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

![Registration 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]

**SIGN IN**

- **E-mail**
  - [Highlighted field]

- **Password**
  - [Highlighted field]

- **Sign in** button

**Create new account** or **Reset password** if needed.
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 --

Please make a choice.

First name

Required.

Surname

Required.

Name affix

Maiden name

Date of birth

t.mm.yyy

Required.

Place of birth

Required.

Nationality

-- Please select --

Required.

☐ 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

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

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

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"
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. Bachelor degree certificate including complete transcript of records and diploma supplement (the latter if available)
2. 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)
3. CV (illustration of education - school career)
4. Copy of personal ID or passport
5. Proof of a name change (e.g. copy of the marriage certificate) if the proof of education is not issued in the current name
6. 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.*

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 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

10. Change into English

**Online Bewerbung**

Falls Sie noch nicht bei uns registriert sind:

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

Für den Online Bewerbung benötigen Sie:

- E-Mail*  
- Passwort*

Eingabe

Falls Sie bereits bei uns registriert sind:

11. Go to the register tab

**Online application**

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

Register to the register tab

If you are already registered for our online application process:

- E-Mail*  
- Passwort*

Login
12. Fulfil the application form

13. Wait until you get an E-Mail from Primuss

Press the link to confirm your email

Alternatively, you can use the code for the form above
14. 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”.

15. 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: still incomplete
- Educational Background: still incomplete
- Information about your previous higher education: still incomplete
Select course of study

Restrict list to: * Bachelor programs  
Master programs  
Certificate programs  
* no restriction

For admission to which semester do you wish to apply? * 
1. semester  
higher semester

Degree program/course of study: *  
weiterbildender Masterstudiengang Digital Business Management Master  
Applied Research in Engineering Sciences Master  
Automated Driving and Vehicle Safety Master  
Automotive & Mobility Management Master  
Automotive Production Engineering Master  
Business Management Bachelor  
Digital Business Bachelor  
electromobility Bachelor

16. In this example is Engineering and Business Bachelor programme is chosen

Application for Bachelor Engineering and Business to Summer Semester 2019

Notes

The course language is German.
17. Answer additional questions

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

Please choose:

- Internet social network
- Information at the university
- Information at my high school
- Study exhibition
- Summer school
- Peer, radio or TV
- Something else

Which priority has your application for this study course in the portal of Hochschulnet? Please enter the priority (1-12) as numerical.

The priority you enter here will NOT be confirmed with Hochschulnet, which means you have to check entries there as well.

Pre-approved admission

Did you get admission in a previous admission procedure for this degree programme but were not able to register due to attending for only or due to beginning of a training programme for dual students?

Pre-approved admission: No
18. 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 regular 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: Russian Federation
- Country of citizenship: Russian Federation
- Country of second citizenship: 

Save.
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.

- Versicherungstyp*: Statutory health insurance
- Bitte geben Sie an, ob Sie ein ausländischer Kandidat sind und noch keinen deutschen Krankenversicherung haben

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

Save
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 completion:**
- **Yes**
- **No**

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 deadline.

- **Special application:**
- **Yes**
- **No**
Concluding questions

19. 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 or Master's degree
- Select a further course of study

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

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: Afghanistan
- Number of semesters at a German Studienkolleg:

In the list the following abbreviations are used:
- U = University
- gHR = General higher education entrance qualification
- fHR = Subject-restricted higher education entrance qualification
- hHR = Higher education entrance qualification for university of applied sciences

Overview of online application

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

- Select the course of study here:
  - Engineering and Business Bachelor 4. semester
- 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.

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

Higher Educational Background

Enter information about previous degrees or 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 semesters
- Intended degree or certificate
- Reason your studies ended
- Grade
- Total ECTS possible
- ECTS completed

21. **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:
22. 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.
23. After the end of an application process, check PRIMUSS application platform for the status and comments to your application.