Service Center Studienangelegenheiten
Service Center Study Affairs

Kontaktdaten und Öffnungszeiten unter
Contact details and office hours at

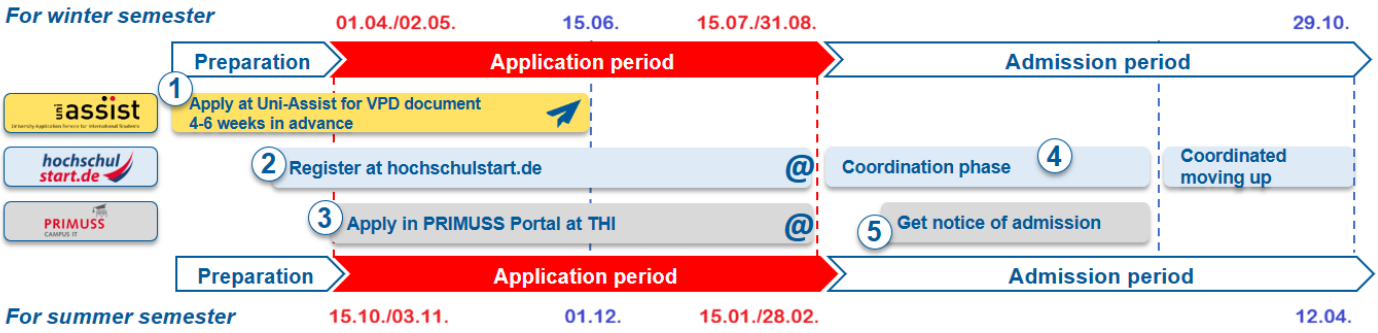
www.thi.de/go/scs

Technische Hochschule Ingolstadt

Step-by-step guide for a foreign student: How to apply at THI?

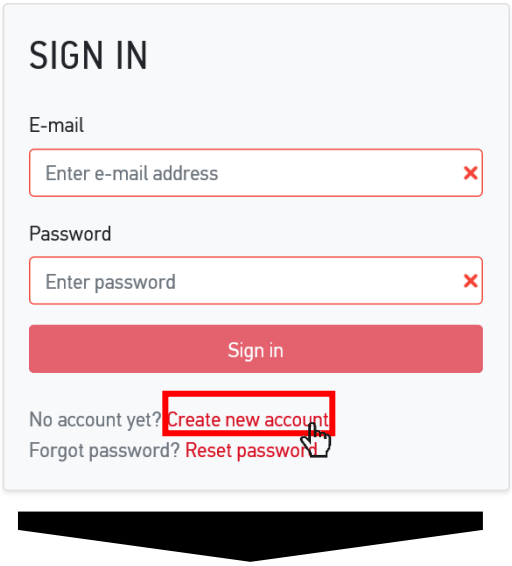
- **Stage 1: Uni – Assist**
- **Stage 2: Hochschulstart**
- **Stage 3: PRIMUSS Portal at THI**

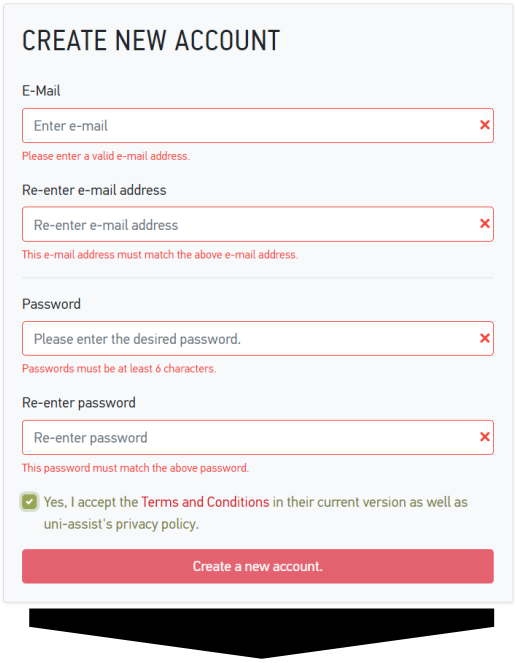
Bachelor Application & Admission Process at THI for a foreign student

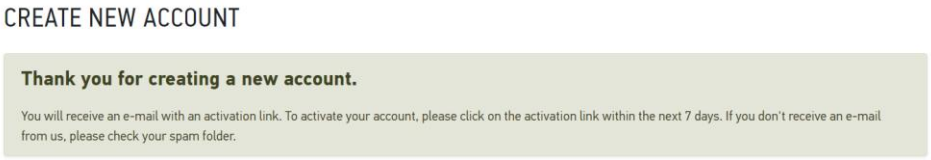


STAGE 1: Uni – Assist

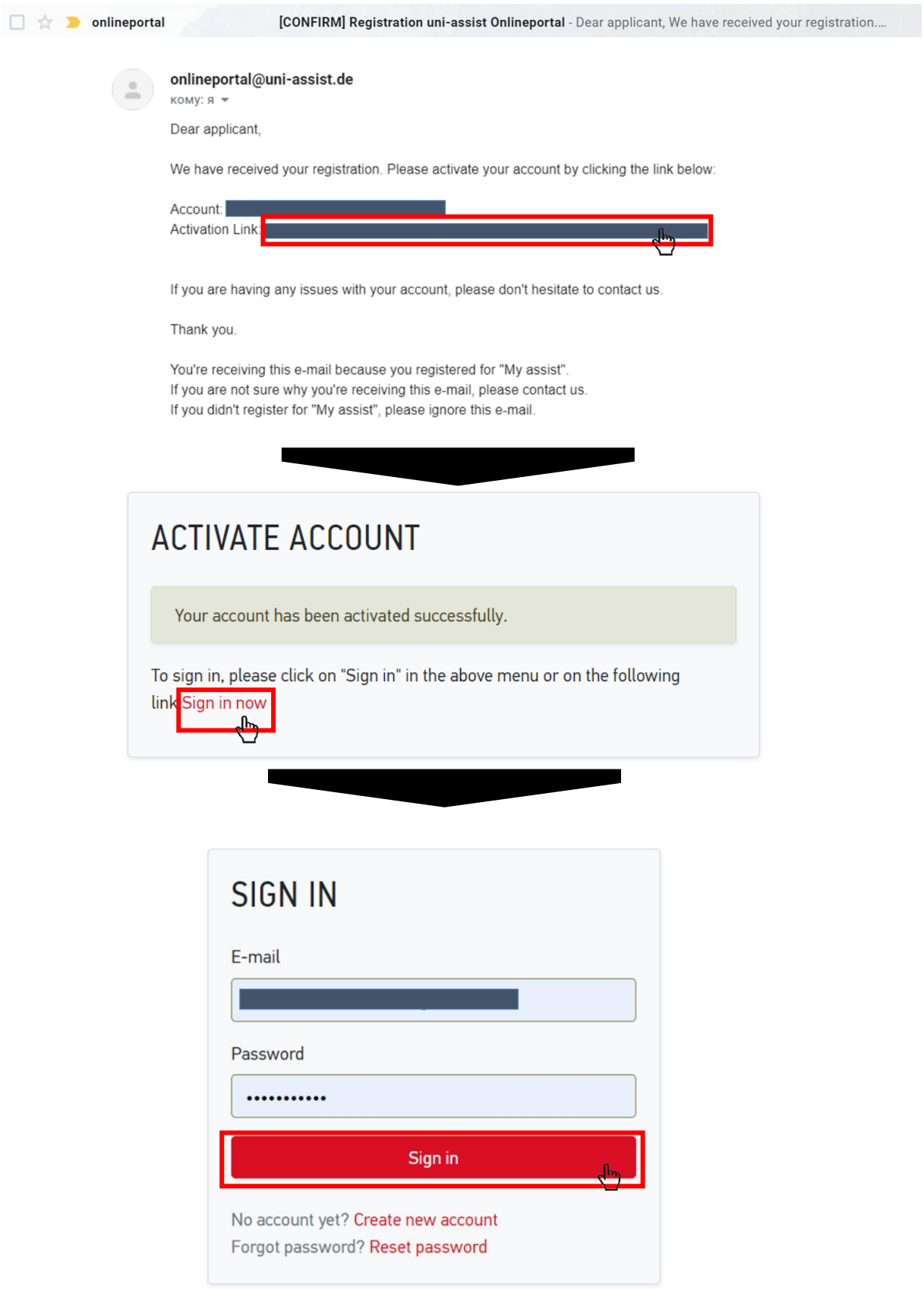
1. *Read carefully the instruction for VPD (preliminary review documentation) application from uni-assist*
2. *Go to https://my.uni-assist.de/login and create a new account*



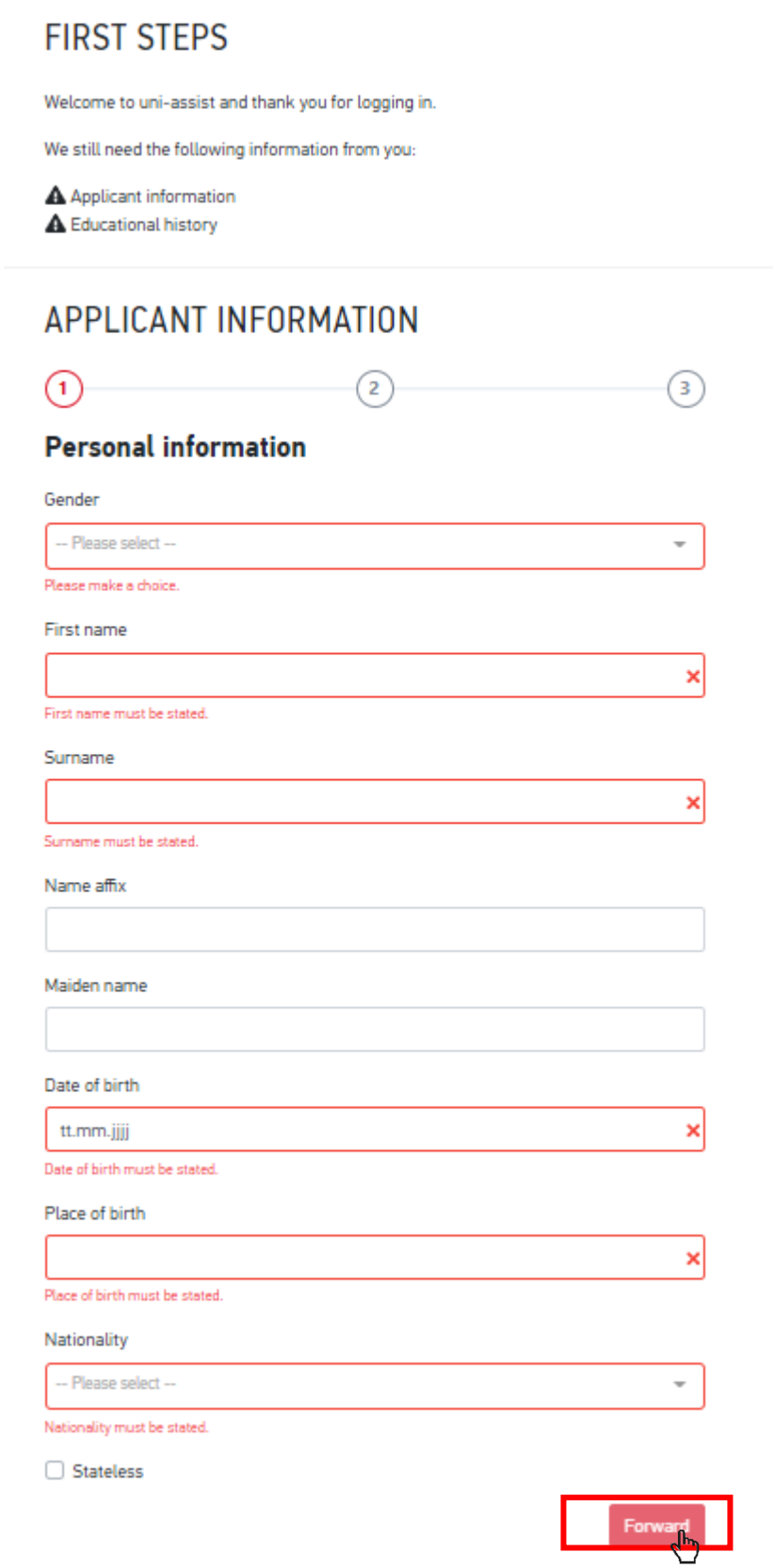




3. *Check your e-mail and confirm the registration*



4. *Fill in the applicant information (1,2,3)*



FIRST STEPS

Welcome to uni-assist and thank you for logging in.

We still need the following information from you:

⚠ Applicant information
⚠ Educational history

APPLICANT INFORMATION

1 — 2 — 3

Contact information

c/o

Street name

Street name must be stated.

Address continued

Postal Code

City/Province/Region

City/Province/Region must be stated.

Country

-- Please select --

Country must be stated.

Back

Forward

FIRST STEPS

Welcome to uni-assist and thank you for logging in.

We still need the following information from you:

⚠ Applicant information
⚠ Educational history

APPLICANT INFORMATION

1 — 2 — 3

Other information

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

uni-assist applicant number

Are you married to a citizen of the European Union?

◯ Yes ◉ No

In which language would you like to be contacted?

◯ German ◯ English

Language must be stated.

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

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

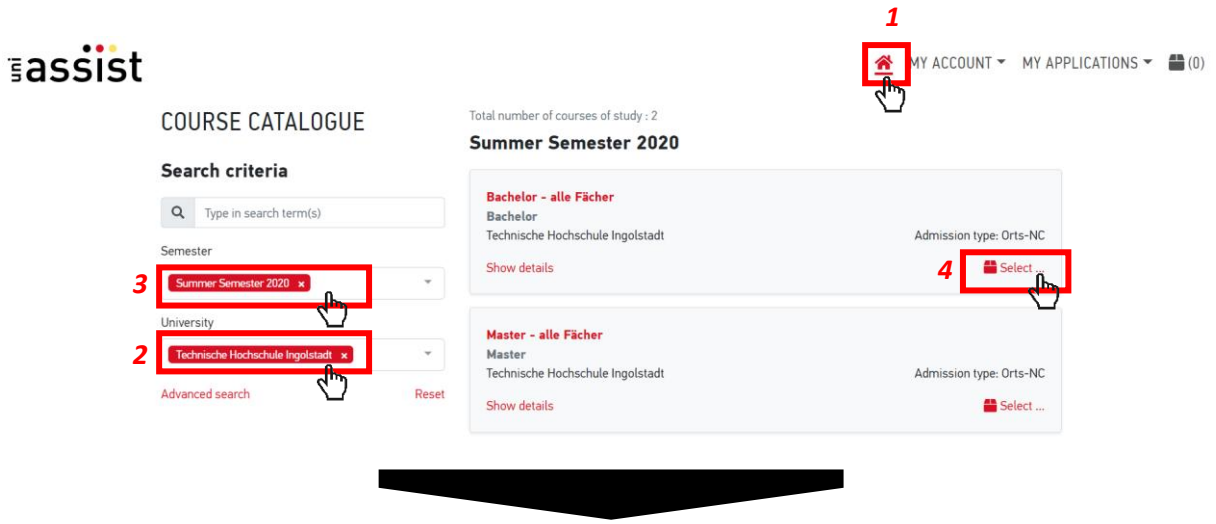
☑ Yes, I accept the Terms and Conditions in their current version as well as uni-assist's privacy policy.

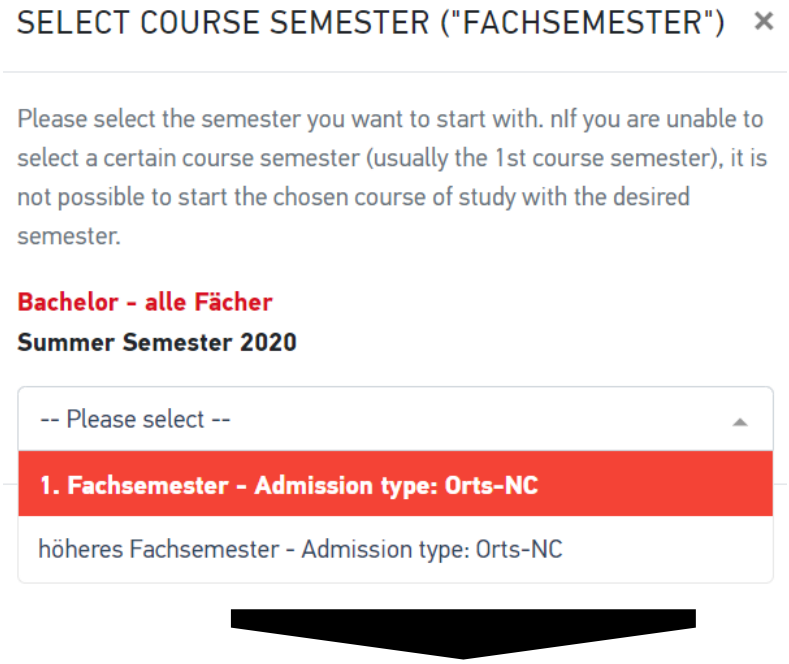
Send applicant information

Back

5. *Choose Technische Hochschule Ingolstadt from the course catalogue*

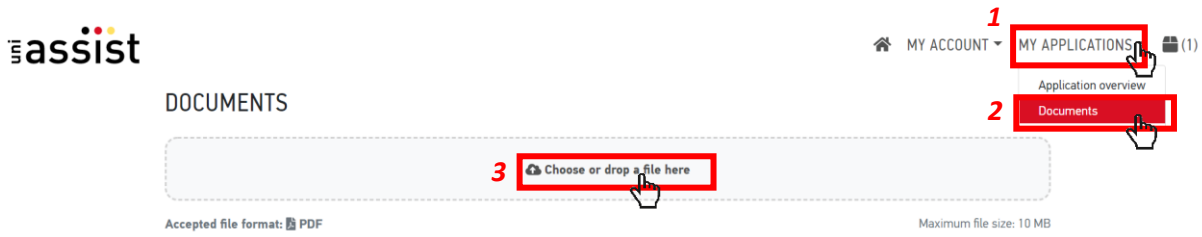
1. *Click on the home button*
2. *Choose the "Technische Hochschule Ingolstadt" in the university field*
3. *Choose the Semester you apply for in the semester field*
4. *Select course semester:*
   - *If you start a study course from the beginning of the programme → choose "1.Fachsemester – Admission type: Orts-NC"*
   - *If you start a study course from the higher semester → choose "höheres Fachsemester – Admission type: Orts-NC"*





6. *Upload all relevant documents giving them proper names. Please consider the official translation and certification rules. There is no need for a translation when documents are in German or English language.*

1. *Choose my application*
2. *Choose Documents*
3. *Upload your files in the section*



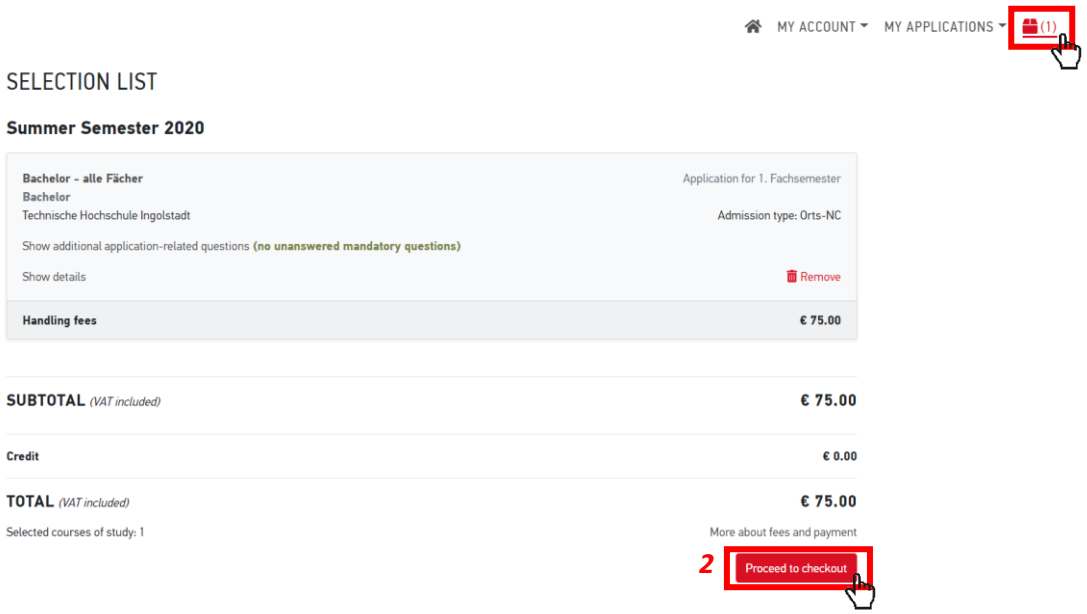
You need to submit the following documents:

1. *Proof of education in the original language as well as official translation into German language:*
   a. *school leaving certificate*
   b. *Proof of having passed a university entrance exam: If you have already passed a university entrance exam in your country of origin, please submit the relevant certificate.*
   c. *Certificates of university studies: (Have you already studied at a university outside of Germany? Please submit a complete overview of subjects and grades issued by your university. If you have already completed your studies, we also need your diploma certificate including diploma supplement)*
2. *CV (illustration of education - school career)*
3. *Copy of personal ID or passport*
4. *Proof of a name change (e.g. copy of the marriage certificate) if the proof of education is not issued in the current name*
5. *Your university's grading system*
6. *The original APS certificate (for applicants from the PR China, India, Mongolia and Vietnam)*

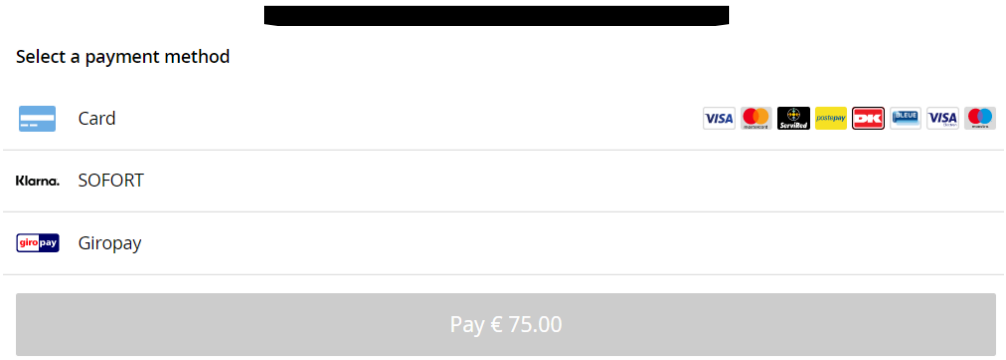
Detailed information on the certification and translation of documents can be found here.

Note: These documents do not have to be sent by post. Technische Hochschule Ingolstadt allows an online-only application for VPD application.

7. *Go to the selection list and proceed to checkout*



8. *Select a payment method and pay the fee*



9. *After Uni-Assist has received your documents, you will receive confirmation of receipt by e-mail.*

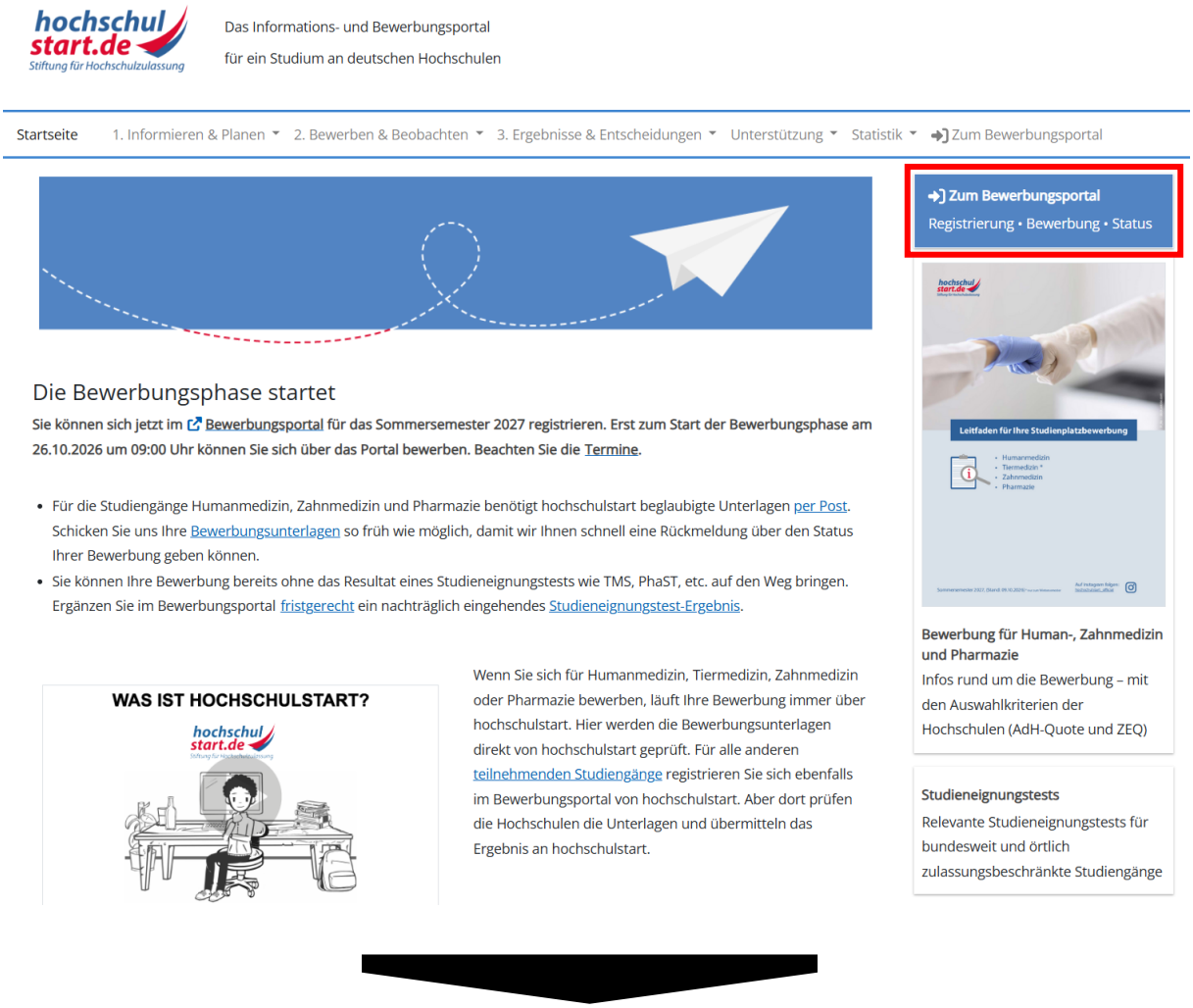
After about 4-6 weeks: the status in the online portal will change and you will receive the result of the evaluation by e-mail and post. Read the evaluation result carefully: is everything in order or are documents missing? If documents are missing, please submit them immediately.

→ After a positive evaluation, you will ***receive the VPD by e-mail and by post.*** *Upload the VPD document to the THI PRIMUSS Portal within the university's deadline.*

STAGE 2: Hochschulstart DoSV

(Registration at Hochschulstart is only necessary for admission-limited courses, an overview can be found here: https://www.thi.de/en/studies/application/bachelor-application/)

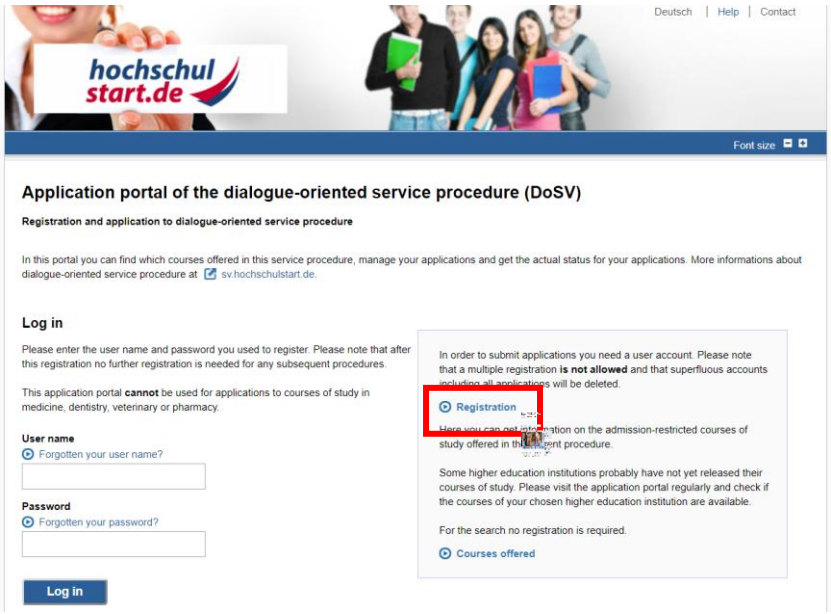
10. Go to Hochschulstart and choose the Button "Zum Bewerbungsportal"



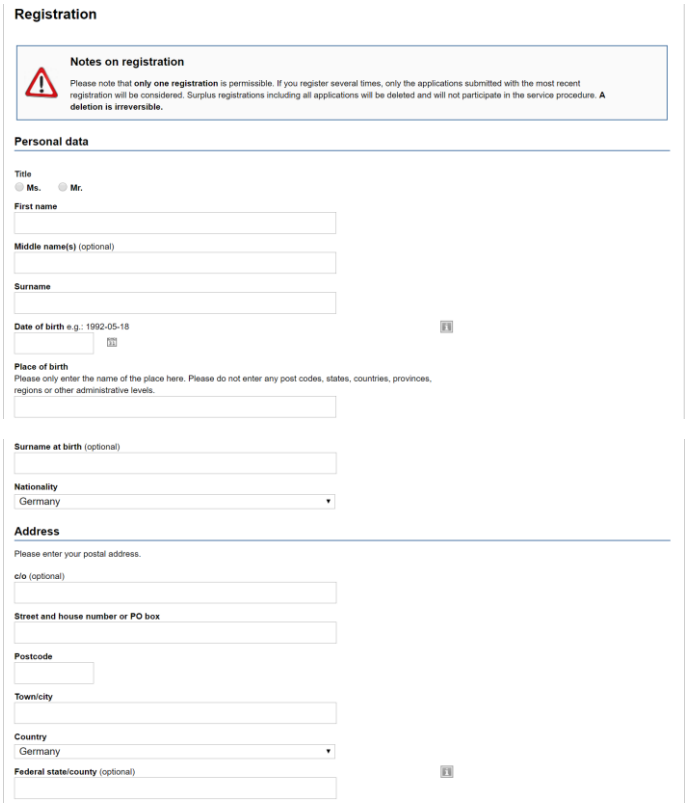
11. Change the language into English

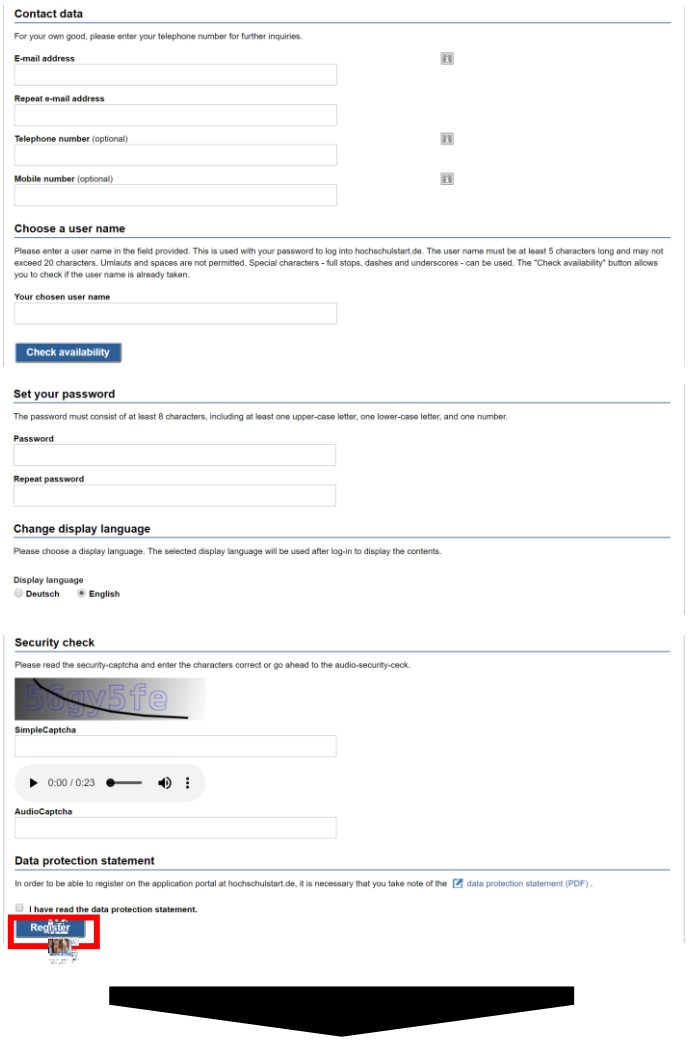


12. Choose the registration tab

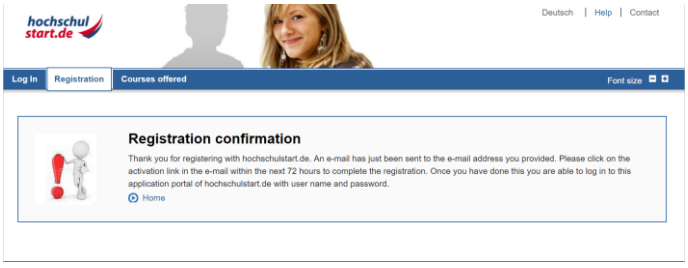


13. Fill in the form





14. Check your E-Mail



15. Activate your account within 72 hours



Completing your registration Inbox ×

noreply@hochschulstart.de 11:31 (2 minutes ago)
to me

Dear Ms. ı,

Thank you for your registration on the application portal at hochschulstart.de.

Your applicant ID is:

You can find your applicant authorization number (BAN) in the application portal at https://dosv.hochschulstart.de/bewerber under the menu item "My data", subsection "Personal data".

Please click on the activation link below to complete your registration:

Activation link: https://dosv.hochschulstart.de/bewerber/registration/Activation.action?at=f4ce7e53ca3cc1d365ac7202ebb5b20ab82788a8cfffd86860be6247a7a35002&reque[redacted]ocale=en

This link activates your account. Afterwards you can log in with your user name and password. You have to use this link only once.

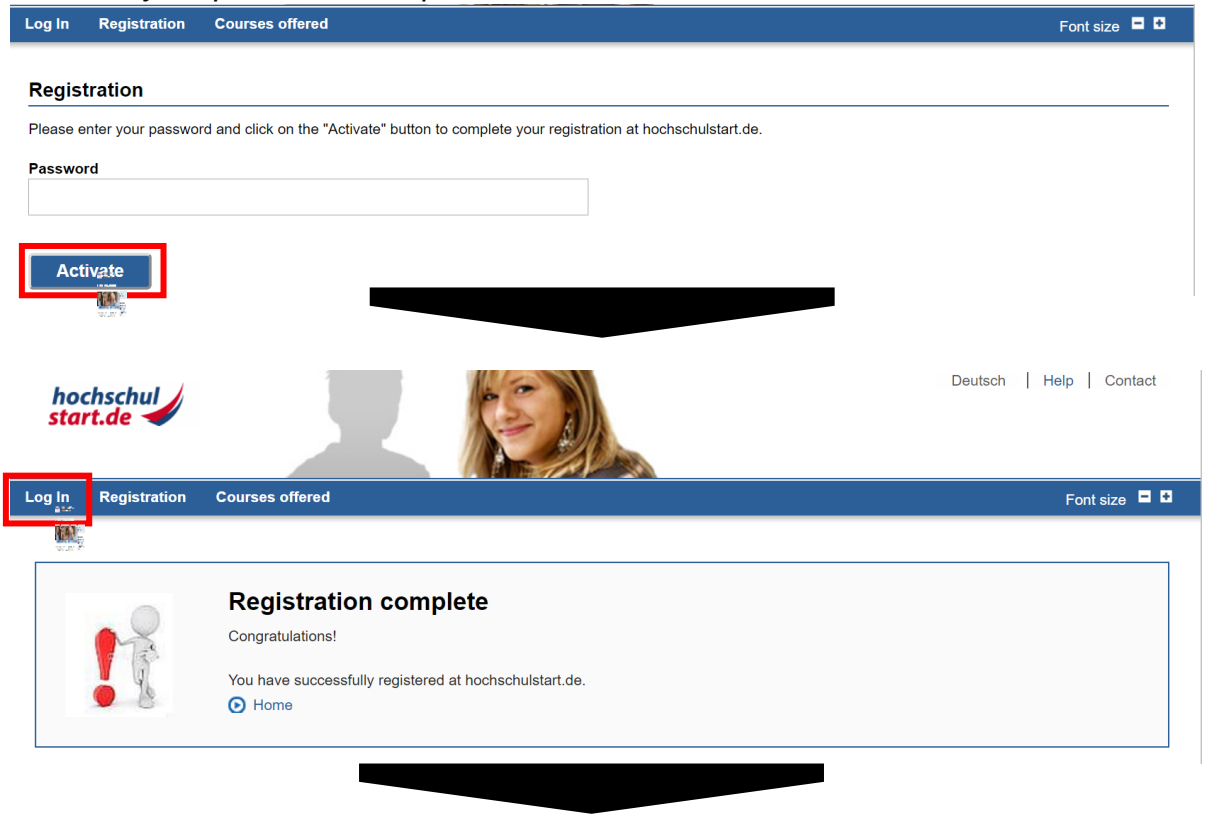
Note that the activation must be completed within the next 72 hours. Otherwise the activation link expires. In this case, please contact hochschulstart.de. For information on contacts, visit the application portal at https://dosv.hochschulstart.de/bewerber. There you find a contact page.

Kind regards,
Your team at hochschulstart.de

www.hochschulstart.de
Postfach: 44128 Dortmund
E-Mail: service@hochschulstart.de

This is an automatically generated e-mail. Please do not reply.

16. Enter your password and press the "Activate" button



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 informations about dialogue-oriented service procedure at sv.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.

This application portal **cannot** be used for applications to courses of study in medicine, dentistry, veterinary or pharmacy.

User name

Forgotten your user name?

Password

Forgotten your password?

Log in

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.

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

17. Confirm notice of procedural information

Procedural information

Notice of procedural information

Before you can participate in the service procedure and submit applications, you have to take note of the procedural information (PDF) . Please read the procedural information carefully, it contains important notes on the procedure and on the processing of your applications.

I have read the procedural information.

Confirm

Back to top

18. Go to the "My Data" Tab

hochschulstart.de

User account | Help | Contact

Aveefomit Anna
BID:B187469406202
Log out

Home | My data | Courses offered | My applications | My notifications | Font size

Data saved successfully.

Selected service procedure: **Summer Term 2019 Coordination procedure**

The information provided on this page refers to the service procedure for the summer term 2019. You can change this selection in the drop down box below by using the "Display" button.

Select a service procedure

Please select the desired service procedure and click on the "Display" button.

Summer Term 2019 Coordination procedure

Display

Current phase: *	**Application phase**
Ends on:	**2019-01-15 24:00**

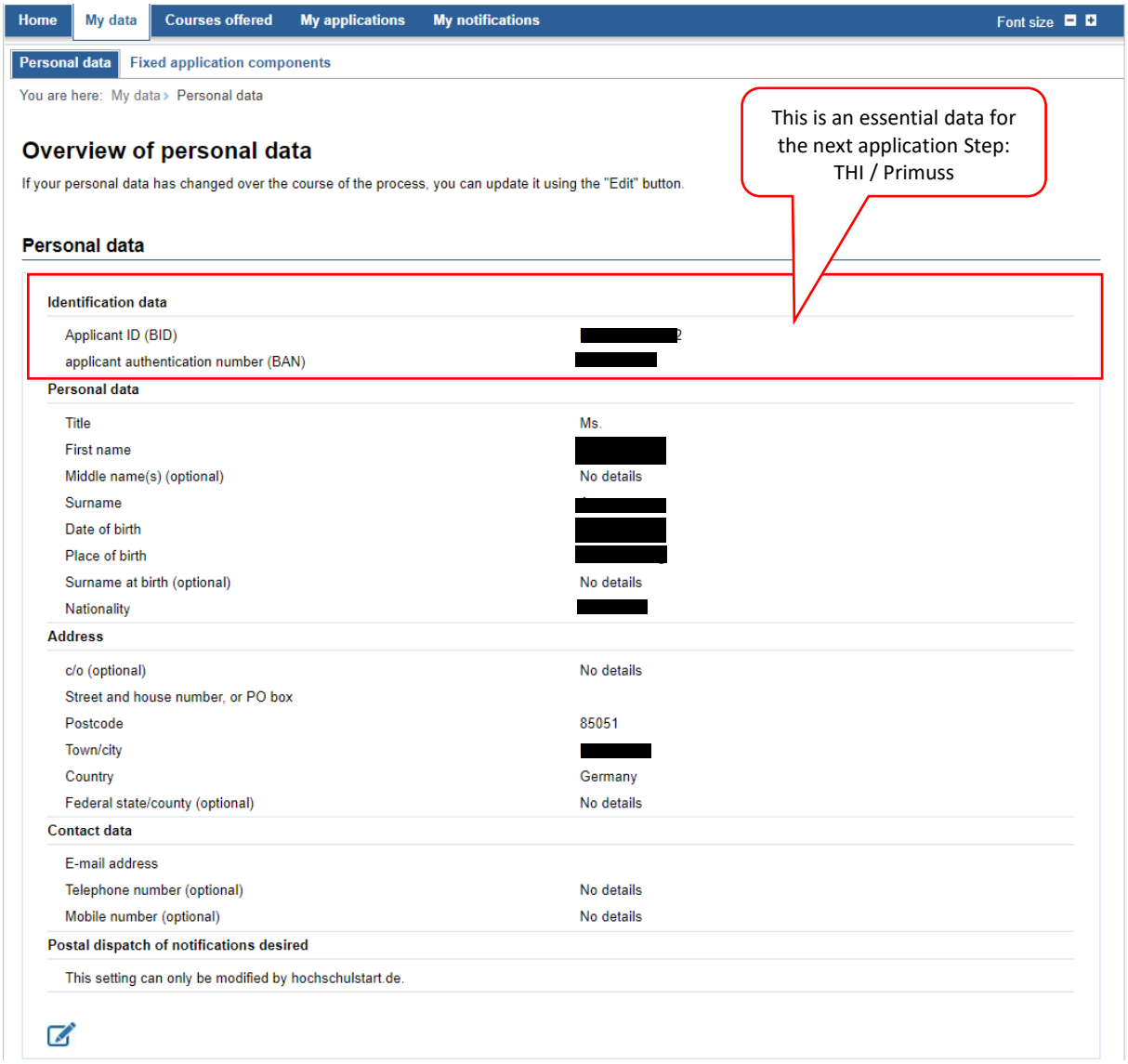
* During this phase you can submit applications to courses offered.

Welcome to your application portal of hochschulstart.de

This page offers you an overview of the sections "My data", "Courses offered" and "My applications".

- My data
- Courses offered
- My applications
- My notifications

19. Save your identification data: BID and BAN



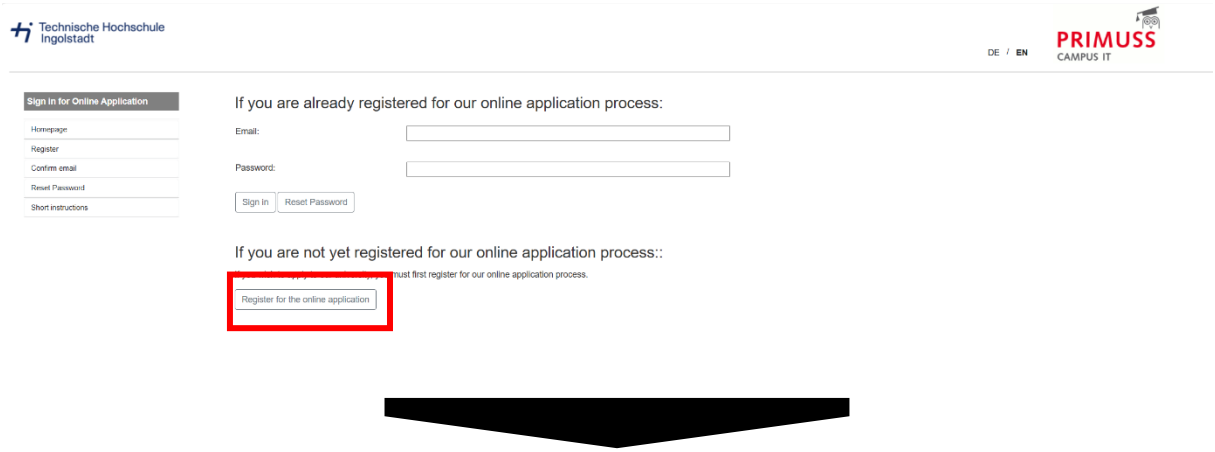
→ Move on to the 3rd application stage: <u>PRIMUSS Portal at THI</u>

Stage 3: PRIMUSS

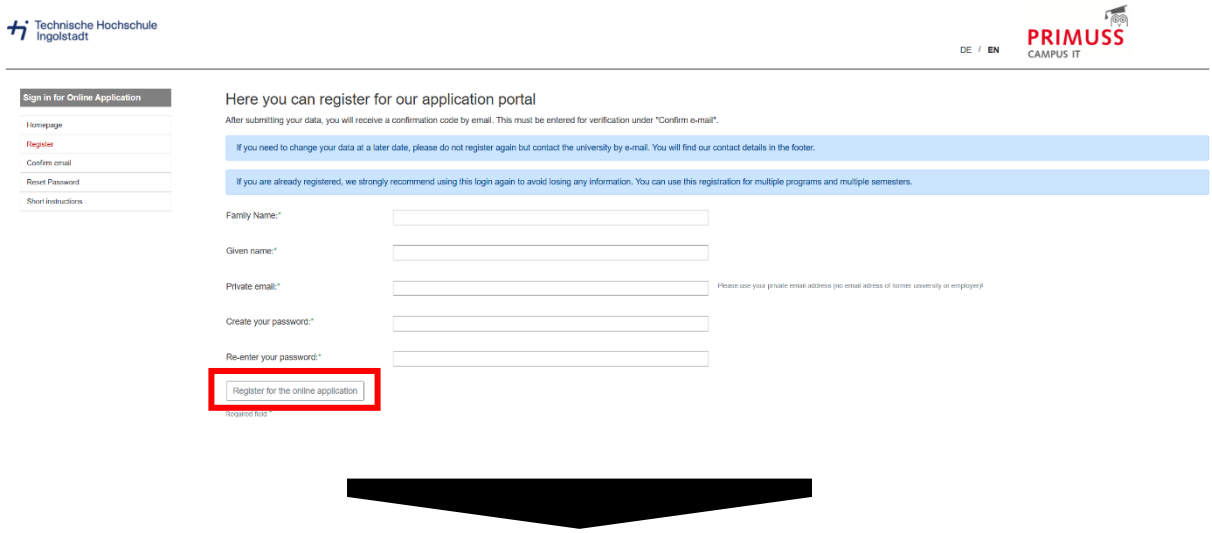
20. Open PRIMUSS and change the language setting into English



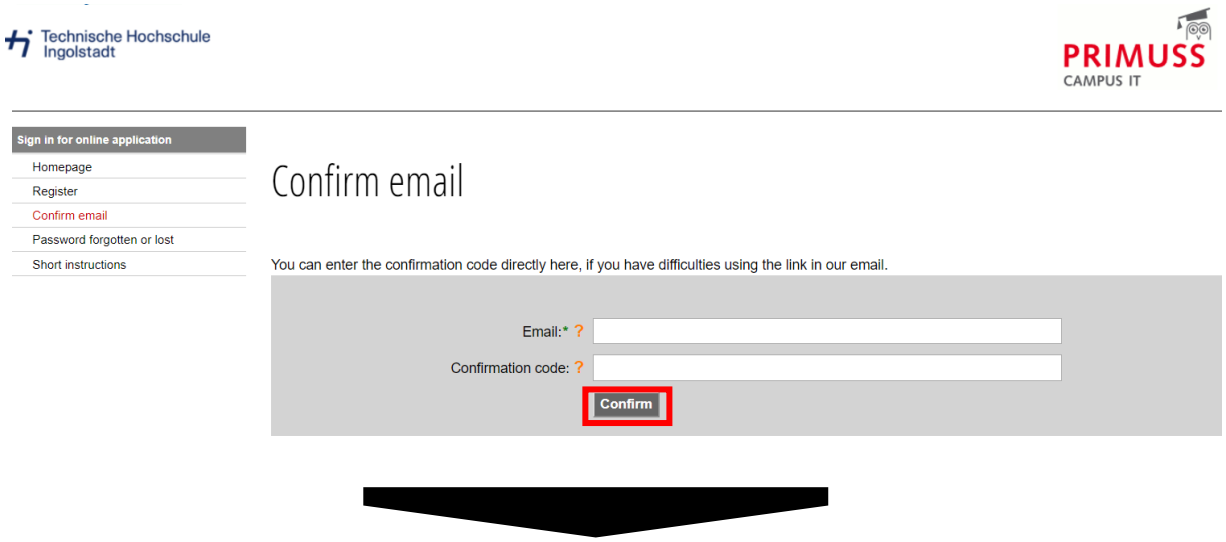
21. Go to the registration tab

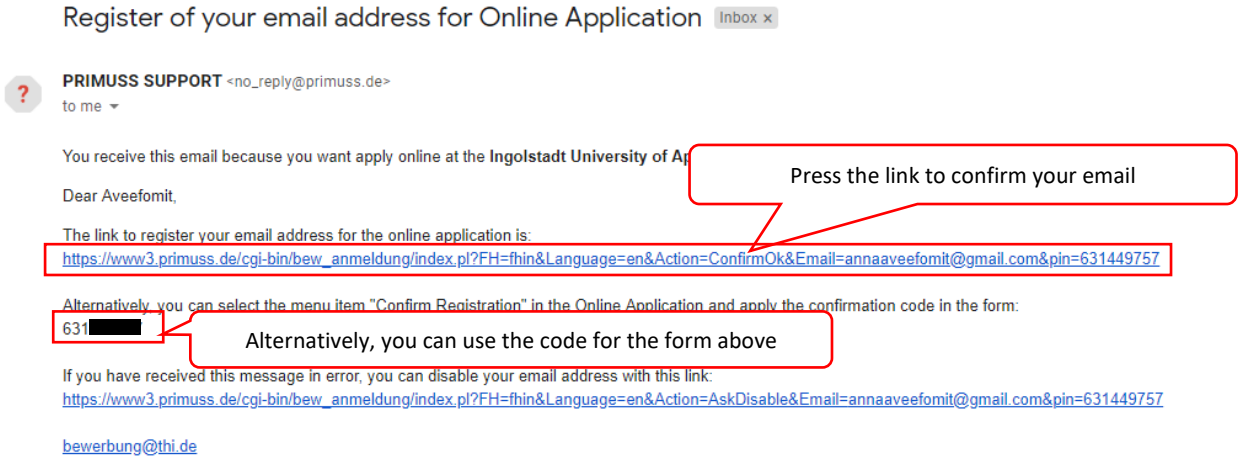


22. Fill in the application form

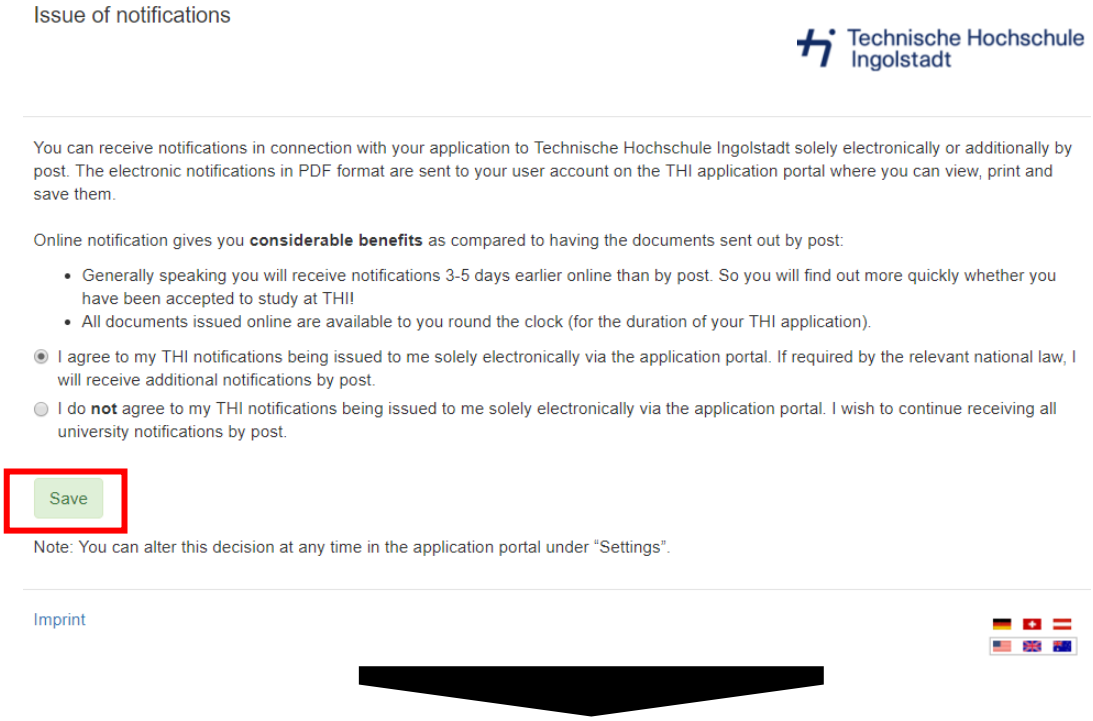


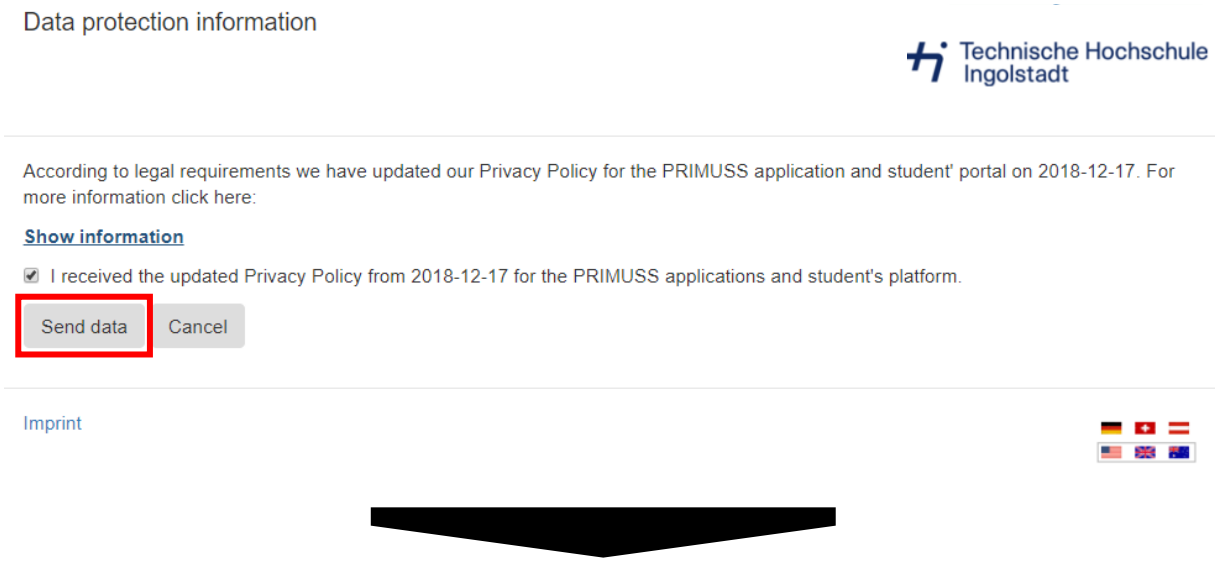
23. Wait until you get an E-Mail from PRIMUSS



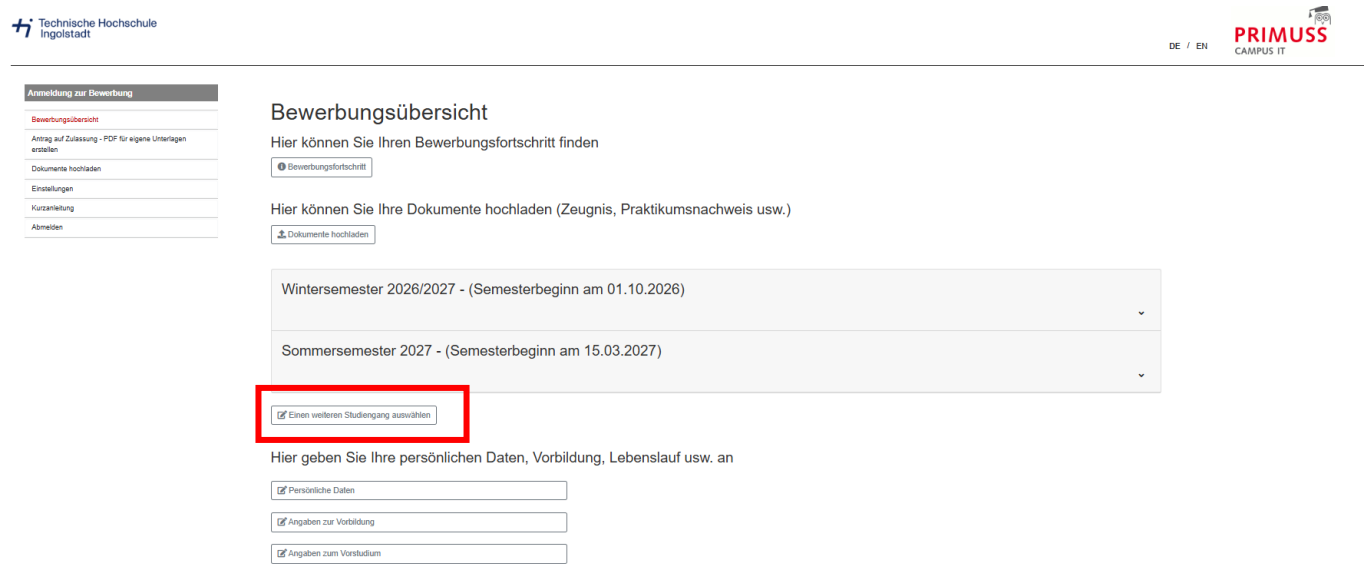


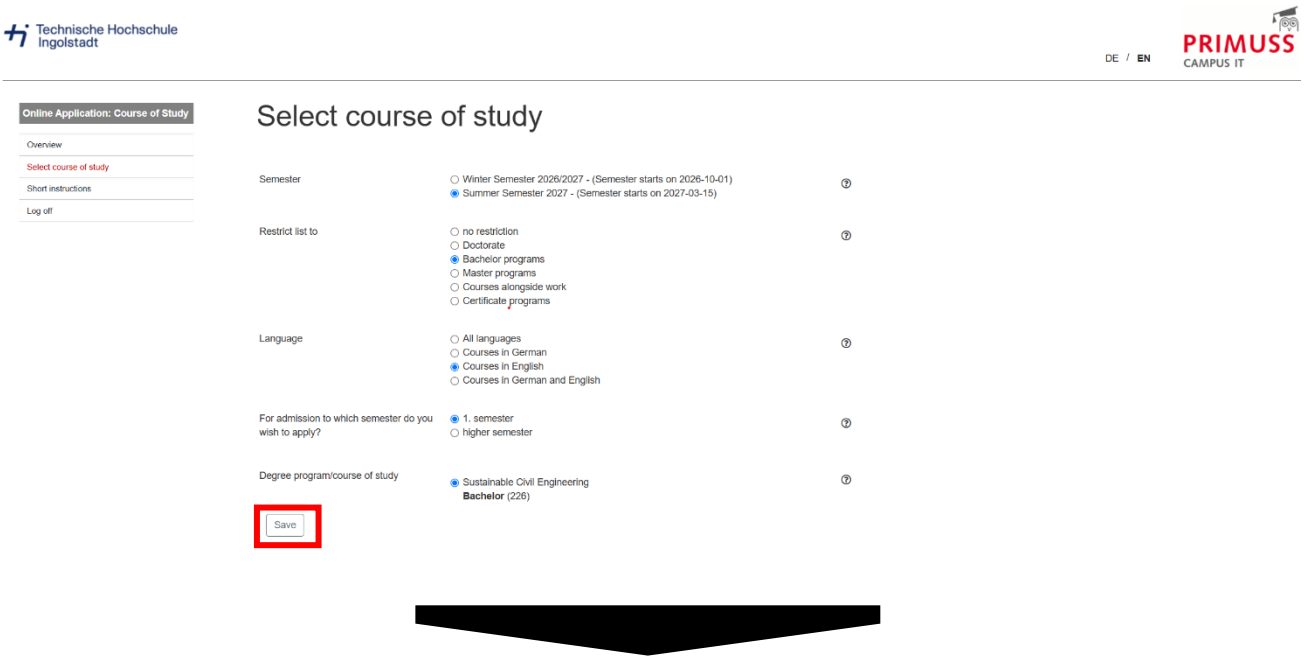
24. Choose how you want to be notified



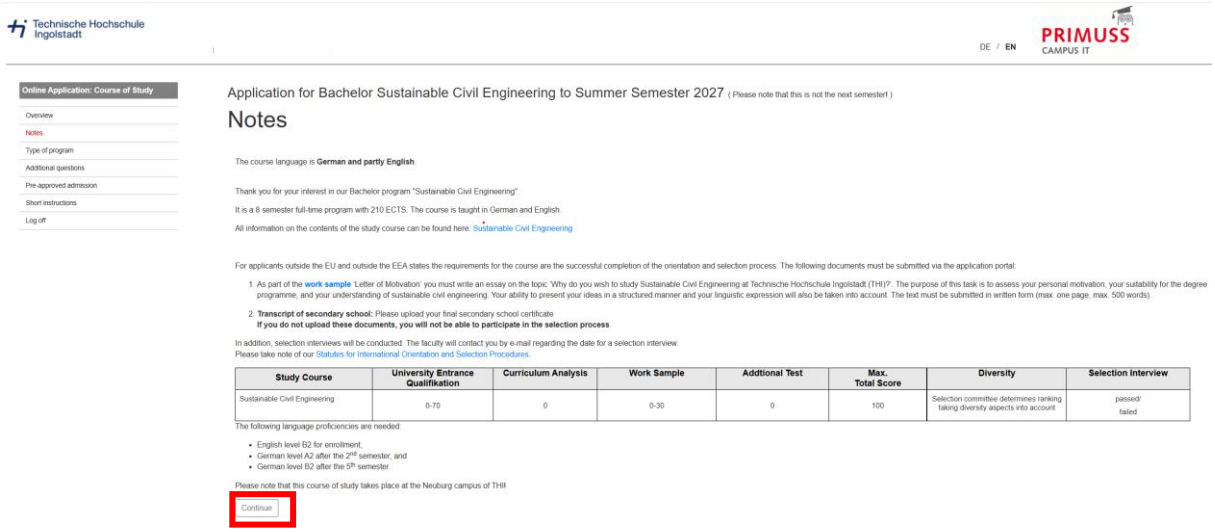


25. Select course of study

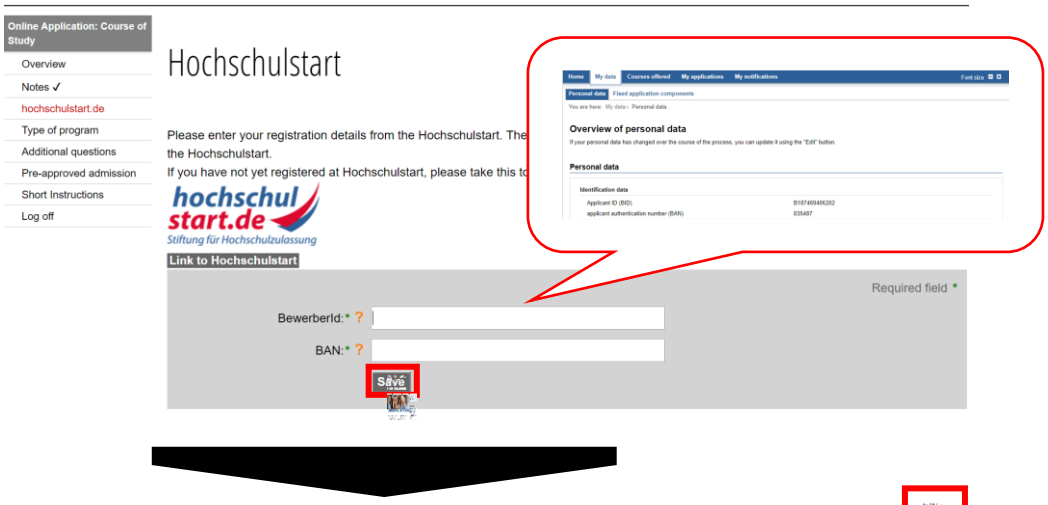


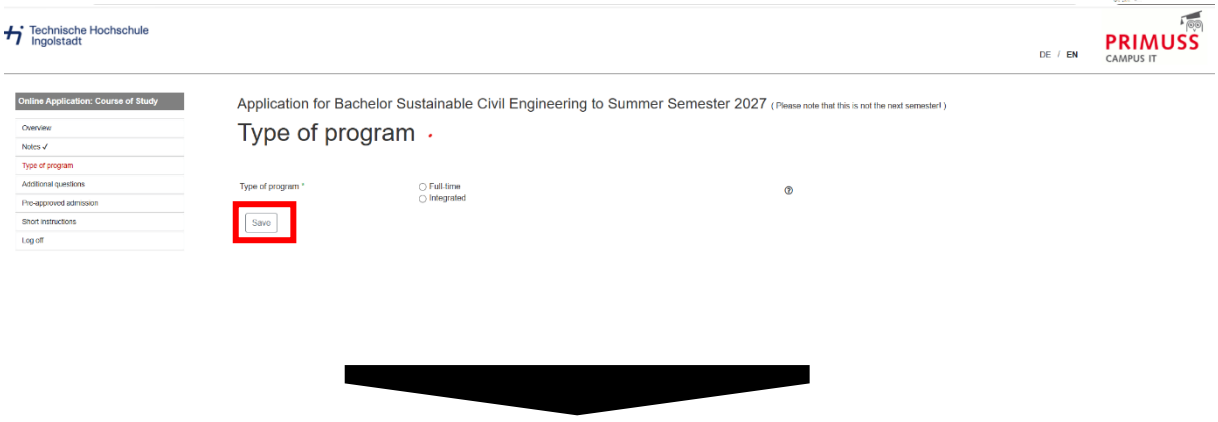


26. In this example the Bachelor programme Sustainable Civil Engineering is chosen

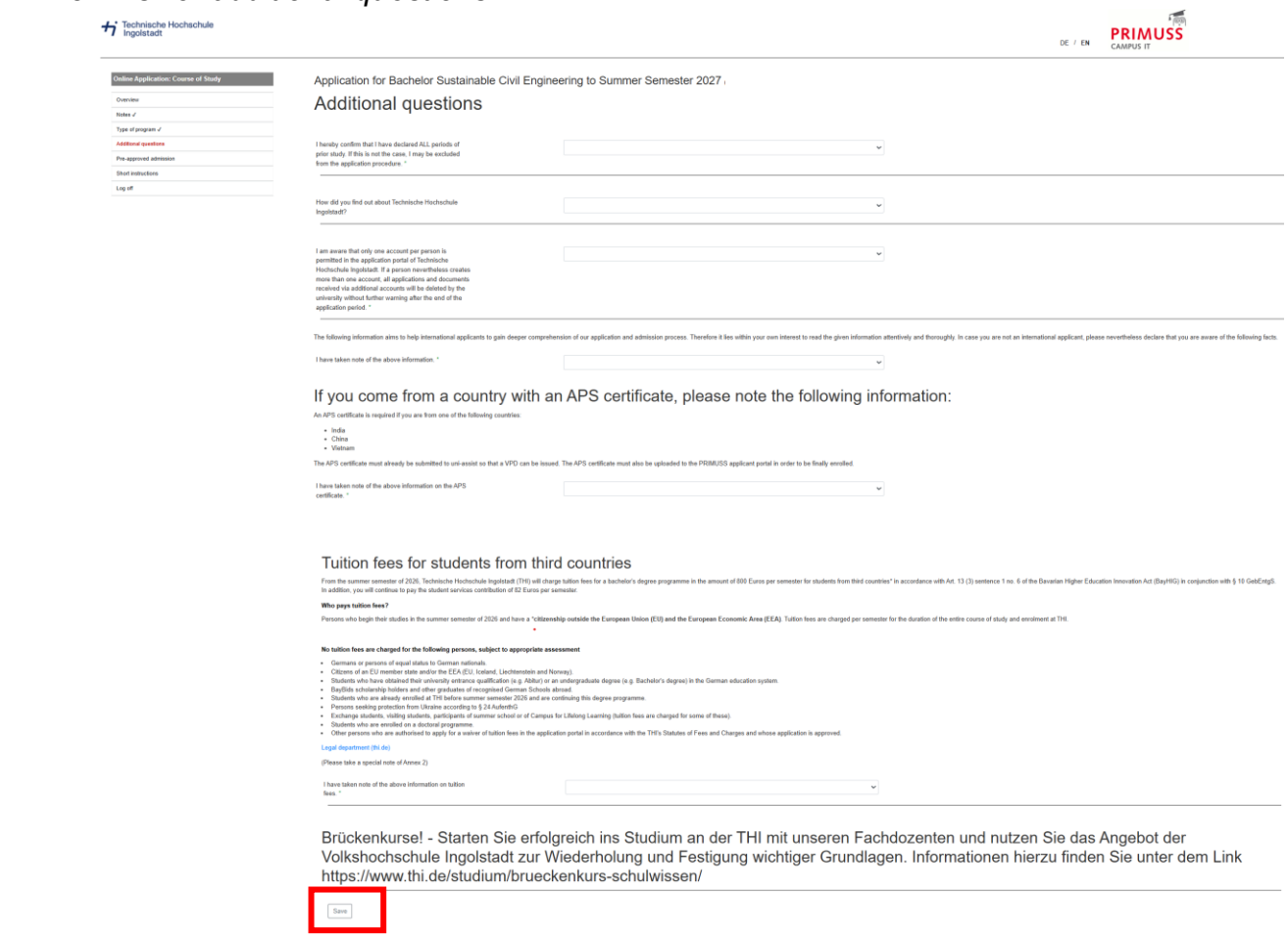


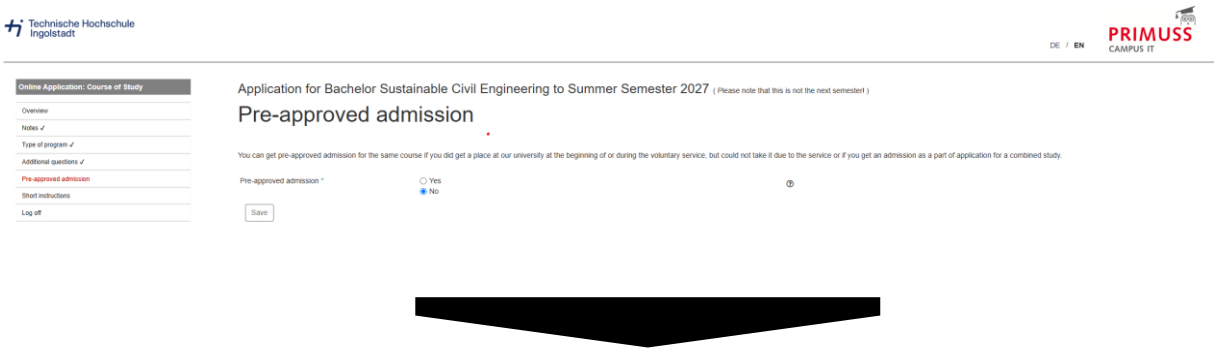
27. Enter your data from Hochschulstart (Applicant ID (BID) & BAN)



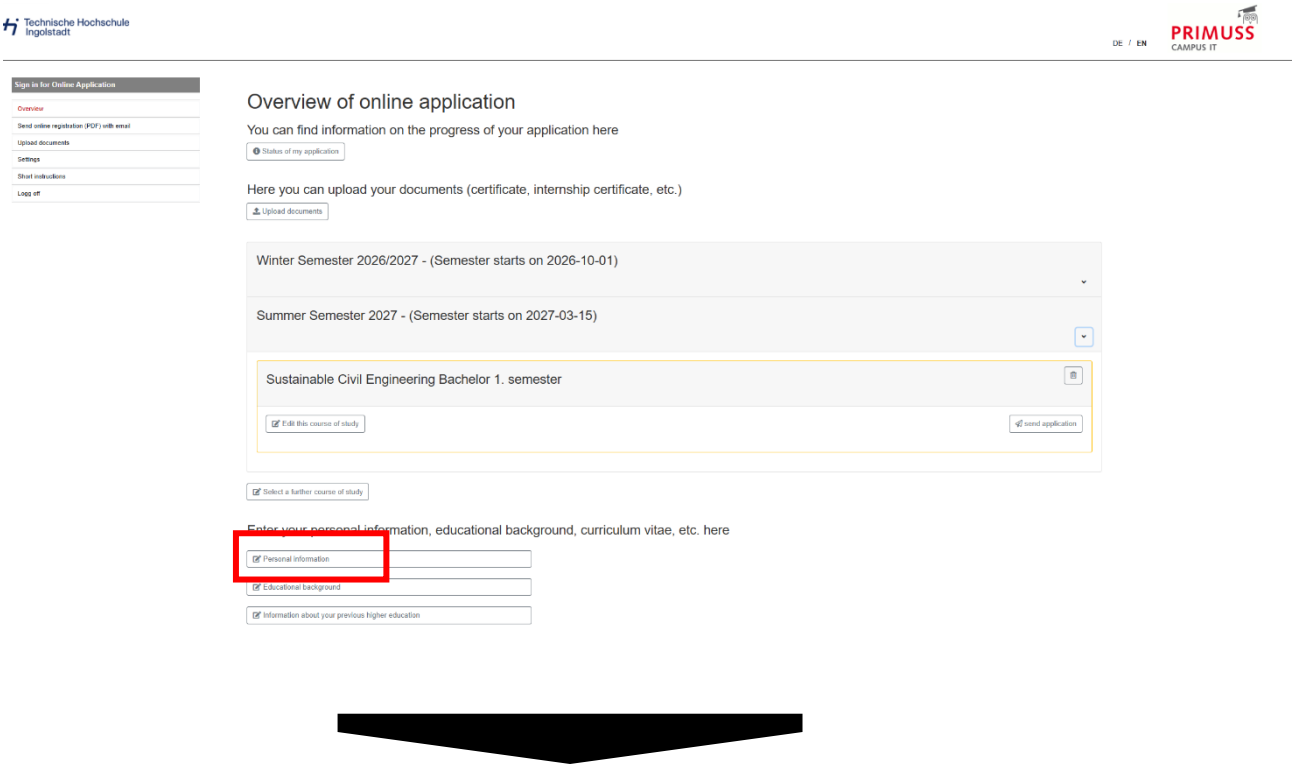


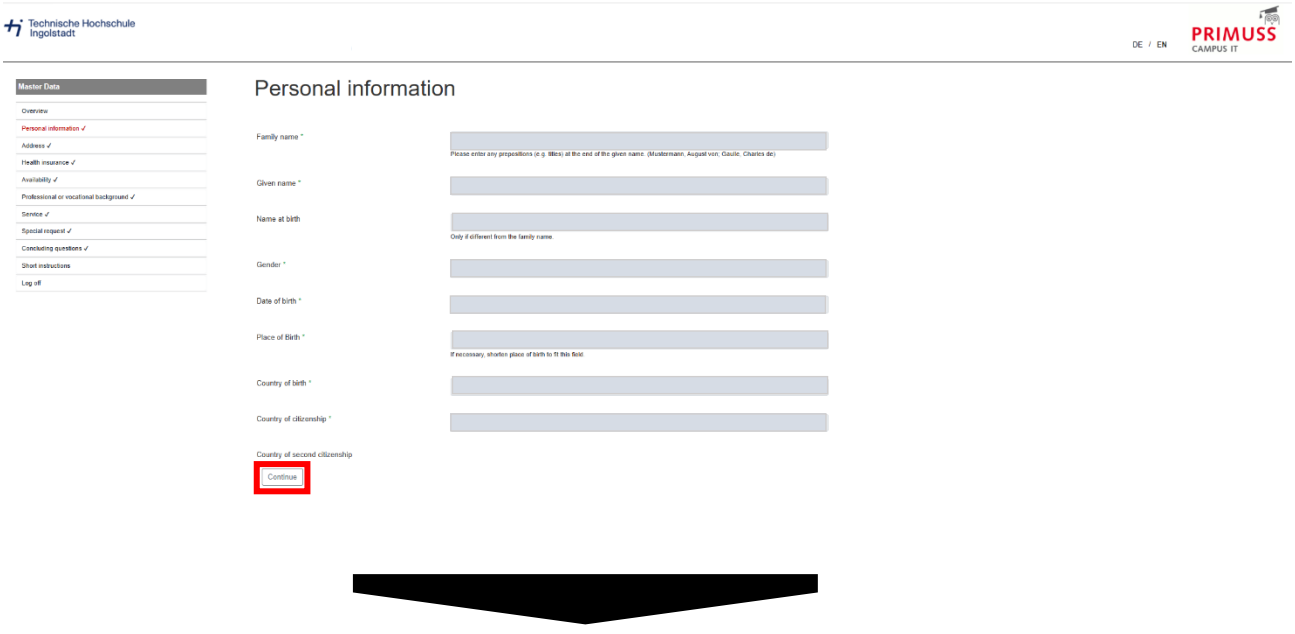
28. Answer additional questions

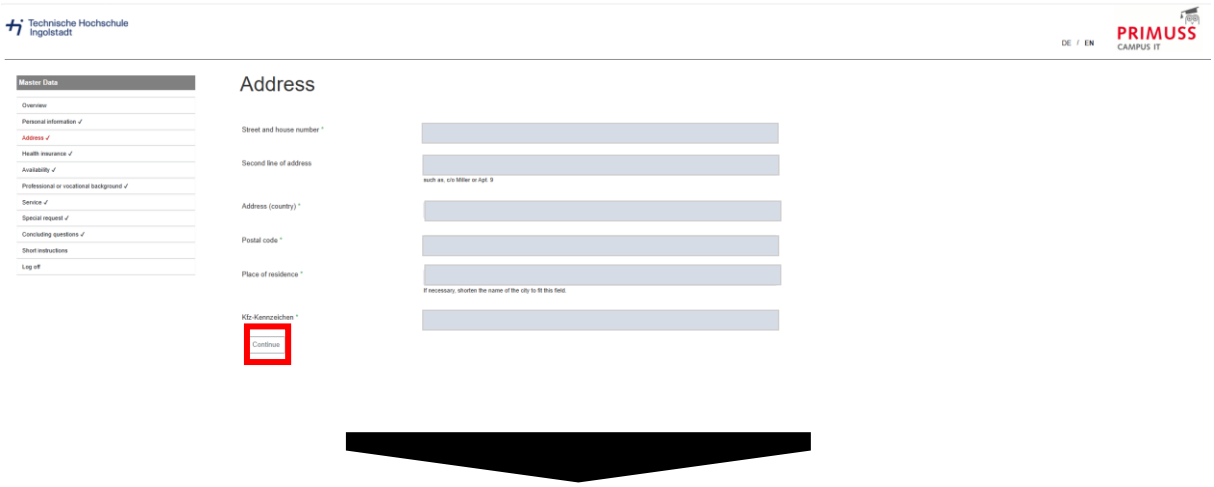




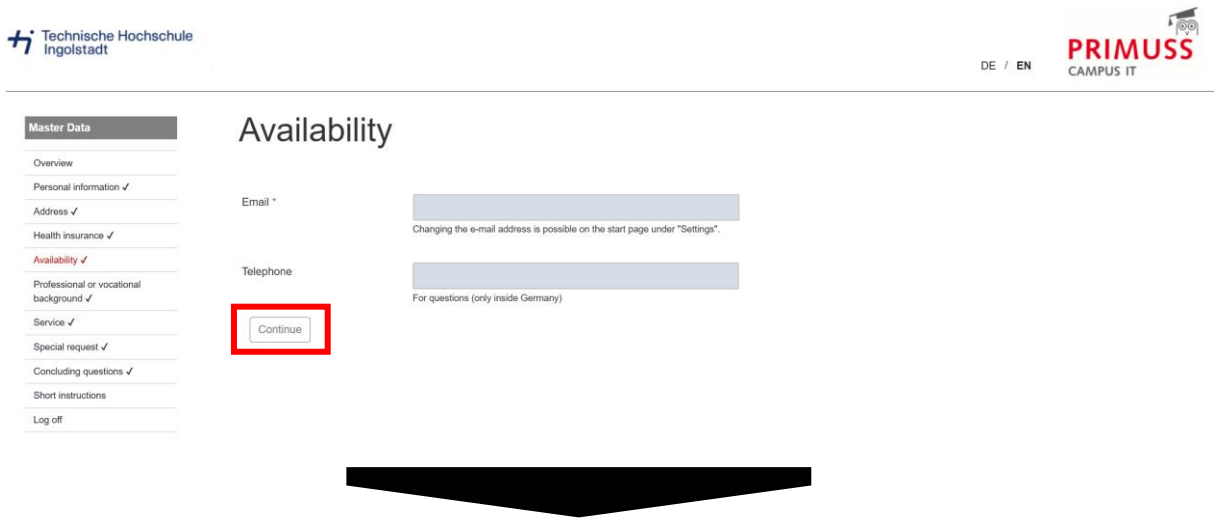
29. Complete your profile

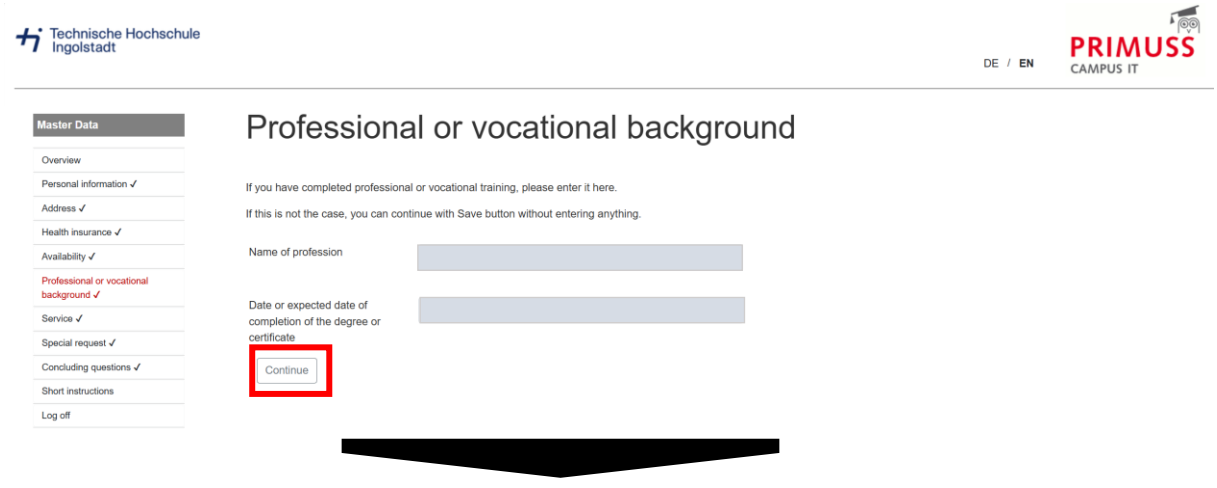


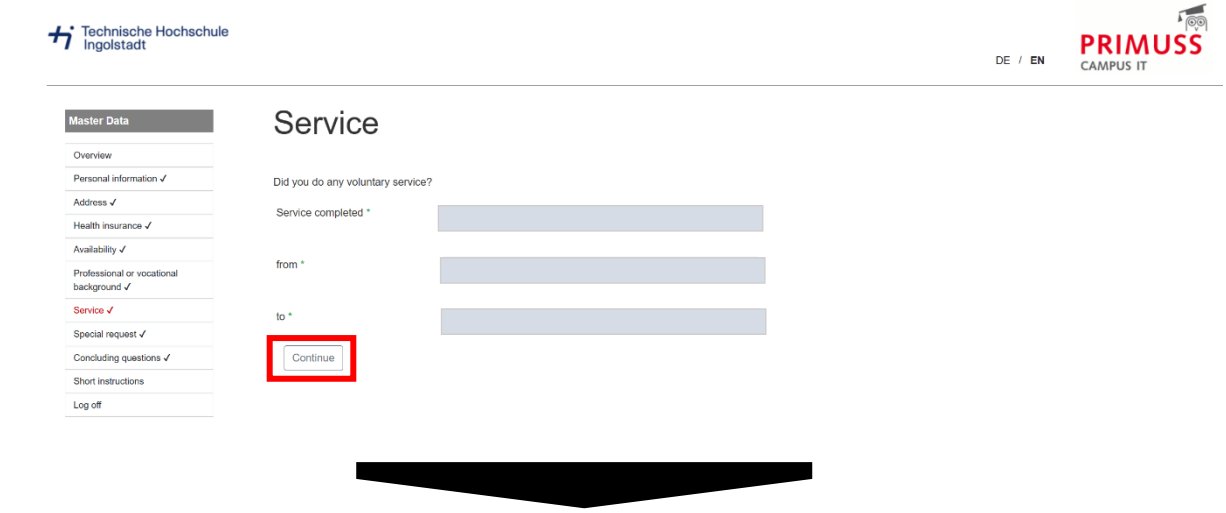


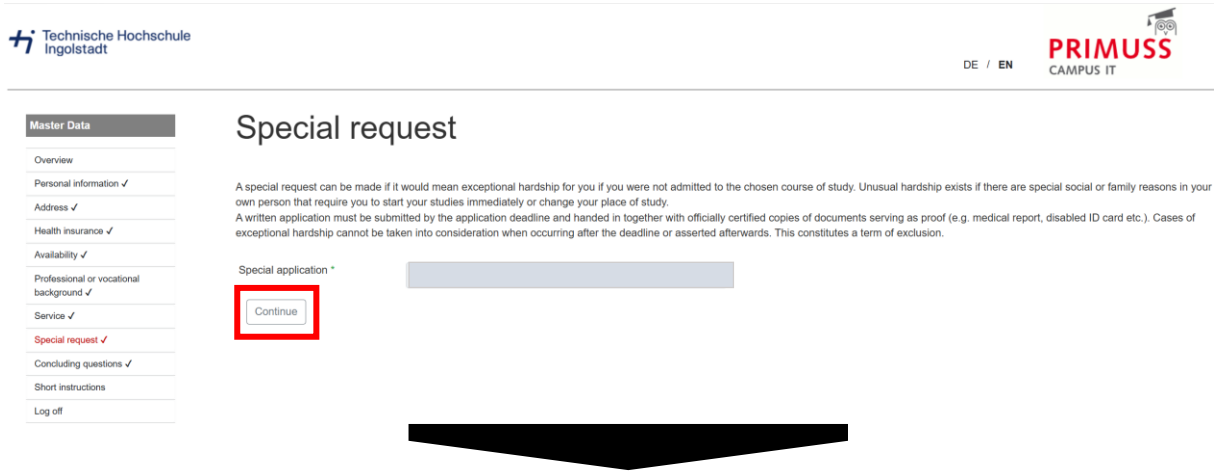


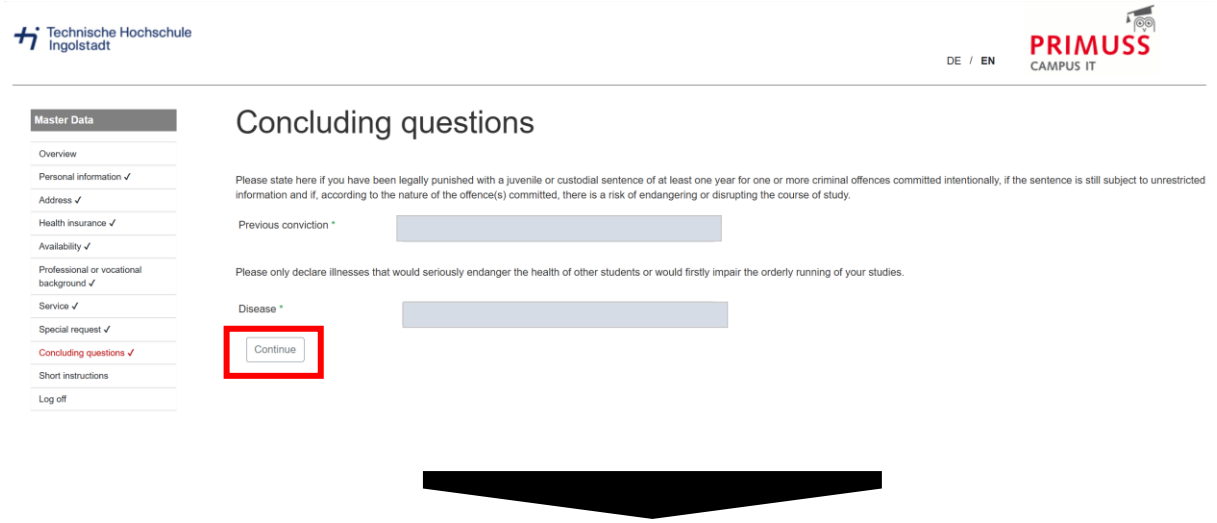

Technische Hochschule Ingolstadt
DE / EN
PRIMUSS CAMPUS IT
Master Data
Overview
Personal information ✓
Address ✓
Health insurance ✓
Availability ✓
Professional or vocational background ✓
Service ✓
Special request ✓
Concluding questions ✓
Short instructions
Log off
Health insurance
Please enter your data on your current health insurance here. The confirmation of your insurance status for a statutory health insurance is only done digitally. Please notify your statutory health insurance company if you get an admission. Changes (e.g. change of health insurance) during the application process will also be sent to us digitally by the respective health insurance company.
Insurance type *
Health directorate *
Continue


Technische Hochschule Ingolstadt
DE / EN
PRIMUSS CAMPUS IT
Master Data
Overview
Personal information ✓
Address ✓
Health insurance ✓
Availability ✓
Professional or vocational background ✓
Service ✓
Special request ✓
Concluding questions ✓
Short instructions
Log off
Availability
Email *
Changing the e-mail address is possible on the start page under "Settings".
Telephone
For questions (only inside Germany)
Continue

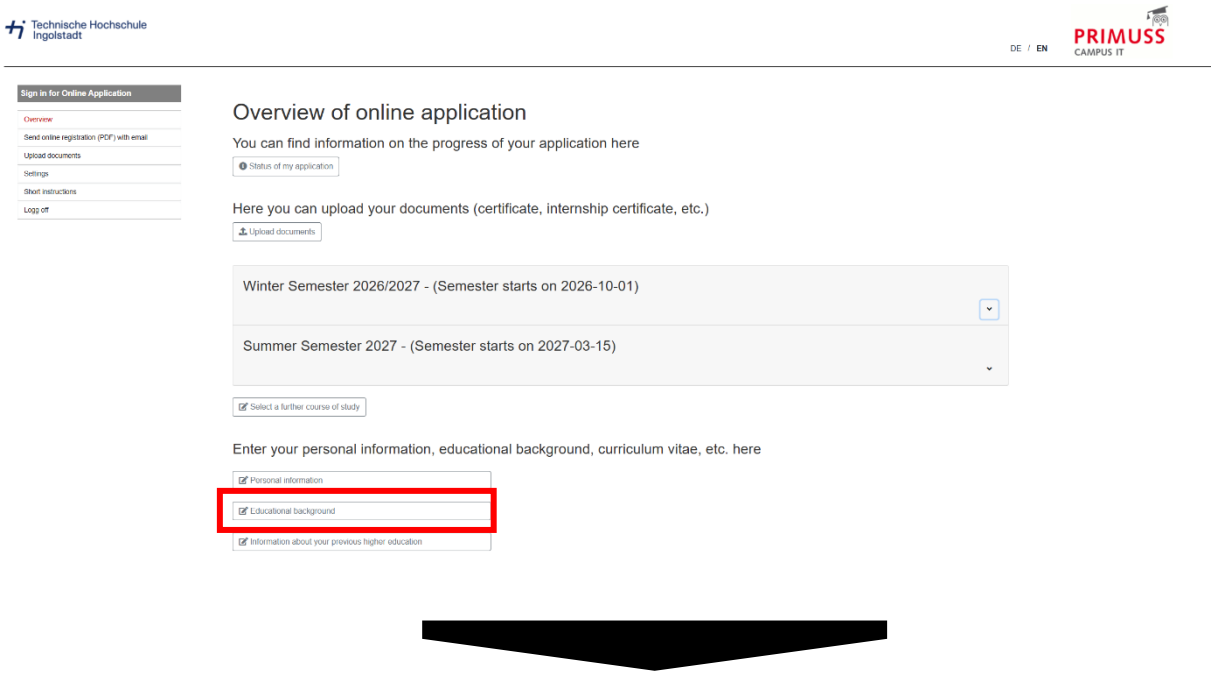

Technische Hochschule Ingolstadt
DE / EN
PRIMUSS CAMPUS IT
Master Data
Overview
Personal information ✓
Address ✓
Health insurance ✓
Availability ✓
Professional or vocational background ✓
Service ✓
Special request ✓
Concluding questions ✓
Short instructions
Log off
Professional or vocational background
If you have completed professional or vocational training, please enter it here.
If this is not the case, you can continue with Save button without entering anything.
Name of profession
Date or expected date of completion of the degree or certificate
Continue

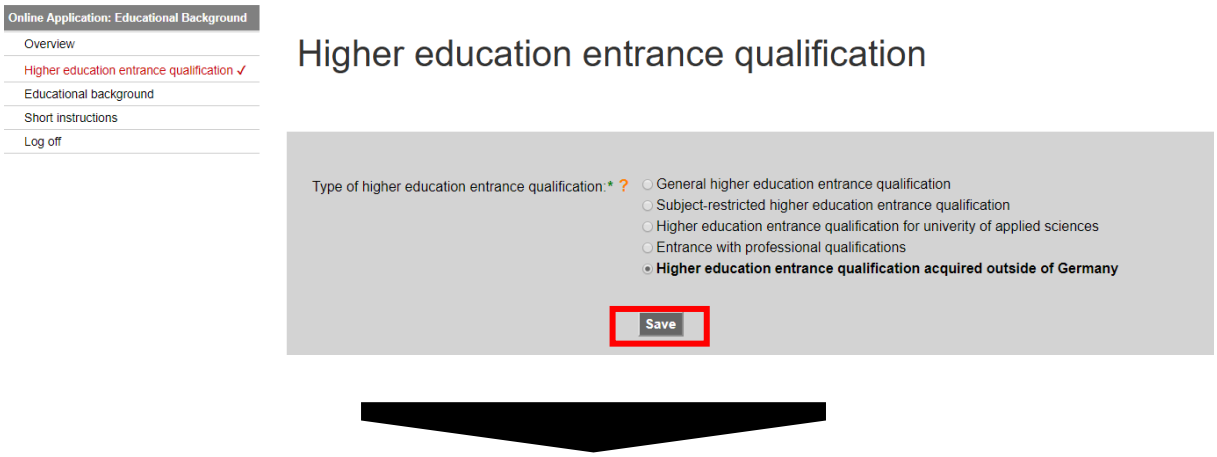

Technische Hochschule Ingolstadt
DE / EN
PRIMUSS CAMPUS IT
Master Data
Overview
Personal information ✓
Address ✓
Health insurance ✓
Availability ✓
Professional or vocational background ✓
Service ✓
Special request ✓
Concluding questions ✓
Short instructions
Log off
Service
Did you do any voluntary service?
Service completed *
from *
to *
Continue

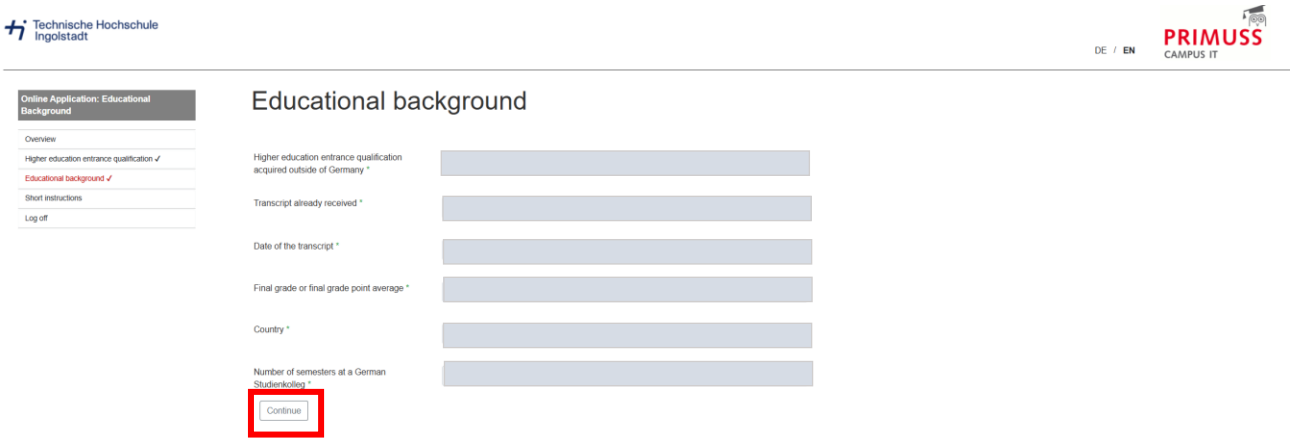


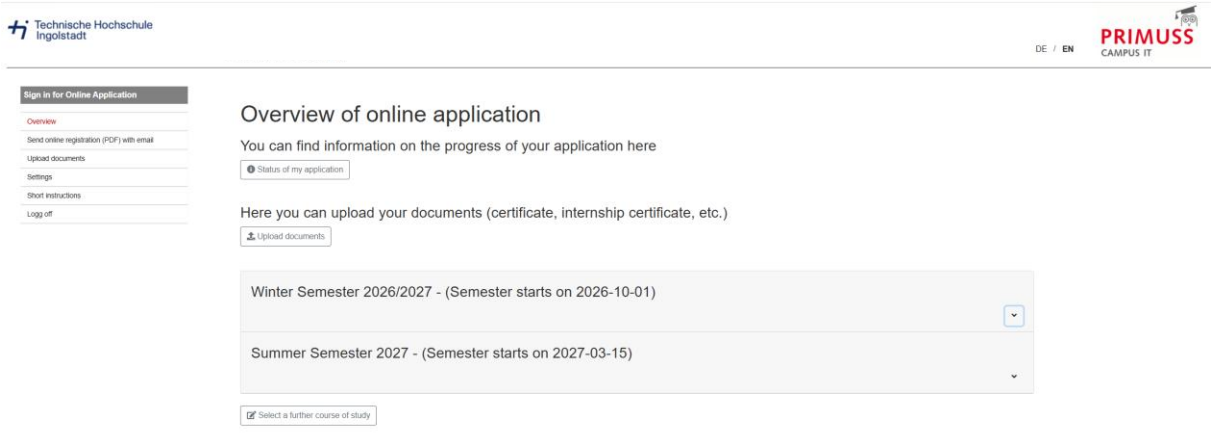


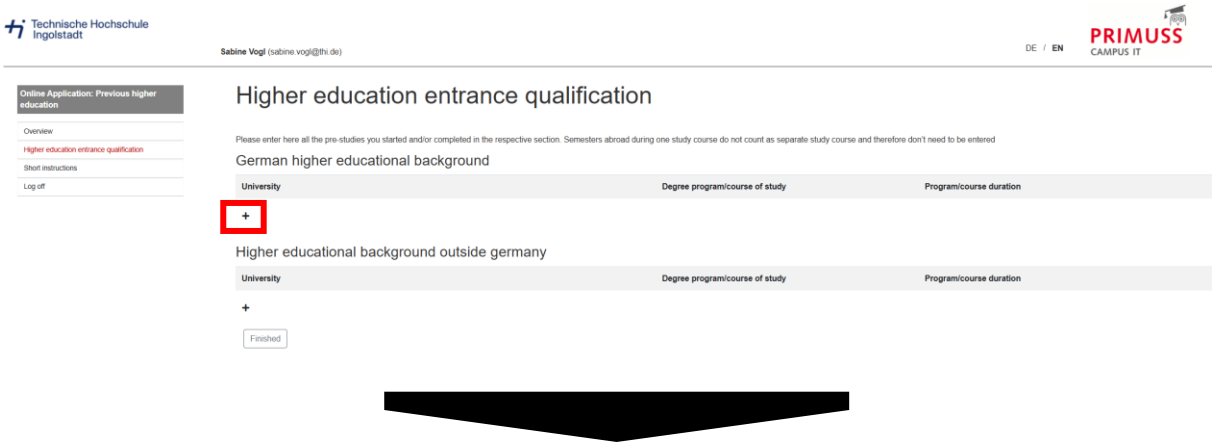
30. Continue with filling in further tabs

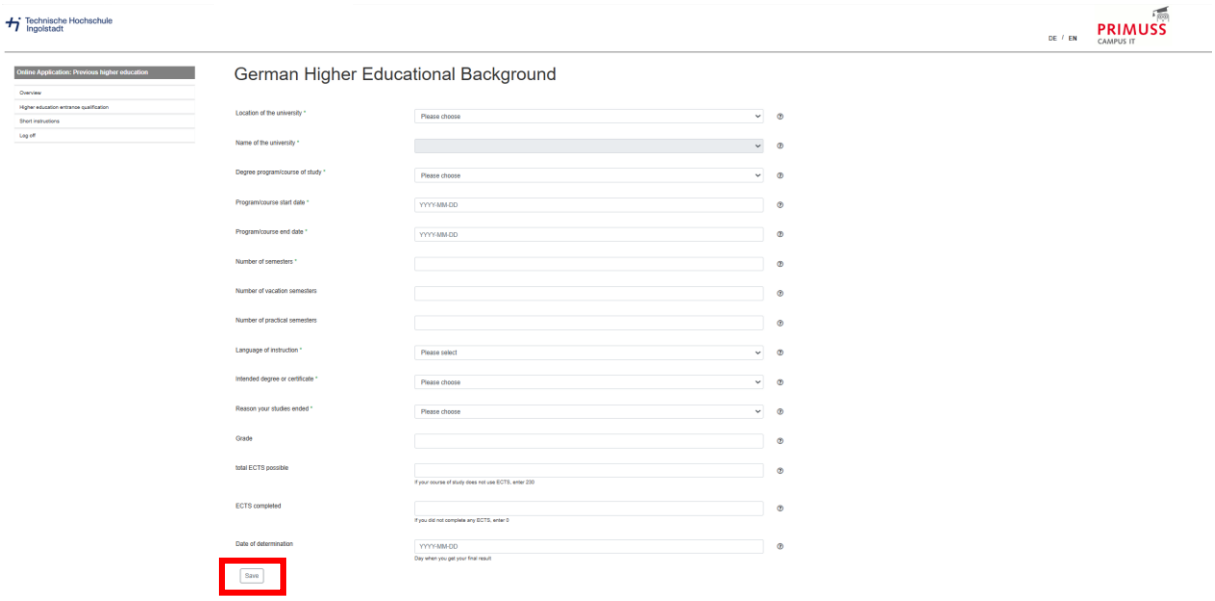



Online Application: Educational Background
Overview
Higher education entrance qualification ✓
Educational background
Short instructions
Log off
Higher education entrance qualification
Type of higher education entrance qualification:* ?
General higher education entrance qualification
Subject-restricted higher education entrance qualification
Higher education entrance qualification for univerity of applied sciences
Entrance with professional qualifications
Higher education entrance qualification acquired outside of Germany
Save

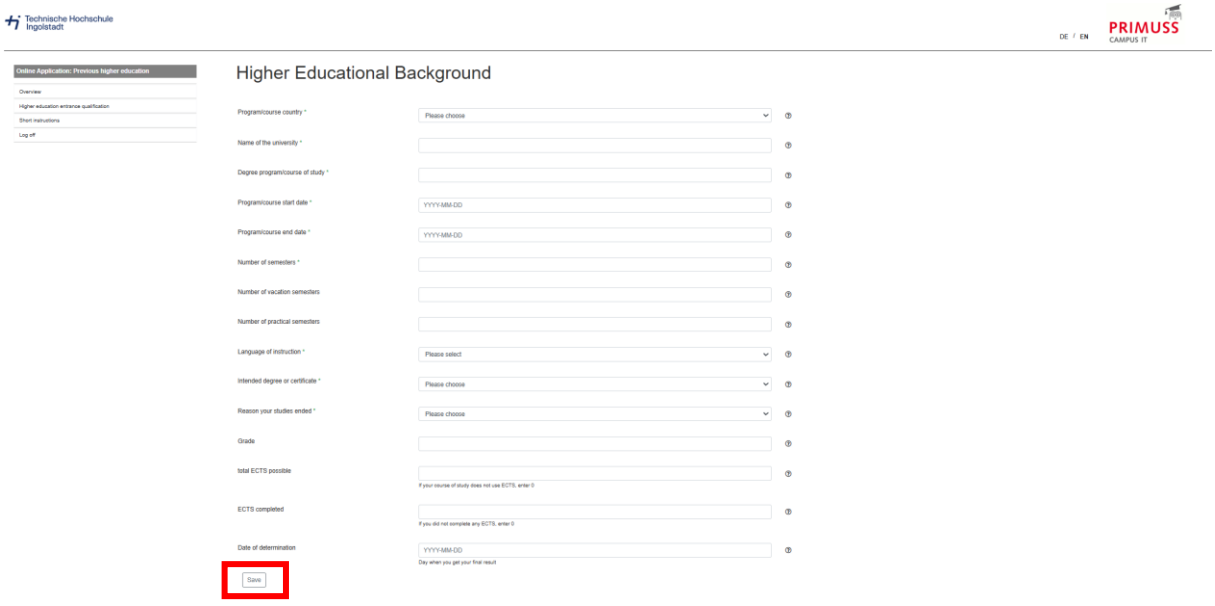

Technische Hochschule Ingolstadt
DE / EN
PRIMUSS CAMPUS IT
Online Application: Educational Background
Overview
Higher education entrance qualification ✓
Educational background ✓
Short instructions
Log off
Educational background
Higher education entrance qualification acquired outside of Germany *
Transcript already received *
Date of the transcript *
Final grade or final grade point average *
Country *
Number of semesters at a German Studienkolleg *
Continue


Technische Hochschule Ingolstadt
DE / EN
PRIMUSS CAMPUS IT
Sign in for Online Application
Overview
Send online registration (PDF) with email
Upload documents
Settings
Short instructions
Logg off
Overview of online application
You can find information on the progress of your application here
Status of my application
Here you can upload your documents (certificate, internship certificate, etc.)
Upload documents
Winter Semester 2026/2027 - (Semester starts on 2026-10-01)
Summer Semester 2027 - (Semester starts on 2027-03-15)
Select a further course of study
Enter your personal information, educational background, curriculum vitae, etc. here
Personal information
Educational background
Information about your previous higher education

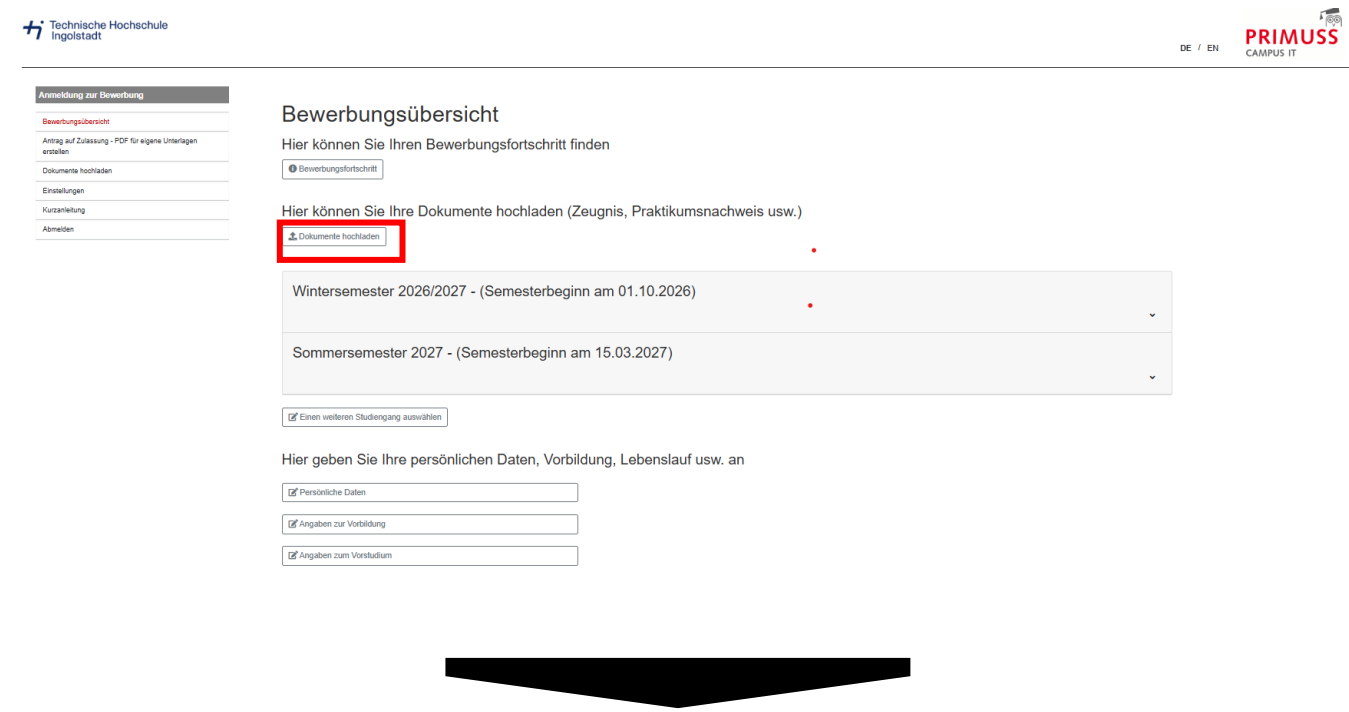


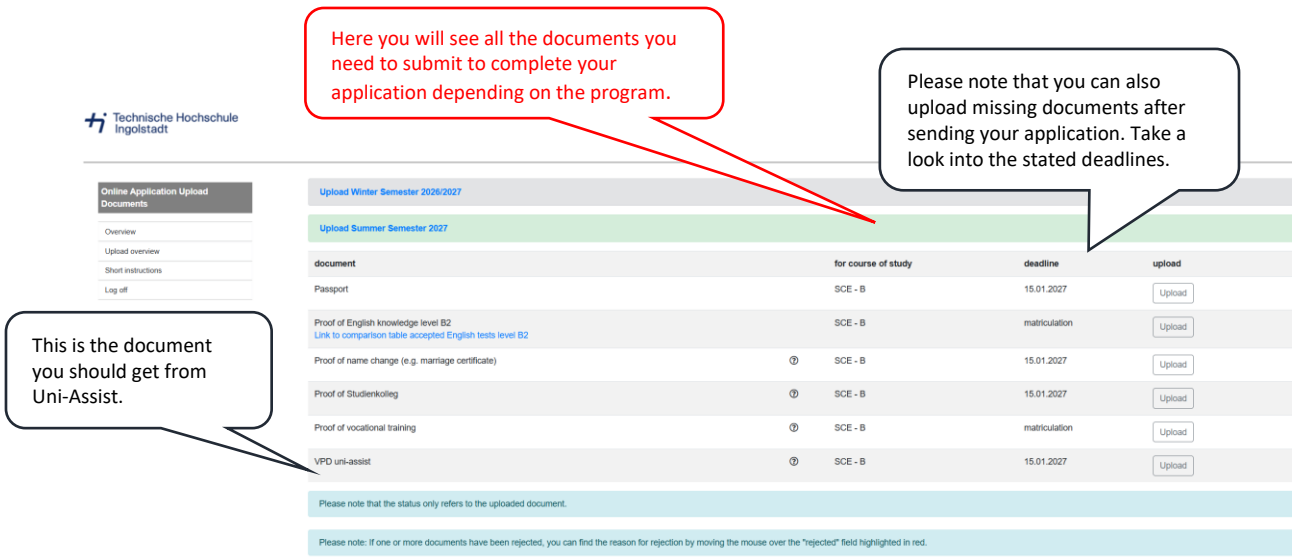


31. Enter information if you studied at a university outside of Germany

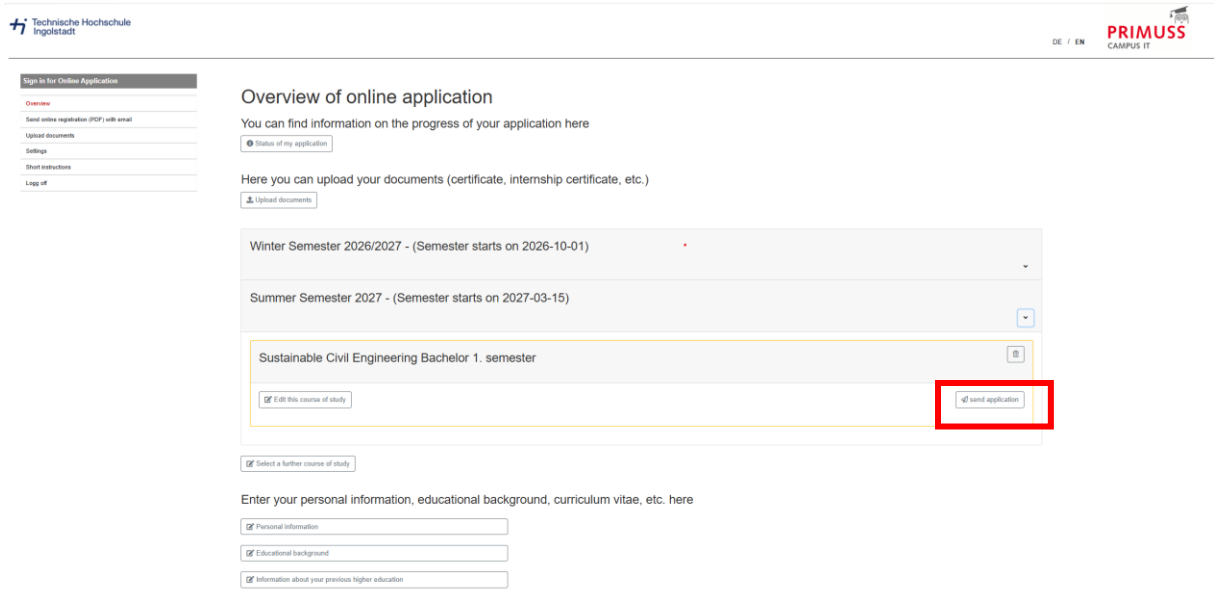


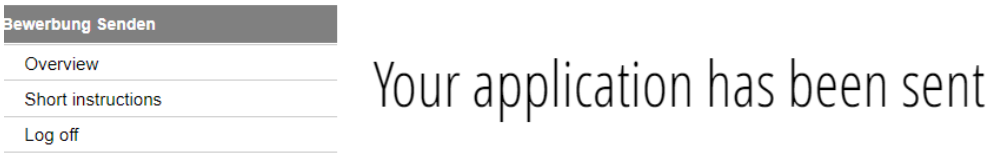
32. Upload documents



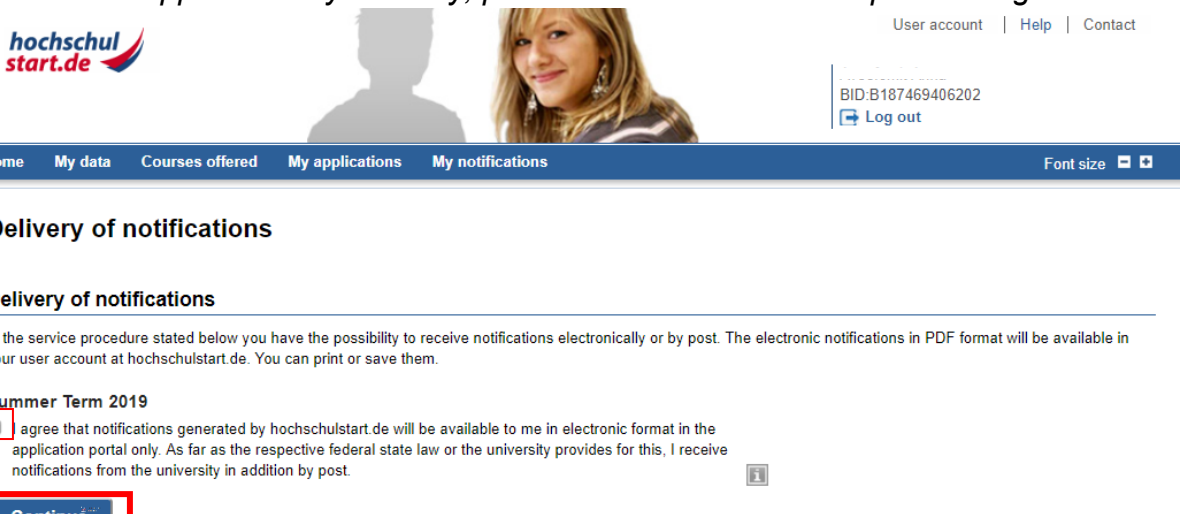


33. Send your application

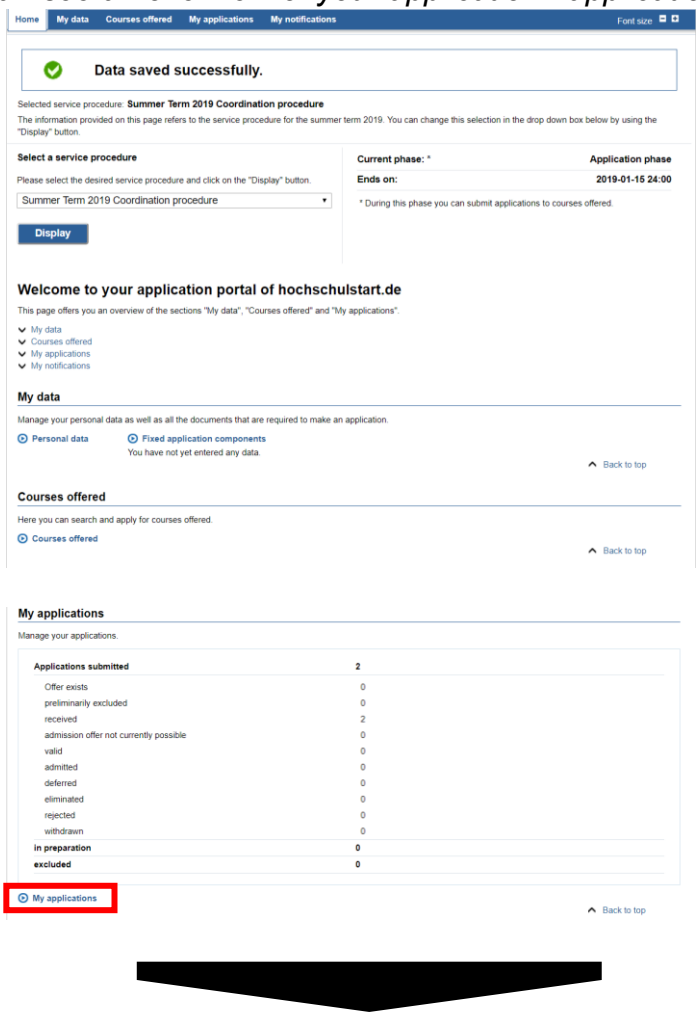




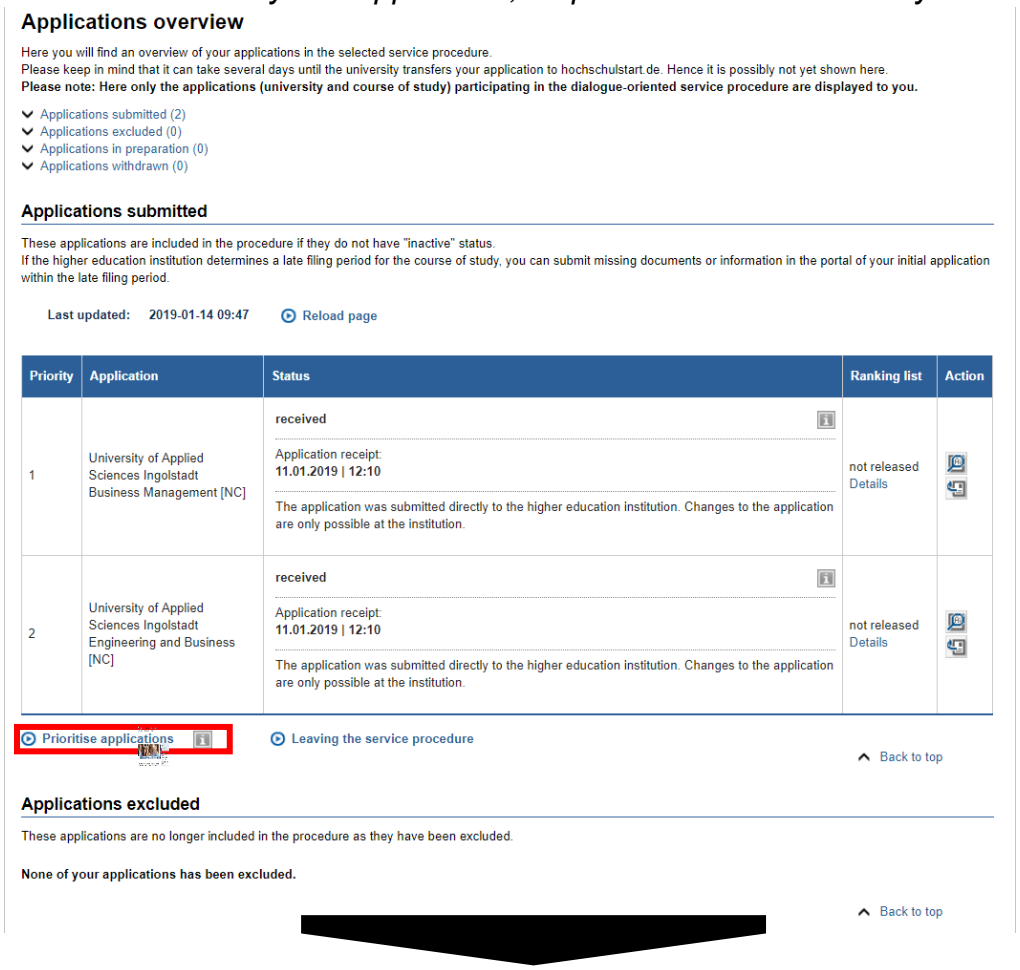
34. After approximately one day, please visit Hochschulstart platform again:

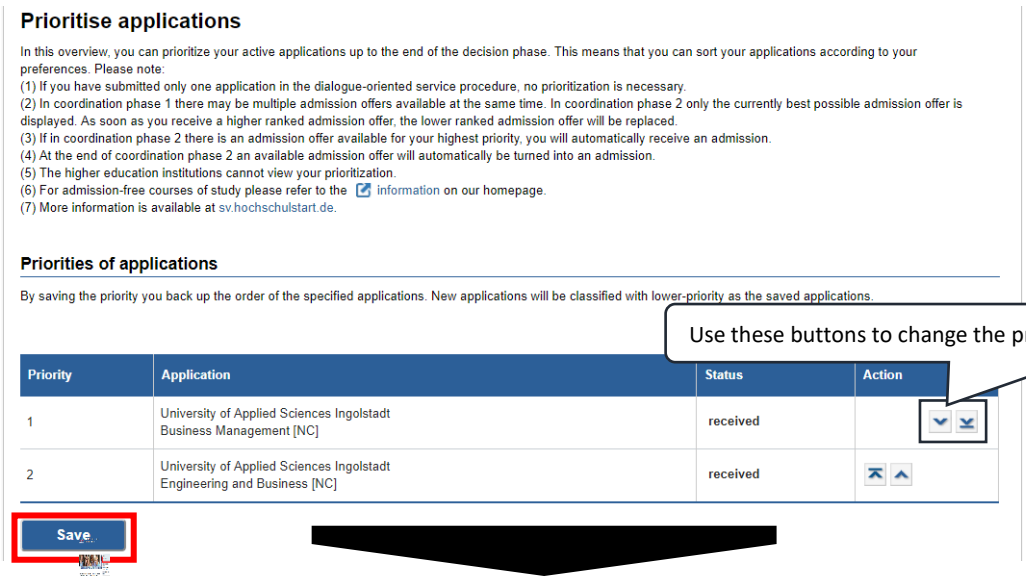


35. Here you can see an overview of your application / applications



36. *If you applied for several degree programs, prioritize your applications. If you have submitted only one application, no prioritization is necessary.*





37. *After finalising an application process, check regularly all platforms for the status and comments on your application.*