Technische Hochschule Ingolstadt

Service Center Studienangelegenheiten
Service Center Study Affairs

Kontaktdaten und Öffnungszeiten unter
Contact details and office hours at

www.thi.de/go/scs

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).

User name Hochschulstart:	
Password Hochschulstart:	
BID Hochschulstart:	
BAN Hochschulstart:	
User name PRIMUSS-portal THI:	
Password PRIMUSS-portal THI:	

Application for a VPD at uni-assist
(as early as possible; winter term: until 01.06. at the latest, summer term: until 01.12. at the latest)
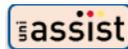
☐ *Registration* in the portal of uni-assist
Submit application online
Pay processing fee

❗ 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: 28.04. to 15.07., summer term: 01.11. 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

☐ *Check:* do uploaded documents in PRIMUSS-portal have the status „OK"?

Check: does the application have the status „valid" in the portal of Hochschulstart?

❗ Employees of the university check on the uploaded documents, which takes app. one week; towards the end of the application period in takes more time, therefore we recommend to apply as soon as possible!

❗ The status „valid" gets set from employees of the university after checking the documents; due to synchronizing reasons (between PRIMUSS-portal and Hochschulstart) a time delay of one working day between documents getting status "OK" in PRIMUSS and the application getting status "vaild" at Hochschulstart is perfectly normal.

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

☐ *Application for enrollment* in time (deadline is mentioned in the notification of admission)

❗ In case the application for 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