

 **Checklist for the procedure of hochschulstart.de for local admission-restricted courses of study (summer term 2018)**



Overview of the procedure



1. My chosen course of study participates in the procedure of hochschulstart.de for local admission-restricted courses of study.

2. I register with hochschulstart.de (<https://dosv.hochschulstart.de/bewerber>), if I have not yet created a user account. I click on the activation link within 72 hours and receive my personal BID (applicant-ID) and BAN (applicant authentication number).

3. I check, depending on the stipulation of the higher education institution, if I have to submit my application within the **application period (15.10.2017-15.01.2018)** centrally or decentrally:

→ **Central application:** I apply directly under the application portal of hochschulstart.de and submit my application(s) online in the portal.

→ **Decentral application:** After successful registration in the application portal of hochschulstart.de there is a link for each participating course of study. This link guides me to the application portals of the chosen higher education institutions. There I create a user account, enter my BID and BAN and fill out the entire online application.

Tip for both methods:

If higher education institutions request papers or forms, I send these in due form and time to the higher education institution in question.

4. In my user account at hochschulstart.de I can find all my applications that participate in the procedure. I put my applications into an order of preference until the end of the **decision phase (18.02.2018)** at the latest. My favourite application is placed first.

5. With the beginning of the **coordination phase 1** on **16.01.2018** I can receive offers of admission at any time. I can accept one of them directly or I can wait for further offers. **Important:** As soon as I accept an offer I receive an admission and I no longer participate in the ongoing procedure!

6. If I have not received an offer of admission for my favourite application, I can wait until the end of the **decision phase (18.02.2018)**. **Important:** All my offers of admission are available until 18.02.2018. Now I can change the order of my chosen courses of study for the last time. The setting of priorities has an effect on the ongoing procedure!

7. If I had one or more admission offers before the beginning of the **coordination phase 2 (19.02.2018)**, now only the best possible offer of admission is available. This offer can in this phase be replaced by an offer with a higher priority. If I receive an offer of admission for my first chosen course of study, it will be turned to an admission automatically and I no longer participate in the procedure. If this is not the case until the end of the **coordination phase 2 (24.02.2018)**, I will automatically receive an admission to the offer of admission available at that time.

8. Afterwards I will get a notification of admission. With the notification I enrol directly at the higher education institution. All further information and deadlines are provided in the notification or rather by the higher education institution in question.

9. If I did not get an admission, I will receive at least one notification of refusal after the end of the **coordination phase 2 (24.02.2018)**.

10. If there are still free places, I can participate in the **clearing procedures (02.03.-06.03. and 24.03.-29.03.2018)**. The application is done centrally under the application portal of hochschulstart.de.

I should keep in mind the following: In order to keep up-to-date, I regularly check my e-mails and my status in the application portal of hochschulstart.de and of the higher education institution in question. I can find further information on the procedure under www.hochschulstart.de.

Important login details:

only for personal use – please keep your login details safe!

User name (hochschulstart.de)

Password (hochschulstart.de)

Applicant-ID (BID)

Applicant authentication number (BAN)

Login details (higher education institutions)

Contact

hochschulstart.de

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* 14 cent per minute from German landline based networks, maximum 42 cent per minute from German mobile networks

