Online application information sheet

for study programmes that are coordinated via hochschulstart.de:

- The online application takes place via 2 portals:
  1. hochschulstart.de (https://www.hochschulstart.de) and
  2. HAWK application portal "HISinOne" (https://hisinone.hawk.de).

- First you register at hochschulstart.de. There you will receive an applicant ID (*Bewerber-ID*; German acronym BID) and an applicant authentication number (*Bewerber-Authentifizierungsnummer*; German acronym BAN), which you will enter in your subsequent application via the HAWK application portal.

- Then you apply online in the HAWK application portal "HISinOne" and enter the data required for the application (online application).
  During the online application process, you upload your application documents to the application portal.

- The system logs out automatically after a period of more than 30 minutes; this can lead to data loss. Only all data already saved with "*weiter*" (next) is retained. To avoid data loss, please have all documents relevant to your application (certificates etc.) ready for uploading as digital files (PDF or JPG format).

- Your opportunity to apply online ends at 23:59 on the final day of the application period.

- After completing the online application, you can also print out the "*Kontrollblatt*" (control sheet) provided for your own documents. It shows you what information you have entered in the HAWK application portal.

- You will receive up-to-date information on the processing status of your application via the HAWK application portal. If the status of your application changes, you will receive a message to the email address you have provided. You will receive further information when you log in to the application portal. There you will find out whether any documents are missing from your application and what you must expect to happen if

(Version: 11/2024)   Hochschule für angewandte Wissenschaft und Kunst Hildesheim/Holzminden/Göttingen
University of Applied Sciences and Arts

Page 1 / 2

www.hawk.de

you do not submit them on time.

- Coordination by hochschulstart.de (*Stiftung für Hochschulzulassung* (Foundation for University Admissions)):
  The allocation of places on the degree programme is coordinated by hochschulstart.de by comparing the available admission offers. If you have applied for a place on a degree programme at several universities participating in hochschulstart.de, you can see at hochschulstart.de whether and from which universities you will receive an admission offer. It is particularly important that you **prioritise your applications at hochschulstart.de**, so that you can be allocated the best possible admission offer. **Admission offers are also accepted via hochschulstart.de**. For example, if you receive an admission offer from us that you would like to actively accept, you can do this via hochschulstart.de. Please note the coordination rules of hochschulstart.de. Detailed information on the coordination procedure of the *Stiftung für Hochschulzulassung* can be found at https://www.hochschulstart.de.

- If you have received an admission offer from the HAWK and have accepted it via hochschulstart.de, you will receive a letter of admission by post in the next step. The letter of admission can also be viewed as a PDF on the HAWK application portal.
  Your letter of admission will outline the enrolment process and specify two deadlines for applying for enrolment.

- First, you apply for enrolment online – within the 1st deadline mentioned – in the HAWK application portal. Enter the data required for enrolment and upload a digital passport photo.

- After completing online enrolment, upload the enrolment documents (see information in the portal) and the outstanding documents specified in the letter of admission to the application portal within the 2nd deadline mentioned.

- Remember to transfer the semester fee, as the HAWK can only enrol you once you have uploaded all the documents required for enrolment and your semester fee has been credited to the HAWK account.