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

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

**Master 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](https://my.uni-assist.de/login) and create new account**

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**SIGN IN**

- E-mail
  - Enter e-mail address

- Password
  - Enter password

- Sign in

**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 8 characters.

- Re-enter password
  - Re-enter password
  - This password must match the above password

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

- Create a new account

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**CREATE NEW ACCOUNT**

Thank you for creating a new account.

You will receive an e-mail with an activation link. To activate your account, please click on the activation link within the next 7 days. If you don’t receive an e-mail from us, please check your spam folder.
3. Check your e-mail and confirm the registration

onlineportal@uni-assist.de

Dear applicant,

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

Account: [enter account]
Activation Link: [enter link]

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: [enter e-mail]
Password: [enter password]

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**

1. **Personal information**

   **Gender**
   
   Please select:
   
   Please make a choice.

   **First name**
   
   First name must be stated.

   **Surname**
   
   Surname must be stated.

   **Name affix**
   
   Maiden name
   
   Date of birth
   
   Date of birth must be stated.

   **Place of birth**
   
   Place of birth must be stated.

   **Nationality**
   
   Please select:
   
   Nationality must be stated.

   ☐ Stateless

   **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

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

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 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
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”
7. **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:

4. officially certified copy of bachelor degree certificate including complete transcript of records and diploma supplement (the latter if available)
5. officially certified copy of current transcript of records in case studies are not completed yet (important: the transcript has to be up-to-date, otherwise audit can be rejected)
6. CV (illustration of education - school career)
7. Copy of personal ID or passport
8. Proof of a name change (e.g. copy of the marriage certificate) if the proof of education is not issued in the current name
9. APS certificate (in case the Bachelor Degree was absolved in China, Mongolia, or Vietnam)

Proof of language knowledge does NOT have to be sent to uni-assist.

Detailed information on the documents certification and translation you will find [here](#).

8. **Go to the selection list and proceed to checkout**
9. **Select a payment method and pay the fee**

![Payment Methods]

Pay € 75.00

10. **Send your documents per post**

**Address:**

Technische Hochschule Ingolstadt
uni-assist e.V.
11507 Berlin
GERMANY

11. **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: PRIMUSS

12. Change into English

Online Bewerbung

Falls Sie noch nicht bei uns registriert sind:

Wenn Sie sich bei uns bewerben möchten, registrieren Sie sich bitte zunächst. So können Sie sicherstellen, dass nur Sie selbst auf Ihre Angaben zugreifen können.

Falls Sie bereits bei uns registriert sind:

13. Go to the register tab

Online application

If you are not yet registered for our online application process:

If you are already registered for our online application process:
14. Fulfil the application form

15. Wait until you get an E-Mail from Primuss
16. 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.

Notice: You can alter this decision at any time in the application portal under "Settings".

17. Select course of study

Overview of online application

Select the course of study here:

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

- Personal Information: still incomplete
- Educational Background: still incomplete
- Information about your previous higher education: still incomplete
18. In this example is Engineering and Business Bachelor programme is chosen.
19. Answer additional questions

How did you get attention to university of applied sciences Ingolstadt (Technisch Ingolstadt)?

What priority has your application for this study course in the portal of Hochschulstart? Please enter the priority (1-12) as numerical value here. The priority you enter here will NOT be synchronized with Hochschulstart, which means you have to change priorities there as well.

Not relevant for a master degree application
20. 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 normal course of study

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

- Personal information (still incomplete)
- Educational background
- Information about your previous higher education

Your personal information

- Family name*
- Given name*
- Name at birth*
- Gender* - female
- Date of birth*
- Place of birth*
- Country of birth*
- Country of citizenship*
- Country of second citizenship*

Send
Address

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

Save

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.

Versicherungstitel: 
Wahloptionen: 
+ Statutory health insurance
+ Private health insurance
+ I'm an applicant from abroad and don't have an 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 login.

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 missing or being received after the deadline.
- Special application: 
- Yes
- No
21. Continue fulfil further tabs

Overview of online application

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

Select the course of study here:
- Bachelor’s degree Business Administration
- Select a further course of study

Enter your personal information, educational background, curriculum vitae, etc. here:
- Personal information
- Educational background
- Information about you -existing higher education qualification

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

- Transcript already received? (yes/no)
- Date of the transcript
- Final grade or final grade point average
- Country
- Number of semesters at a German Staatsexamen

In the list the following abbreviations are used:

U = University
GHEU = General higher education entrance qualification
SHEU = Subject-restricted higher education entrance qualification
FHEU = 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

Send application

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.

Enter information about previous higher education here

If you have not completed a degree or coursework in Germany, go on to the next page.

Continue
22. Enter information, if you studied outside of Germany at a University

Enter information about previous degrees of coursework, which you have completed at universities outside of Germany.

Previous higher education in a foreign country (outside of Germany)

Program/course country
Name of the university
Degree program/course of study
Program/course start date
Program/course end date
Number of semester(s)
Number of vacation semesters
Number of practical semester(s)
Intended degree or certificate
Reason your studies ended
Grade
Total ECTS possible
ECTS completed

23. Upload documents

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 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
24. 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.
25. After the end of an application process, check PRIMUSS application platform for the status and comments to your application.