**Checklist bachelor application**  
*(for applicants whose schooling certificates were acquired outside of Germany)*

The admission procedure of all admission-limited Bachelor courses will be carried-out through the “dialogue-orientated service procedure” of “Hochschulstart” ([www.hochschulstart.de](http://www.hochschulstart.de)).

<table>
<thead>
<tr>
<th>User name Hochschulstart:</th>
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<tr>
<td>Password Hochschulstart:</td>
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<td>BID Hochschulstart:</td>
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<td>BAN Hochschulstart:</td>
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<td>User name PRIMUSS-portal THI:</td>
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<td>Password PRIMUSS-portal THI:</td>
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**Application for a VPD at uni-assist**  
*(as early as possible; winter term: until 15.06. at the latest, summer term: until 01.12. at the latest)*

- Registration in the portal of uni-assist
- Submit application online
- Send certified hard copies and translations of your documents via post
- Pay processing fee

Exception: Studienkolleg graduates, International Baccalaureate (IB) graduates, Graduates of German Schools, AbiBac graduates; Applicants with these backgrounds please take a look at the FAQ section.

**Registration at Hochschulstart**  
*(winter term: 15.04. to 15.07., summer term: 15.10 to 15.01.)*

- Registration in the portal of Hochschulstart (only once), receive BID and BAN

**Application period**  
*(winter term: 02.05. to 15.07., summer term: 15.11. to 15.01.)*

- Registration in the PRIMUSS-portal of the University of Applied Sciences Ingolstadt
- Fill in questions section
- Add study course(s), enter BID and BAN
- Upload demanded documents (including VPD)
- Send application

App. until the end of the next working day your application will be visible in the portal of Hochschulstart

- Prioritize listed applications
  - Number 1 is the most desired study course, number 2 second most desired etc.
  - Without prioritizing applications will be listed randomly
Coordination phase
(winter term: 16.07. to 24.08., summer term: 16.01. to 24.02.)

Offers of admission will be made in the portal of Hochschulstart (starting beginning of August/February).

Transformation of offers of admission to actual admission through Hochschulstart takes place according to the following rules:

1. When an additional offer of admission is generated all remaining applications with offers of admission with lower priority are instantly eliminated.

2. Applications without offer of admission stay until the end of the coordination phase and can be prioritized.

3. Transformation of an offer of admission to actual admission takes place when there either is only one active application with an offer of admission left or when the coordination phase ends, because then the best possible offer of admission (according to prioritization) turns to an admission.

A once generated admission is final, as all remaining applications are being eliminated instantly! Consequently, it’s highly relevant to prioritize as early as possible, in the best case within the application phase!

Enrollment phase

Within three working days after the transformation of an offer of admission to an actual admission in the portal of Hochschulstart applicants receive their notifications of admission in the PRIMUSS-portal.

- Download notification of admission (area application progress) and read it completely.
- Carry out preliminary enrollment online in time (deadline is mentioned in the notification of admission).
- In case preliminary enrollment is not performed on time ones right on the study place expires!
- Carry out remaining steps which are mentioned in the notification of admission to initiate actual enrollment.
- User name and initial password for access to Moodle, PRIMUSS student’s portal and the student ID-card will be received after actual enrollment took place.

Coordinated moving up
(winter term: 25.08. to 01.10., summer term: 25.02. to 15.03.)

Coordinated moving up takes place in case the university still has vacancies after the end of the coordination phase. Precondition for taking part is: no admission in the preceding coordination phase.