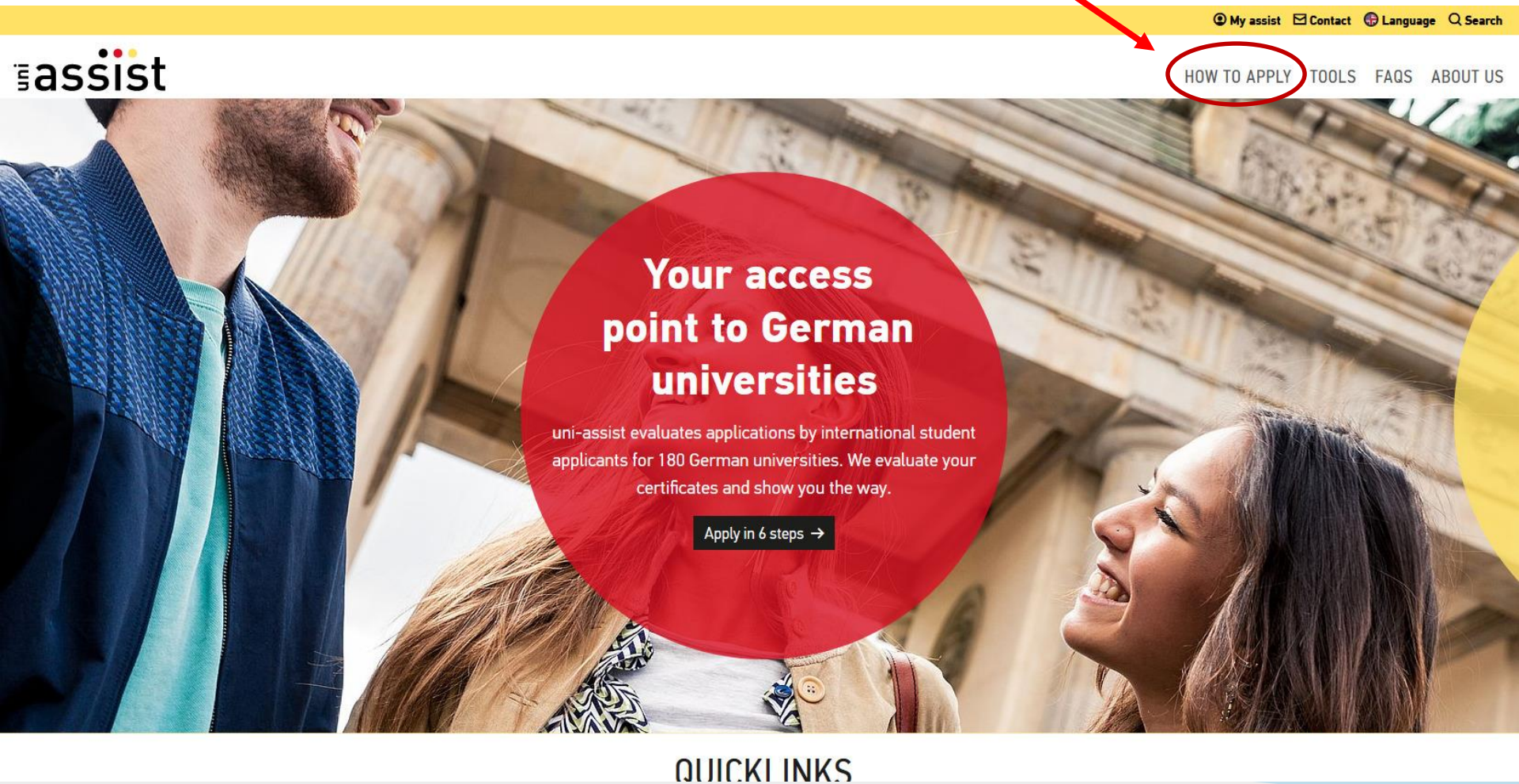
HOCHSCHULE OSNABRÜCK
UNIVERSITY OF APPLIED SCIENCES

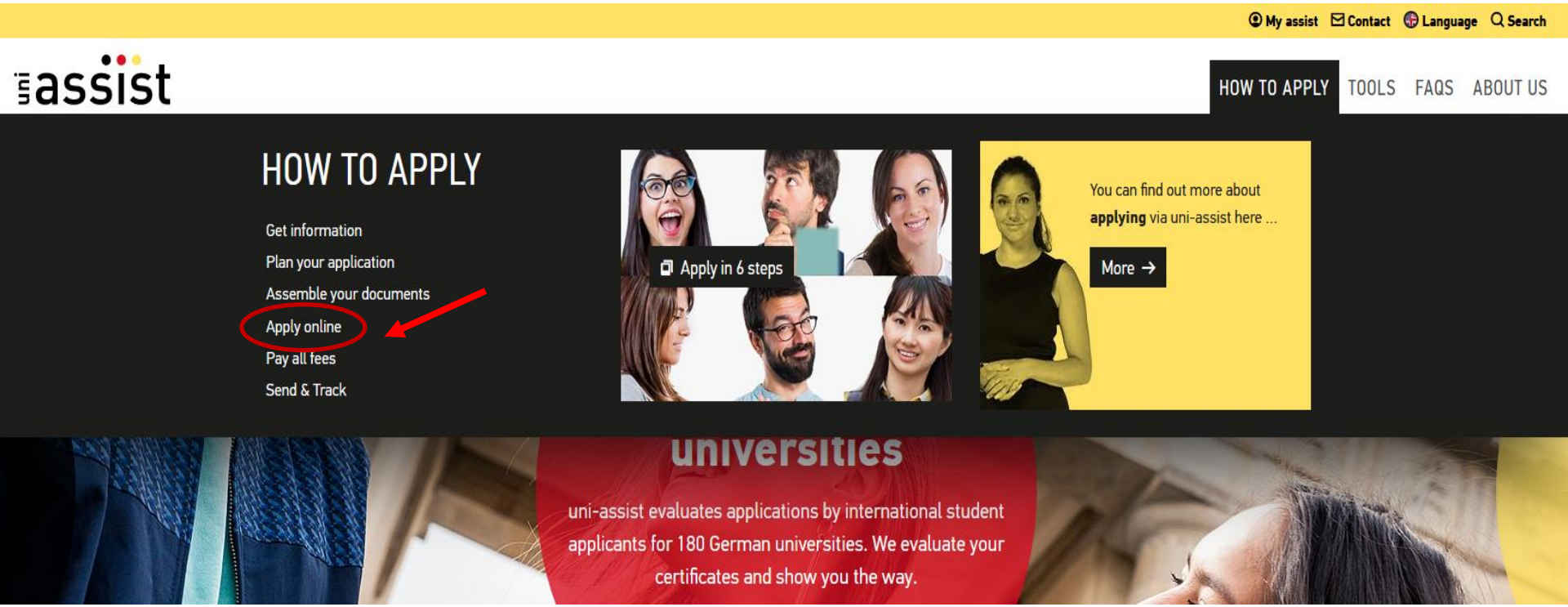
How to apply at Osnabrück University of Applied Sciences

CENTER FOR INTERNATIONAL STUDENTS

APPLICATION PROCESS WITH UNI-ASSIST



APPLICATION PROCESS WITH UNI-ASSIST

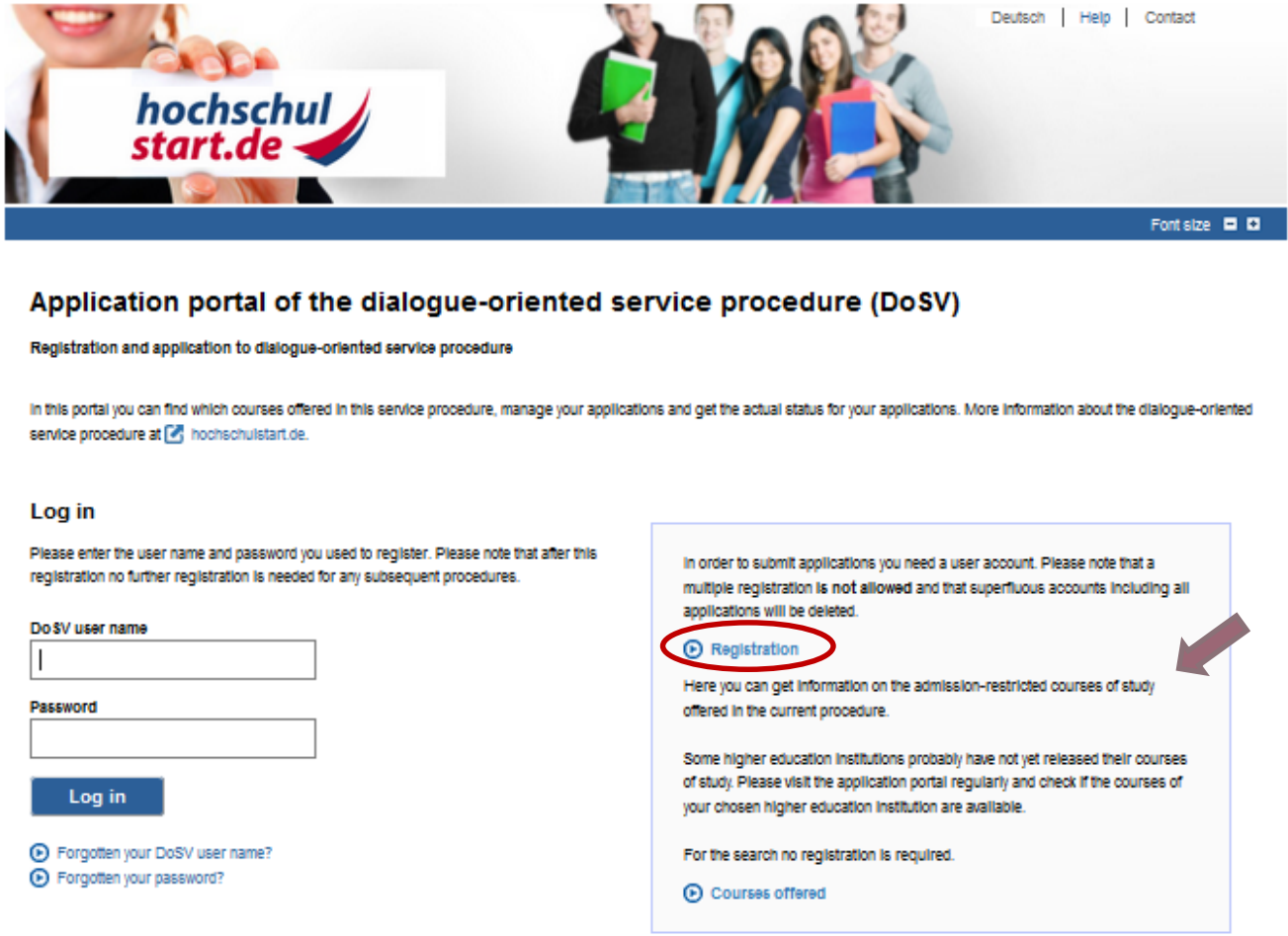


APPLICATION PROCESS WITH UNI-ASSIST

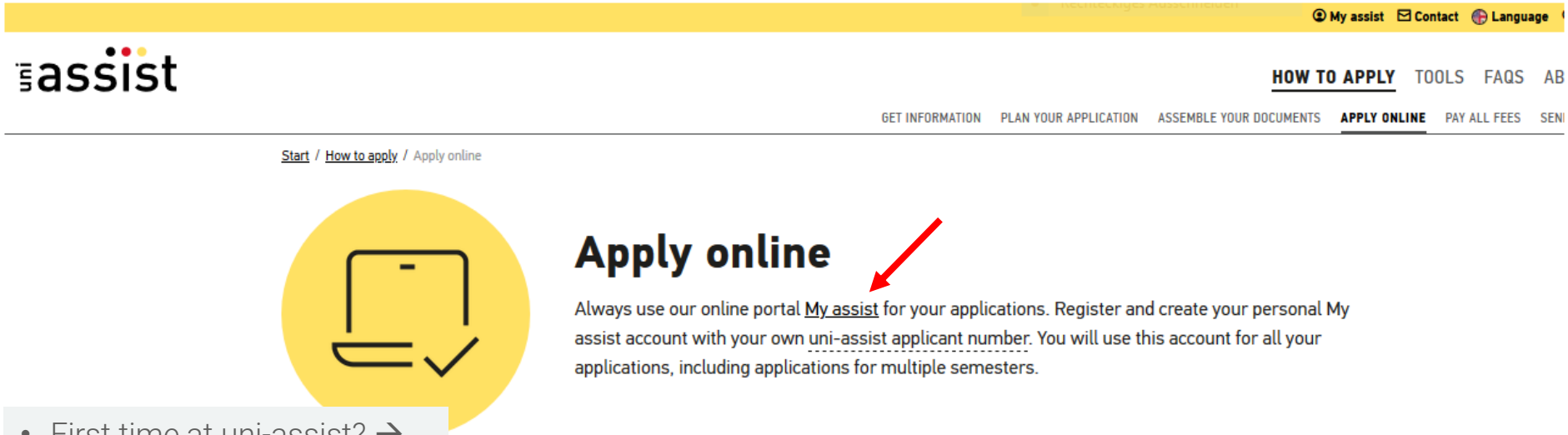
1. Register and create your account on Hochschulstart.de!

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

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



APPLICATION PROCESS WITH UNI-ASSIST



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

HOW TO USE THE ONLINE PORTAL “MY ASSIST”

uni assist

MY ACCOUNT MY APPLICATIONS (0)

1. Register on “My assist”.
2. Get your **BID and BAN** at **hochschulstart.de** (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.

REGISTER IN „MY ASSIST“

CREATE NEW ACCOUNT

E-Mail

Enter e-mail

Please enter a valid e-mail address.

Re-enter e-mail address

Re-enter e-mail address

This e-mail address must match the above e-mail address.

Password

Please enter the desired password.

Passwords must be at least 6 characters.

Re-enter password

Re-enter password

This password must match the above password.

☐ 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.)

Create a new account

FILL IN YOUR APPLICANT INFORMATION

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 and am interested in further information for refugee applicants.

Forward

APPLICANT INFORMATION

1 — 2 — 3

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

1 — 2 — 3

Edit applicant information

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 | 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?

Russia

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

Yes No

Name of your highest school-leaving certificate

Attestat o srednem (polnom) obscem obrazovanii

Other school-leaving certificate

rüfung" (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)

If you have already obtain a university degree, please provide information about your 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

Winter Semester 2021/22 ×

University

Hochschule Osnabrück ×

Federal state

Niedersachsen ×

Type of degree

Bachelor ×

(Partial) courses of study

Courses of study

uni-assist responsible

- All
- Yes
- No

Simple search Reset

Winter Semester 2021/22 MY ACCOUNT MY APPLICATIONS (0)

Aircraft and Flight Engineering
Bachelor of Science (B.Sc.)
Hochschule Osnabrück
Admission type: Orts-NC
Show details Select

Mechanical Engineering (Lingen)
Bachelor of Science (B.Sc.)
Hochschule Osnabrück
Admission type: Orts-NC
Show details Select

Applied Plant Biology - Horticulture, Plant Technology
Bachelor of Science (B.Sc.)
Hochschule Osnabrück
Admission type: Orts-NC
Show details Select

Applied Economics
Bachelor of Arts (B.A.)
Hochschule Osnabrück
Admission type: 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

Type in search term(s)

Semester
Winter Semester 2021/22 ×

University
Hochschule Osnabrück ×

Federal state
Niedersachsen ×

Type of degree
Bachelor ×

(Partial) courses of study
Courses of study

uni-assist responsible
- All
- Yes
- No

Simple search Reset

Total number of courses of study : 54

« ‹ 1 2 3 › »

Mechanical Engineering (extra-occupational)
Bachelor of Engineering (B.Eng.)
Hochschule Osnabrück
Admission type: Orts-NC

Show details Select

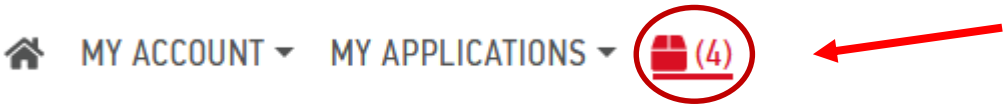
International Management
Bachelor of Arts (B.A.)
Hochschule Osnabrück
Admission type: Orts-NC

Federal state:	Niedersachsen		
Campus:	Osnabrück		
Major or minor (subject):	Major subject	**Course type:**	Full-time
Form of studies:	First Degree	**Focus:**	-
Course category:	In-Class Study Course	**Specialisation:**	-

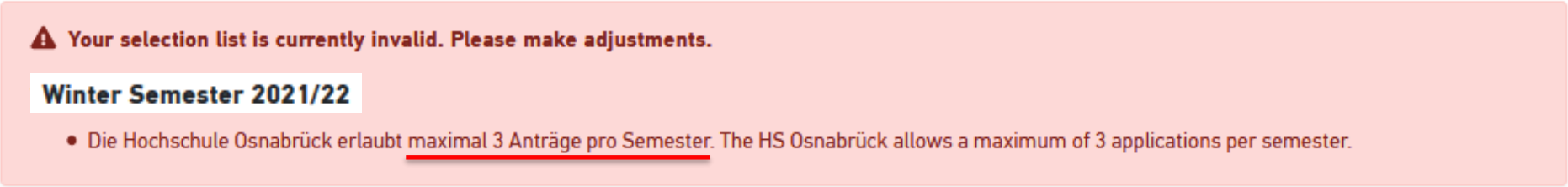
Information provided by the university:
...
More

Hide details Select

SELECTION LIST



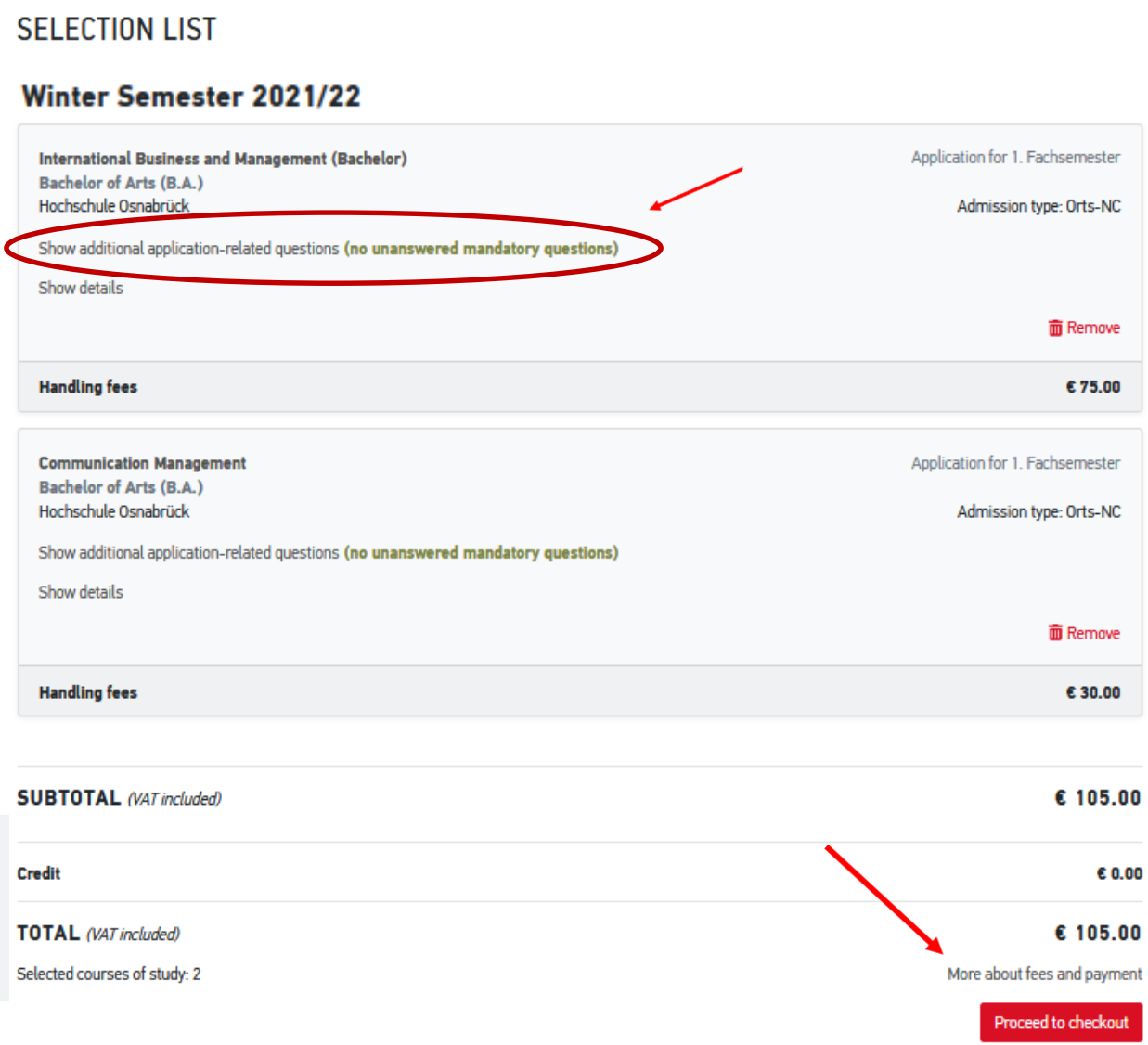
Now go to the “Selection list” by clicking on the box symbol.



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**



ADDITIONAL APPLICATION-RELATED QUESTIONS

Please answer the questions accurately if applicable

SELECTION LIST

Winter Semester 2021/22

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

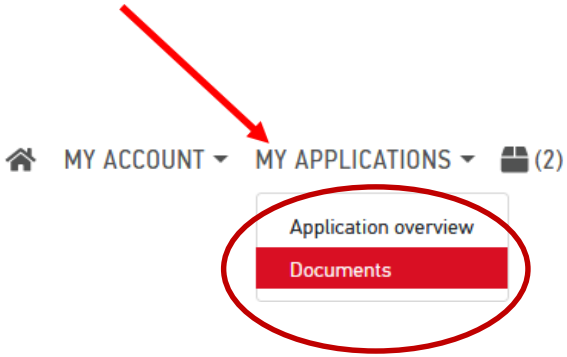
3rd School: Attended MM/YY - MM/YY

Name and place school

Country

Name of certificate

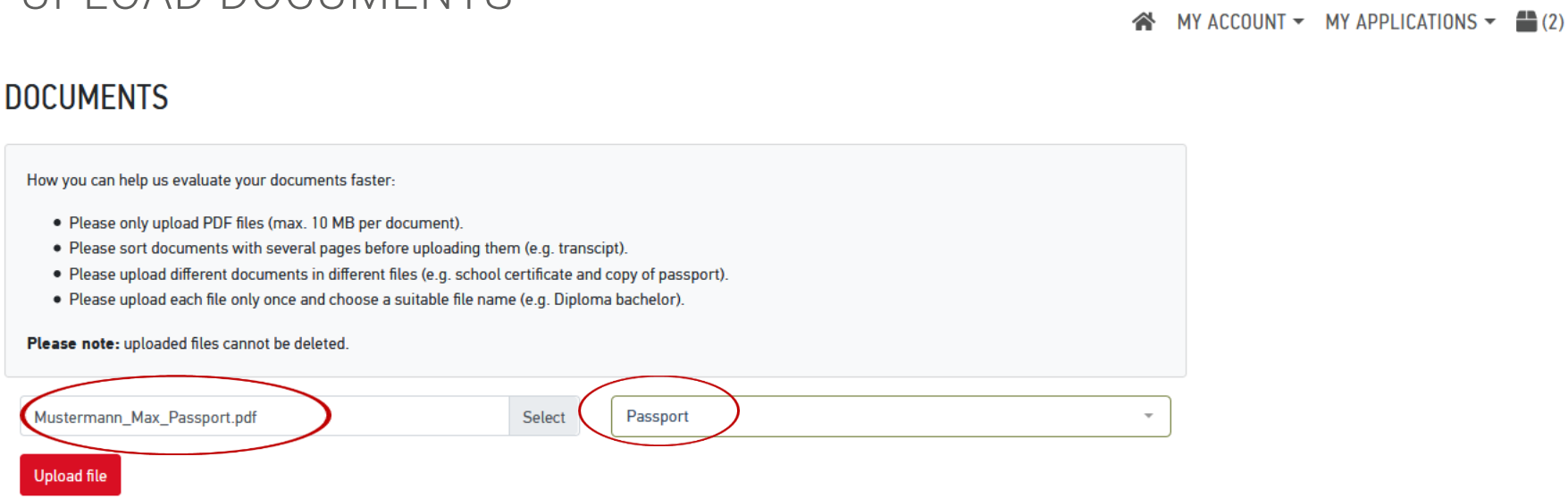
UPLOAD DOCUMENTS



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



Please note that it is currently possible to hand in applications only electronically (upload all documents on the uni-assist portal). In case a study place is offered, all the international credentials have to be submitted as certified copies directly at our university.

Some documents will have to be submitted by post.
The following applies for the documents: An upload is only sufficient for documents that do not require official certification.
Please make sure to inform yourself at your chosen universities about how you have to submit your documents to us.
In general, the following applies:
•Submit your application form electronically via our online portal My assist.
•Send your educational certificates (including the overview of subjects and grades) and language certificates as officially certified copies in the original language and, if necessary, also in certified translation (into either English or German) by post.
•Other documents (for example, internship certificates, a CV, letters of motivation, letters of recommendation, passport copies, etc.) can be uploaded to your My assist account.

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!)

Please note that currently, it is possible to hand in applications only electronically. In case Hochschule Osnabrück can offer a study place, all the international credentials have to be submitted as certified copies. This will give applicants a little bit more time to have diplomas certified.

- Your personal CV
- German language certificates as a certified copy (**need to be submitted by August 31, 2021 directly at our university**!)
- Copy of your passport (to confirm the name and date of birth)

Please do not send original documents, but rather a certified copy.

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: https://www.uni-assist.de/en/faqs/

FAQS

Apply online

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

PROOF OF GERMAN OR ENGLISH LANGUAGE PROFICIENCY (OR BOTH)

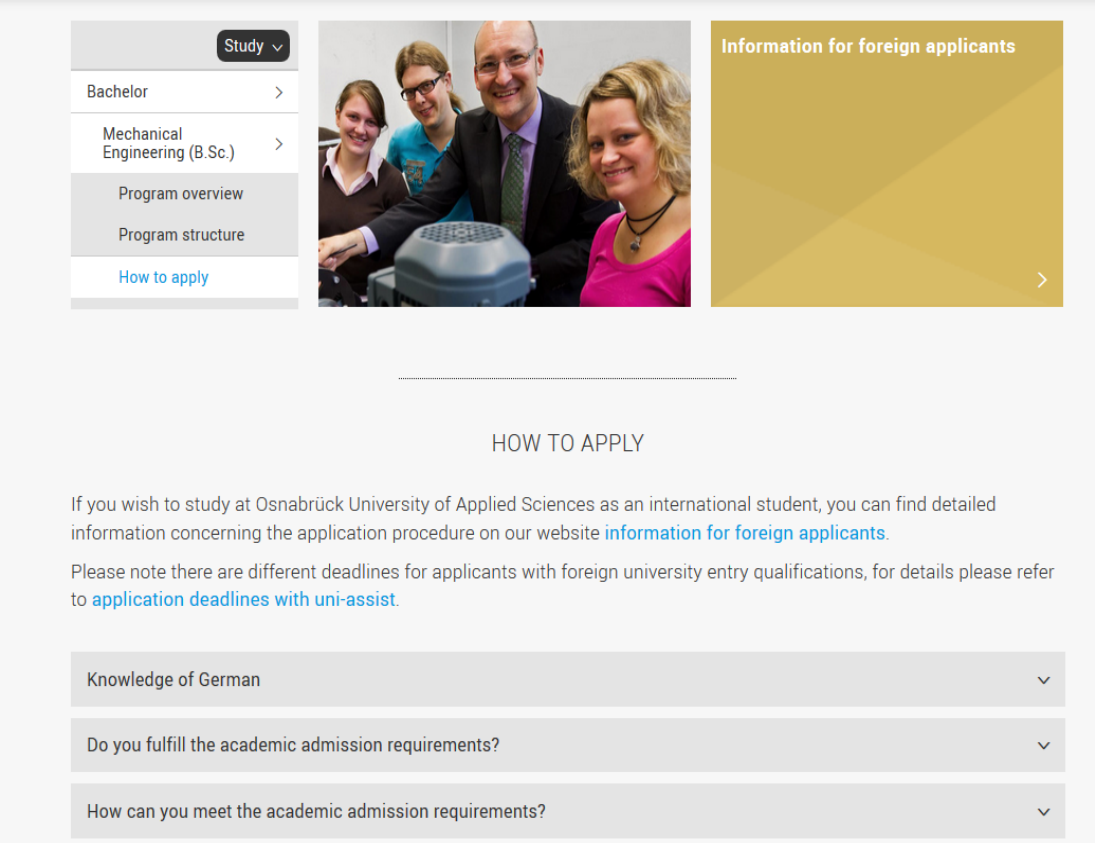
Englisch	Bachelor International Management (+ basic knowledge German); Master International Business and Management(+ basic knowledge German)
German C1	most other degree programs of the university

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

German language certificates can be submitted until August 31, 2021 directly at our university!

SPECIFIC REQUIREMENTS FOR CERTAIN DEGREE PROGRAMS



Certain degree programs require specific documents, e.g.:

Artistic aptitude (for artistic/creative degree programs such as design, music pedagogy, or theater pedagogy)

Three-year vocational training program before commencing studies (e.g. for degree programs in the care/health sector)

Please check the webpage of your desired program!

www.hs-osnabrueck.de → Study → Bachelor → Mechanical Engineering

APPLICATION DEADLINE

If you want to apply for the winter semester 2021/22 you can start your application beginning of March:

Application deadline for applicants with international diplomas ends on
June 15, 2021

German language certificates can be submitted directly to Osnabrück University of Applied Sciences until August 31 (to the following address: Hochschule Osnabrück, Studierendensekretariat, Postfach 1940, 49009 Osnabrück, Germany)

UPON RECEIPT OF YOUR APPLICATION TO UNI-ASSIST

Application with uni-assist until
June 15th 2021

uni assist examines the application (if needed informs about missing documents)

uni assist forwards documents to the university when complete

university informs about acceptance or rejection (end of July 2021)

If accepted = enrolment at university

IMPORTANT: German language certificates may be filed directly to the university until the August 31st 2021!
IMPORTANT: We are happy to accompany you at all stages!

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
49076 Osnabrück

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 ,

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#c15968

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 **statement of acceptance**, you must **submit signed** up to a certain point.
- **If you need to submit additional documents, we will inform you.**
- IMPORTANT: German language certificates can be submitted until August 31st 2021 to the registrar's office!

ANY QUESTIONS? PLEASE DON´T HESITATE TO ASK:

TATJANA MAIER
CENTER FOR INTERNATIONAL STUDENTS
ROOM NUMBER: AB 0011

PHONE. 0541/969-3045
EMAIL: INTERNATIONAL@HS-OSNABRUECK.DE

Consulting and Service Hours:

Due to current developments regarding the corona virus and the goal of slowing its spread, all consultation can only be carried out by email, telephone or video call from Mondays to Fridays from 9:00 a.m. to 3.00 p.m.

If you want to speak to me via video call, please send an email.