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

- **Online portal**
  - **[CONFIRM] Registration uni-assist Onlineportal**
    - Dear applicant, We have received your registration...

```
onlineportal@uni-assist.de

Dear applicant,

We have received your registration. Please activate your account by clicking the link below:

Account: [Redacted]
Activation Link: [Redacted]

If you are having any issues with your account, please don't hesitate to contact us.

Thank you.

You're receiving this e-mail because you registered for "My assist". If you are not sure why you're receiving this e-mail, please contact us.
If you didn't register for "My assist", please ignore this e-mail.
```

**ACTIVATE ACCOUNT**

- Your account has been activated successfully.

To sign in, please click on "Sign in" in the above menu or on the following link: **Sign in now**

**SIGN IN**

- E-mail: [Redacted]
- Password: [Redacted]

**Sign in**

No account yet? **Create new account**
Forgot password? **Reset password**
4. **Fulfil 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**

**Personal information**

- **Gender**
  - Please select:
- **First name**
- **Surname**
- **Name affix**
- **Maiden name**
- **Date of birth**
- **Place of birth**
- **Nationality**
  - Please select:
- **Stateless**

[Forward button]
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

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

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 selected.

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 the 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 from the beginning of the programme → choose “1. Fachsemester – Admission type: Orts-NC”
   - If you start a study 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 the German or the 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 and as well as officially 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 on 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 the applicants from the PR China, Mongolia and Vietnam)

Detailed information on the documents certification and translation you will find 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**

![Selection List](image)

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

![Payment Method](image)

9. **After Uni-Assist receive 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 our evaluation by e-mail and letter. 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 letter**. Upload the VPD document to the THI PRIMUSS Portal within the university’s deadline.
STAGE 2: Hochschulstart DoSV
(Registration at Hochschulstart only necessary for admission-limited courses, an overview can be found here: https://www.thi.de/en/studies/application/bachelor-application/)

10. Go to the Hochschulstart and choose the Login Button

11. Change the language into English

12. Choose the registration tab
13. Fill the form

Registration

Notes on registration
Please note that only one registration is permitted. If you register several times, only the application is decided with the most recent application will be registered. Multiple registrations including all applications will be deleted and will not participate in the contest process. A notice will be issued.

Personal data

<table>
<thead>
<tr>
<th>Field</th>
<th>Input</th>
</tr>
</thead>
<tbody>
<tr>
<td>First name</td>
<td></td>
</tr>
<tr>
<td>Middle name (optional)</td>
<td></td>
</tr>
<tr>
<td>Last name</td>
<td></td>
</tr>
<tr>
<td>Date of birth (e.g., 0002-05-15)</td>
<td></td>
</tr>
<tr>
<td>Mark of birth</td>
<td></td>
</tr>
<tr>
<td>Nationality (optional)</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Street and house number or PO box</td>
<td></td>
</tr>
<tr>
<td>Postcode</td>
<td></td>
</tr>
<tr>
<td>Town</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td></td>
</tr>
<tr>
<td>Federal state or county (optional)</td>
<td></td>
</tr>
</tbody>
</table>

Contact data

For your own good, please enter your telephone number for further inquiries.

<table>
<thead>
<tr>
<th>Field</th>
<th>Input</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-mail address</td>
<td></td>
</tr>
<tr>
<td>Home or e-mail address</td>
<td></td>
</tr>
<tr>
<td>Telephone number</td>
<td></td>
</tr>
<tr>
<td>Mobile number (optional)</td>
<td></td>
</tr>
</tbody>
</table>

Choose a user name

Please enter a user name in the fast provided. This is used with your password to log on at homebutlid.de. The user name must be at least 5 characters long and may not contain D characters. Symbols and special characters may be permitted. Special characters - all digits, letters and punctuation - can be used. The "Check availability" button allows you to find if the user name is already taken.

Your chosen user name

[CHECK AVAILABILITY]

Set your password

The password must consist of at least 6 characters, including at least one upper-case letter, one lower-case letter, and one number.

<table>
<thead>
<tr>
<th>Field</th>
<th>Input</th>
</tr>
</thead>
<tbody>
<tr>
<td>Password</td>
<td></td>
</tr>
<tr>
<td>Repeat password</td>
<td></td>
</tr>
</tbody>
</table>

Change display language

Please choose a display language. The selected display language will be used throughout to display the contents.

<table>
<thead>
<tr>
<th>Display language</th>
<th>Input</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deutsch</td>
<td></td>
</tr>
<tr>
<td>English</td>
<td></td>
</tr>
</tbody>
</table>

Security check

Please read the security notice and enter the characters correct or go back to the audio security, once.

<table>
<thead>
<tr>
<th>Field</th>
<th>Input</th>
</tr>
</thead>
<tbody>
<tr>
<td>Simple CAPTCHA</td>
<td></td>
</tr>
</tbody>
</table>

Data protection statement

In order to be able to register on the application portal at homebutlid.de, it is necessary to read the data protection statement (PDF).
14. Check your E-Mail

Registration confirmation

Thank you for registering with hochschulstart.de. A e-mail has just been sent to the e-mail address you provided. Please click on the activation link in the e-mail within the next 72 hours to complete the registration. Once you have done this you are able to log in in the application portal of hochschulstart.de with user name and password.

15. Activate your account within 72 hours

Completing your registration

Hello, 

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

Your application ID is: 

You can find your applicant authorization number (EAN) in the application portal at https://www.hochschulstart.de/startseite under the menu item "My data" sub-menu "Personal data". Please click on the activation link to complete your registration.

[Activation Link]

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://www.hochschulstart.de/startseite. There you will find a contact page.

Best regards,

[Name]

[Email Address]

[Address]

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

16. Enter your password and press “Activate” button

Registration

Please enter your password and click on the "Activate" button to complete your registration at hochschulstart.de.

Password: 

Activate
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](http://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

Forgot your user name?

Password

Forgot your password?

In order to submit applications you need a user account. Please note that a multiple registration is not allowed and that superfuous 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 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 a 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 the processing of your applications.

- I have read the procedural information.

18. Go to the “My Data” Tab

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

Data saved successfully.

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

For now move on to the 3rd application stage: PRIMUSS Portal at THI
Stage 3: **PRIMUSS**

20. Open **PRIMUSS** and change into English

21. Go to the register tab
22. **Fulfil the application form**

![Image of application form](image1.png)

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

![Image of confirmation email](image2.png)

Press the link to confirm your email

Alternatively, you can use the code for the form above

https://www.t-h-m-bavaria.de/o/c/d/6/54.jpg?__language=en&Action=ConfirmOk&Email=anna@informatik.uni-m-bayern.de&send=Send&data=311444757

Alternatively, you can select the menu item "Confirm Registration" in the Online Application and apply the confirmation code in this form:

61444757
24. Choose how you want to be notified

Issue of notifications

You can receive notifications in connection with your application to Technische Hochschule Ingolstadt solely electronically or additionally by post. The electronic notifications in PDF format are sent to your user account on the THI application portal where you can view, print and save them.

Online notification gives you considerable benefits as compared to having the documents sent out by post:

- Generally speaking you will receive notifications 3-5 days earlier online than by post. So you will find out more quickly whether you have been accepted to study at THI.
- All documents issued online are available to you round the clock (for the duration of your THI application).

☐ I agree to my THI notifications being issued to me solely electronically via the application portal. If required by the relevant national law, I will receive additional notifications by post.
☐ I do not agree to my THI notifications being issued to me solely electronically via the application portal. I wish to continue receiving all university notifications by post.

Note: You can alter this decision at any time in the application portal under “Settings”.

25. Select course of study

Overview of online application

Select the course of study here:

☑ Select a course of study

Enter your personal information, educational background, curriculum vitae, etc. here:

☑ Personal information
☑ Educational background
☑ Information about your previous higher education

still incomplete
still incomplete
still incomplete
26. In this example is Engineering and Business Bachelor programme is chosen
27. Enter your data from the Hochschulstart (Applicant ID (BID) & BAN)

28. Answer additional questions

Inform THI which priority this application will have. Later you have to put priorities at the Hochshulstart Platform.
29. Complete your profile

Overview of online application

Here you can upload your documents (certificate, internship certificate, etc.)

Select the course of study here:

- Engineering and Business Bachelor: 1. semester
- 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

Your personal information

- Family name
- Given name
- Name at birth
- Gender (female, male)
- Date of birth (YYYY-MM-DD)
- Place of birth
- Country of birth
- Country of citizenship
- Country of second citizenship

Save changes
Guideline status: 04.11.2019
Changes in design or content are possible

**Address**

- Street and house number:
- Second line of address:
- Address (country):
- Postal code:
- Place of residence:

**Health insurance information**

Please indicate here if known - your health insurance information. Applicants from abroad without a German health insurance must leave the fields blank. However, in case of admission a German health insurance must be submitted at the day of registration.

- Versicherungstyp:
  - Statutory health insurance
  - Private health insurance
  - I'm an applicant from abroad and don't have a German health insurance yet

**Availability**

An email address is needed for signing in.

If you change it, you must be aware of the following information:

1. The email address you provide must be active. (e.g. for forgotten passwords)
2. You must use the new email address at your next log-in.

- Email:
- Telephone:
- Mobile phone:
Professional or vocational background

If you have completed professional or vocational training, please enter it here.

- Name of profession:
- Date or expected date of completion of the degree or certificate:

Required pre-university work placement/internship

- Do you have a practice specific to your intended study (at least 6 weeks)?
- Responsibilities/Tasks:
- from:
- to:

Federal voluntary service, voluntary civil service/voluntary military service/alternative service

- I have completed a federal voluntary service, voluntary civil service/voluntary military service/alternative service.
- Service completed:

Special request

- A written request and documents serving as proof (e.g. medical report etc.) have to be uploaded until the end of the application period. Cases of exceptional hardship can’t be taken into consideration when occurring or being asserted after the deadlines.
Concluding questions

- I am convicted, or I will probably be convicted soon of an intentionally committed offence which entails at least one year of imprisonment, and the type of criminal offence may endanger or disturb the whole studying process.

- I do suffer from an illness that could endanger fellow students and the whole studying process.

30. Continue fulfil further tabs

Overview of online application

Here you can upload your documents (certificate, internship certificate, etc.)

- Uploaded documents

Select the course of study here:

- Computer and Business Administration
- Select a further course of study

Enter your personal information, educational background, curriculum vitae, etc. here:

- Personal information
- Educational background
- Information about previous higher education

Type of 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 university of applied sciences
  - Entrance with professional qualifications
  - Higher education entrance qualification acquired outside of Germany
Educational background

In the list the following abbreviations are used:
- U = University
- GHE = General higher education entrance qualification
- SU = Subject-related higher education entrance qualification
- HFR = Higher education entrance qualification for university of applied sciences

Overview of online application

Here you can upload your documents (certificate, internship certificate, etc.).

- Upload documents
- Select the course of study here:
  - Engineering and Business Bachelor 4 semester
  - Select a further course at study
- Enter your personal information, educational background, curriculum vitae, etc. here:
  - Personal information
  - Educational background
  - Information about your previous higher education

German Higher Educational Background

Enter information about previous degrees or coursework, which you have completed at universities in Germany.

If you have not completed a degree or coursework in Germany, go on to the next page.
31. Enter information, if you studied outside of Germany at a University

Enter information about previous degrees or coursework when you have completed at universities outside of Germany.

32. Upload documents

Overview of online application

Here you can upload your documents (certificate, internship certificate, etc.).

Select the course of study here:

- Engineering and Business Bachelor 1. semester
- 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
33. Send your application

Depending on the program, here you will see all the documents you need to submit in order to get through.

Note, that you can also upload missing documents after sending your application. Take a look into the stated deadlines.

This is the document you should get from the Uni-Assist.
Summery of course of study Engineering and Business (Bachelor)

Your uploaded documents:

<table>
<thead>
<tr>
<th>document</th>
<th>for course of study</th>
<th>deadline</th>
<th>upload</th>
<th>status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curriculum Vitae (Europepe template)</td>
<td>WI - B</td>
<td>matriculation</td>
<td>Upload again</td>
<td>received</td>
</tr>
<tr>
<td>Passport</td>
<td>WI - B</td>
<td>matriculation</td>
<td>Upload again</td>
<td>received</td>
</tr>
<tr>
<td>Pre study Internship Engin., A Management, Engin. &amp; Business, Renewable Energy Techn.</td>
<td>WI - B</td>
<td>30.09.2020</td>
<td>Upload</td>
<td>received</td>
</tr>
<tr>
<td>Proof of German level Goethe 82</td>
<td>WI - B</td>
<td>matriculation</td>
<td>Upload again</td>
<td>received</td>
</tr>
<tr>
<td>Proof of state change (e.g. marriage certificate)</td>
<td>WI - B</td>
<td>15.01.2018</td>
<td>Upload</td>
<td>received</td>
</tr>
<tr>
<td>SPOD university</td>
<td>WI - B</td>
<td>15.01.2018</td>
<td>Upload</td>
<td>received</td>
</tr>
</tbody>
</table>

There are still documents that can be uploaded. You can do this on the page "Uploaded documents and overview".

Please also note the following:

1. I hereby apply for admission in accordance with the information I have provided in the foregoing. I ensure that I have filled in the application truthfully and completely and that I have uploaded all the required documents. I am aware that false or missing information or the uploading of false or fake documents will lead to exclusion from the admission process or withdrawal of your admission.
2. I know that I will be informed of any changes exclusively through the online portal and, where appropriate, by email. I am therefore obliged to check the online portal and my e-mail mailbox regularly to ensure that messages can be received on the latter. If messages and instructions are read too late and deadlines missed as a result, it is solely at my own cost.
3. I know that letters of admission or rejection are provided in this online portal, and you are obliged to download the document for your records. The university is unable to provide you with the documents at a later time.
4. In case of admission, I note the following: I must declare my acceptance of the study place through the online portal within the deadline and provisionally enrol through the online portal within the deadline, in order to preserve my claim to the study place allocated to me. The condition for final enrolment on the part of the university is that I send the university officially certified copies of the documents stated in the notice of enrolment, for verification purposes.
5. I know that the Technische Hochschule Ingolstadt will send information that is relevant to my studies to the e-mail address I entered below; this might include announcements of information events for degree courses for Technische Hochschule Ingolstadt.

From the next page, you can not make any more changes to this application.

Your application has been sent
34. After approximately one day, visit Hochschulstart platform again:

35. Here you 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.

### Applications overview

Here you will find an overview of your applications in the selected service procedure.

Please keep in mind that it can take several days until the university transfers your application to hPocket. It can also be that your applications are not yet visible here. Please note: Here only the applications (university and course of study) participating in the dialogue-oriented service procedure are displayed to you.

- Applications submitted (2)
- Applications excluded (0)
- Applications in preparation (0)
- Applications withdrawn (0)

### Applications submitted

These applications are included in the procedure if they do not have “inactive” status.

If the higher education institution determines late filing period for the course of study, you can submit missing documents or information in the portal of your initial application within the late filing period.

<table>
<thead>
<tr>
<th>Priority</th>
<th>Application</th>
<th>Status</th>
<th>Ranking</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>University of Applied Sciences Ingolstadt Business Management [NC]</td>
<td>received</td>
<td>1</td>
<td>not released Details</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Application receipt 11.01.2019 12:10</td>
<td></td>
<td>Details</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The application was submitted directly to the higher education institution. Changes to the application are only possible at the institution.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>University of Applied Sciences Ingolstadt Engineering and Business [NC]</td>
<td>received</td>
<td>1</td>
<td>not released Details</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Application receipt 11.01.2019 12:10</td>
<td></td>
<td>Details</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The application was submitted directly to the higher education institution. Changes to the application are only possible at the institution.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Applications excluded

These applications are no longer included in the procedure as they have been excluded.

None of your applications has been excluded.

### Prioritize applications

In this overview, you can prioritize your active applications up to the end of the decision phase. This means that you can sort your applications according to your preferences. Please note:

1. If you have submitted only one application in the dialogue-oriented service procedure, no prioritization is necessary.
2. In coordination phases 1 and 2, the highest priority rankable admission offer will be displayed. As soon as you receive a ranked admission offer, the lower ranked admission offer will be replaced.
3. If the coordination phases 2 and 2 are still not available for your highest priority, you will automatically receive an admission.
4. Only if the coordination phases 2 and 2 are still not available for your highest priority, you will automatically receive an admission.
5. The higher education institutions cannot view your prioritization.
6. For admission-free courses of study please refer to the information on our homepage.

### Priorities of applications

By selecting the priority, you set the order of your applications. New applications will be classified with lower priority as the previous applications.

<table>
<thead>
<tr>
<th>Priority</th>
<th>Application</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>University of Applied Sciences Ingolstadt Business Management [NC]</td>
<td>received</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>University of Applied Sciences Ingolstadt Engineering and Business [NC]</td>
<td>received</td>
<td></td>
</tr>
</tbody>
</table>

37. After the end of an application process, check regularly all platforms for the status and comments to your application.