## FROM APPLICATION TO ENROLMENT PROGRAMMES

Please note: For anyone with a disability, it is helpful to visit the university prior to application to assess the situation yourself as not all areas are completely accessibly (yet).

Please note for programmes with a limited number of spaces (*zulassungsbeschränkte Studiengänge*):
Application deadline for summer semester 15. January,
application deadline for winter semester 15. July.

other important deadlines:
- midwifery: 01. July (to apply, you will need a student contract with a cooperating hospital)
- advanced entry

Where spaces for a study programme remain available after the application deadline, it is normally possible to submit applications until the start of the lecture period.

### Application for a place on more than one bachelor programme and/or on a programme with restricted admission which are assigned over hochschulstart.de (step 1 – 3)

At our university, there are degree programmes that are administered by hochschulstart.de, e.g., all programmes with restricted admission. If you wish apply for one or more of these programmes, you will have to register with both https://www.hochschulstart.de/ and our online application portal https://mio.hs-furtwangen.de/

### Application for a programme with immediate admission: (step 2 and 3)

At our university there are degree programmes which allow for immediate admission. These programmes are administered by our online application portal https://mio.hs-furtwangen.de/. They are marked „Sofortzulassung" (immediate admission).
This is an option for those applicants who have already decided upon a Furtwangen University study programme.
For our immediate admission programmes, a registration with hochschulstart.de is not necessary as these are not coordinated by Hochschulstart. When registering with our online application portal, you can skip the BID and BAN information prompts.
Once your application documents have been checked, immediate admission will result in an immediate offer letter for the study programme in question. As soon as you have accepted the offer, you will receive your letter of admission (*Zulassungsbescheid*). Your place on your programme of choice is secure and you can enrol. So please make sure to apply for one immediate admission programme only.

## INFORMATION FOR OUR BACHELOR

3-step-application:

step 1
Register with www.hochschulstart.de (If you already have an account here from a previous application, please continue to use this.)
- Note down the username and password you have selected.
- You will receive an activation link via email which will include your *Bewerberauthentifizierungsnummer (BAN)* (applicant authentication number)
- confirm using the link
- complete registration by entering the password you selected

Your BID (*Bewerber-ID* = applicant ID) and BAN numbers can be found in the menu under *meine Daten* (my information).

step 2
Register with Furtwangen University's MIO portal:
MIO - My university portal - Furtwangen University (hs-furtwangen.de)
- Once you enter your BID and BAN, the hochschulstart.de information will automatically be transferred.
- For immediate admission programmes you can now skip the BID and BAN prompts.
- You will receive an activation link by email which will contain your username.
- confirm using the link
- Log into MIO using your username and the password you selected.

step 3
As part of the online application on MIO, you will be able to upload your application documents. A virtual assistant will guide you through the application process.
In preparation, you should save the following PDFs into a file on your device:
- all pages of your *Zeugnis der Hochschulzugangs-berechtigung (HZB)* (the qualification allowing you to attend university) in one PDF
- CV (tabular form with no chronological gaps)
- *Studienorientierungstest* (study orientation test), e. g. www.was-studiere-ich.de (available in German only)
- if applicable: documents for the selection process; one PDF per criterium (for immediate admission programmes there will be no selection process.)
- if applicable: other documents e. g. for advanced semester entry: transcript of record showing passed and failed exams.

You can only edit your application and any supporting documentation until you submit it by clicking on *Antrag abgeben* (submit application). Thereafter, you can only make changed if you withdraw your application. In this case, the university will only be able to process the application once it has been re-submitted.

You can apply for up to three of our bachelor programmes simultaneously.

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## INFORMATION FOR OUR BACHELOR

IMPORTANT information for study programmes administered by Hochschulstart.de:
Make sure you prioritise your applications on *hochschulstart.de* once you submitted them. Your favourite should be on priority no. 1. Please read the *hochschulstart.de's* coordination rules carefully. Once you accept any offer you receive, you will seize to be considered for any other applications you may have submitted.

You confirmation of acceptance (*Zulassungsbescheid*) will be available for download on the *MIO* portal. Please note the link included there which will take you to the enrolment information.

This is how enrolment works

Enrolment takes place in the examinations office at our Furtwangen, Villingen-Schwenningen / Tuttlingen campuses – the campus depends on your chosen degree. The enrolment period will be stated in your confirmation of admission (*Zulassungsbescheid*). Normally this will be at the start of March for the summer semester and at the start of September for the winter semester.

step 1
Start your enrolment on MIO (mio.hs-furtwangen.de) by clicking the *Immatrikulation beantragen* (apply for enrolment) button. A virtual assistant will guide you through the process at the end of which you can print your application for enrolment (*Antrag auf Einschreibung*).

step 2
You will have to submit the following documents by mail to the appropriate examinations office for your study programme. If you wish to enrol in person, please note the appropriate examinations' offices opening hours.

- a certified copy of your school leaving certificate (qualifying you to attend university (*Hochschulzugangsberechtigung*)[i]
- if applicable, any documents listed on MIO as missing (e.g. deregistration certificate if you were still enrolled on a different programme).
- application for enrolment (printout via MIO)
- proof of sufficient health insurance to satisfy the German legal requirements. This must be requested from a German health insurance company (*Krankenkasse*). The *Krankenkasse* then sends the proof of insurance status directly to the university via electronic procedure. To ensure that the document is sent to us directly, the HFU's *Betriebsnummer* (company number) is 689 380 95, our *H-Nummer* is H0002307.
- photocopy of your ID card / passport

Enrolment is possible if all fees and contributions have been paid in full and only once they have cleared into the university account.

What fees are due

| as of January 2025: | |
|---|---|
| contribution to admin costs | 80 € |
| student services contribution | 66 € |
| student body contribution | 30 € |
| = semester fee | 176 € |
| + second degree fee, if you have already completed another undergraduate degree in Germany, for each semester: | 650 € |
| + non-EU student fee (for students with non-EU qualifications), for each semester: | 1500 € |
| fees for master programmes – please cf. information on the relevant faculty's website | |

What happens next?
At the start of the lecture period, you will receive your student ID card, the so-called *HFU-Card* as well as the user information for your HFU account allowing you to register on *Studi-Portal*. *Studi-Portal* is where you can find your certificate of enrolment which you will need for *BAföG* (German student loans) or your health insurer.

Additional information:

International applicants with German HZB as well as EU applicants are subject to the same admissions process as German applicants.

German applicants with international qualifications have to submit their qualification to the *Regierungspräsidium Stuttgart* for assessment and to have them certified as equivalent to German *Hochschulreife* PRIOR to application as detailed above:

Regierungspräsidium Stuttgart
Schule und Bildung
Anerkennungsstelle
Ruppmannstraße 21
70565 Stuttgart
email: anerkennungsstelle@rps.bwl.de
website: https://rp.baden-wuerttemberg.de/rps/abt7/zeugnisanerkennungsstelle/

International applicants with international qualifications (including EU) as well as stateless applicants have to submit their qualifications to the *Studienkolleg Konstanz* for conversion / recognition PRIOR to application.

Please apply for certificate recognition online at the Studienkolleg Konstanz. You will receive the result by e-mail. Please save this e-mail as a PDF and upload it when you submit your online application to our university. We accept this e-mail when you apply.

If your application leads to admission and enrolment at our university, formal recognition of your certificate by the Studienkolleg Konstanz is required. You will need this to enrol at our university.

You will find detailed information on the procedure here:

Hochschule Konstanz – Studienkolleg:
https://www.htwg-konstanz.de/en/academics/center-for-international-students-konstanz/recognition-of-certificates/procedure

Please keep in mind that this process may well take several weeks!

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### Selection process

For study programmes with a limited number of spaces, Furtwangen University will assign these through an internal selection process whenever there are more applicants than spaces available. Once the initial quota for extenuating circumstances (5%), international applicants (10%), second degree students (2%) and regional applicants with public interest reasons (1%) as well as *Vorwegauswah*[ii] cases have been deducted, the 90% of the remaining spaces will be assigned using the internal selection process while the remaining 10% will be assigned according to the applicants' waiting period. The internal selection process is the same for all bachelor degrees with the exception of Physician Assistant.

The selection criteria are as follows:

- your academic performance in the school subjects German, Maths and the foreign language with the best grades.
- *HZB*'s average grade.
- practical experience in the areas of computer sciences, technology, business studies, media or health sciences
- extracurricular activities (all achievements outside of the mandatory school curriculum), e. g. prizes, social projects, …
- stays abroad of at least three months' duration
- qualifications from *Studienorientierungsmodell Orientierung Technik (OT)* (for Tuttlingen campus programmes only).

### Deregistration documents and previous undergraduate studies

If you have been enrolled previously at one or more German universities, these semesters will be deducted from your waiting period.

Generally, it is not possible to be enrolled at more than one German university at a time. Therefore, your previous university's deregistration certificate has to be submitted with enrolment at the latest.

Upon application, the head of a faculty's examination commission / the course director decides on the transfer of credits from other universities. Please take note of the application deadlines.

Please note: Should you receive *BAföG*, you need to find out prior to a change of study programme whether you will continue to be eligible to *BAföG* payments.

### Appeal for extenuating circumstances

For study programmes with restricted admission 5 % of places available will be awarded to applicants in extenuating circumstances. Within this quota, granting an appeal for extenuating circumstances will led to immediate admission ahead of all other applicants. A ranking will be based on the degree of extenuating circumstances.

If you appeal for extenuating circumstances, make sure that you give detailed reasons for this. You will also have to enclose appropriate documentation in evidence, e.g. a specialist doctor's report. You will have to show personal health, social or family issues of a severity making waiting for even a single semester unconscionable. The circumstances have to be exceptionable.

### *Hochschulzugangsberechtigung (HZB)*

The academic qualification which allows you to study at a university, e. g., in Germany:

- *Allgemeine oder fachgebundene Hochschulreife*
- *Fachhochschulreife*.

## INFORMATION FOR OUR BACHELOR

International qualifications have to be assessed and converted by the experts at the *Studienkolleg* in Konstanz. Your qualification has to show an average grade. For application purposes, it is sufficient to upload a copy of your certificate in PDF format. For enrolment, you will have to show your original certificate or a (German official) certified copy, if you are sending your enrolment documents by mail. For certificates not originally in German or English, a German official certified translation / the documentation you received from the *Studienkolleg* in Konstanz will also have to be submitted. Any qualifications which only allow you to study in other federal states, have to be submitted to the Regierungspräsidium Stuttgart prior to application.

### You have not yet received your German *Hochschulzugangsberechtigung (HZB)*?

If your HZB is not available prior to the deadline for your chosen study programme, you may submit an interim document. Such a document has to be based on examinations which are already fully completed. It also has to expressly state both an average grade and grades for the subjects German, Mathematics and that foreign language with your best grade. Admission on the basis of an interim document is conditional upon being able to produce the HZB at enrolment as well as confirmation of the conditional admission by the final document. If this documentation is not produced by the deadline, the admission will lapse.

### *HZB* academic and practical part of German *Fachhochschulreife*

This applies only to those who went to a German school. Specifically, where the applicant has completed the academic part of their school leaving certificate while the practical part is still outstanding. In such a case, an application is still possible, provided the practical part can be submitted no later than at enrolment.

At this point both the certificate with the results of both the academic and the practical parts has to be submitted.

### Compensation of disadvantages: improvements waiting period

For the selection on the basis of waiting period, the number of half years passed since you received your school leaving qualification (HZB) is relevant. Circumstance may apply which delayed your receipt of the HZB. In such cases, an earlier time may be used as the basis for the calculation of the waiting period. For such an applicant, the selection based on waiting period will be based on the time when the HZB would have been received had the delay not taken place. In such a case a document from the school explaining the circumstances has to be submitted.

### Applicants with location-specific public interest reasons

You may apply for admission for regional students with public interest reasons. Per section 22 subsection 1 number 4 Hochschulzulassungsverordnung – *HZVO* this applies to applicants who are members of a group which was defined by the university in their regulations as to be considered or promoted and whose specific circumstances bind them to the study location. In particular those who are part of a sports cadre of the *Deutschen Olympischen Sportbund*. Further information: Spitzensport und Studium: An der HFU geht beides! (hs-furtwangen.de)

### Advanced entry students

If you are already enrolled at another university in the same or a similar programme and you would like to change into an advanced semester at HFU? In such a case, please register and

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apply using our application portal MIO: MIO - My university portal - Furtwangen University (hs-furtwangen.de)
As part of your application, you will, additionally, have to upload an unadjusted transcript of records (*unbereinigten Notenspiegel*) listing both passed and failed exams.
If you have been excluded or an exclusion may be imminent, you will have to expressly state this in your application – please also note, in this context, the information in the "loss of right to examination section".
You will not be admitted to the selection process for the first semester. The dean of studies will consider your application individually to see whether it is possible (academically and in terms of capacity) to admit you into the semester specified.
You only have to register on *hochschulstart.de* if you are also applying for another study programme in which you wish to start in the first semester.

*Studium Plus*
For this special form of studies, you will have to enter into an apprenticeship agreement (*Ausbildungsvertrag*) with one of our partner companies. Applications for *Studium Plus* are possible for a winter semester start only.
https://www.hs-furtwangen.de/zukunft-studieren/studiengaenge/studium-plus-bachelor

Loss of right to examination / exclusion
If you have been excluded from a previous study programme due to final failure to pass (an) exam(s) or because you exceeded deadlines, then you will have to expressly state this in your application. And, if you are applying for a similar programme now, you will have to upload an unadjusted transcript of records (*unbereinigten Notenspiegel*) listing both passed and failed exams with your online application. An exclusion will apply for all study programmes with the same name as well as for those with substantially the same content.
If in doubt, the dean of studies for the programme applied for will decide whether or not a given programme has substantially the same content.

*Vorwegauswahl* in accordance with section 17 HZVO and *Rückstellung*
Applicants may not be put at a disadvantage if they took up their service in accordance with section 12a of the German constitution (*Grundgesetz*)[iii].
In such a case, you can apply prior to or during your service. If you receive a study space, you can apply for it to be held back and you will receive an official document confirming this (the so-called *Rückstellungsbescheid*). You will need to download this and keep it safe.

## INFORMATION FOR OUR BACHELOR

Once you have completed your service, your previous admission entitles you to be re-admitted to this study programme (*Vorwegauswahl*). To take up your immediate admission option, you have to re-apply online and, in the course of this, apply for *Vorwegauswahl*. To this end you will have to upload your *Rückstellungsbescheid* as well as a certificate confirming your service (*Dienstbescheinigung*). Please ensure that you stick to the deadlines! You can apply for *Vorwegauswahl* until the second application deadline following the completion of your service. Thereafter, you admission will have lapsed. Applicants in the circumstances described above will receive their place independent of selection procedure and waiting period ahead of all others.

Second (undergraduate) degree in Germany
For study programmes with restricted admission 2 % of study spaces are awarded to applicants for their second (undergraduate) degree. This applies to those applicants only, who have already successfully completed a first undergraduate degree in Germany.
Applicants for a second (undergraduate) degree are only allowed to submit one main application. In the federal state of Baden-Württemberg, mandatory fees apply for those studying for a second (undergraduate) degree (as of winter semester 2024).
You can upload your reasons for applying for a second (undergraduate) degree as well as you bachelor grade sheet during the online application process on MIO.

Notes

*Hochschulstart: www.hochschulstart.de*

user name: _____

password: _____

BID: _____

BAN: _____

HFU's MIO portal: https://mio.hs-furtwangen.de

user name: _____

password: _____

applicant number: _____

[i] for international documents, certification as a true copy has to be undertaken by a German government official (abroad this means the German embassy / consulate); if the document is not originally in German or English you will also need a translation into English or German certified as a true translation in the same way.
[ii] For details, see page 4.

[iii] Such service includes voluntary military service, social service (*Bundesfreiwilligendienst, Jugendfreiwilligen-dienst*), two-year service in a developmental aid context, care for a child under 18 or for a relative in need of care for up to three years.