Section 1: Welcome *(Willkommen)*
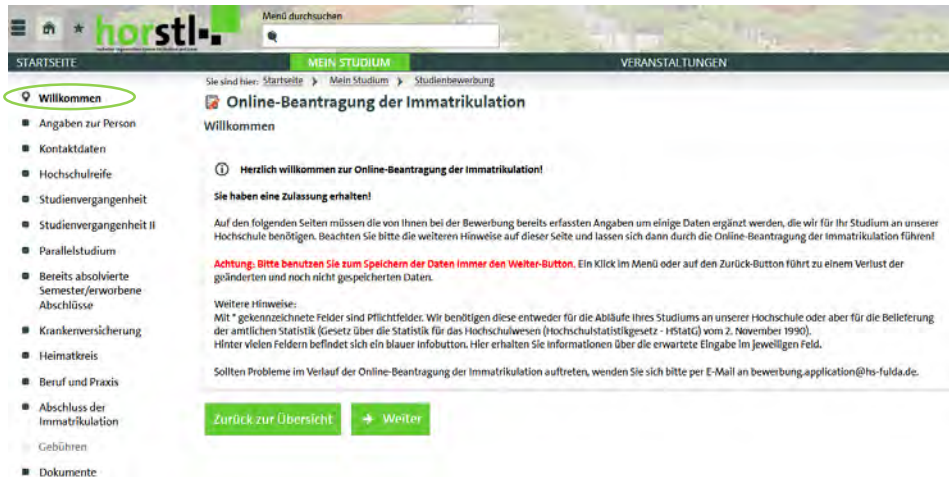
horstl

STARTSEITE | MEIN STUDIUM | VERANSTALTUNGEN

Sie sind hier: Startseite ▶ Mein Studium ▶ Studienbewerbung

Online-Beantragung der Immatrikulation

Willkommen

- Willkommen
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- Studienvergangenheit II
- Parallelstudium
- Bereits absolvierte Semester/erworbene Abschlüsse
- Krankenversicherung
- Heimatkreis
- Beruf und Praxis
- Abschluss der Immatrikulation
- Gebühren
- Dokumente

ⓘ Herzlich willkommen zur Online-Beantragung der Immatrikulation!

Sie haben eine Zulassung erhalten!

Auf den folgenden Seiten müssen die von Ihnen bei der Bewerbung bereits erfassten Angaben um einige Daten ergänzt werden, die wir für Ihr Studium an unserer Hochschule benötigen. Beachten Sie bitte die weiteren Hinweise auf dieser Seite und lassen sich dann durch die Online-Beantragung der Immatrikulation führen!

Achtung: Bitte benutzen Sie zum Speichern der Daten immer den Weiter-Button. Ein Klick im Menü oder auf den Zurück-Button führt zu einem Verlust der geänderten und noch nicht gespeicherten Daten.

Weitere Hinweise:
Mit * gekennzeichnete Felder sind Pflichtfelder. Wir benötigen diese entweder für die Abläufe Ihres Studiums an unserer Hochschule oder aber für die Belieferung der amtlichen Statistik (Gesetz über die Statistik für das Hochschulwesen (Hochschulstatistikgesetz - HStatG) vom 2. November 1990). Hinter vielen Feldern befindet sich ein blauer Infobutton. Hier erhalten Sie Informationen über die erwartete Eingabe im jeweiligen Feld.

Sollten Probleme im Verlauf der Online-Beantragung der Immatrikulation auftreten, wenden Sie sich bitte per E-Mail an bewerbung.application@hs-fulda.de.

Zurück zur Übersicht | → Weiter

Welcome to the online application for enrolment!

In the following sections you need to provide additional information on your personal data, school/ university education, degrees completed etc. Please carefully read our information on each page and complete the online enrolment step by step.

Fields indicated with * are mandatory. These data are either essential for the further course of your studies at our university or required by the German University Statistics Law *(Gesetz über die Statistik für das Hochschulwesen vom 2. November 1990).*
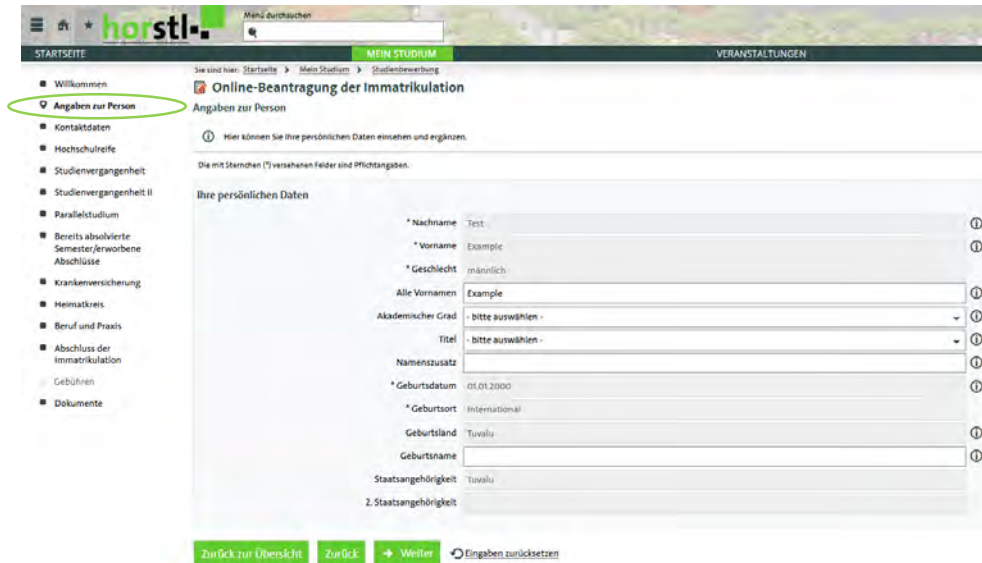
We are aware that some information we ask for is typical for the German education system and you might face difficulties in answering the questions. No need to worry – we will not reject your enrolment because of wrong/incomplete data. **Please complete all sections to the best of your knowledge instead of calling/sending emails with individual questions!** We will check your entries and contact you if anything is unclear or missing.

Please always use the button **Weiter** to save your entries and continue to the next page. Via **Zurück zur Übersicht** all data you entered in the current section will be deleted and you will be directed to the start page of your applicant account again. In all following sections the button **zurück** will also appear. If you click on it, all data you entered will be deleted and you will go back to the previous section.

In case any problem occurs during the online application for enrolment, please do not hesitate to contact us via bewerbung.application@hs-fulda.de Please always include your application number!

Ready to enrol? Start the process with **Weiter**

Section 2: Personal Information *(Angaben zur Person)*

Here you can complete your personal information.

All data in the grey fields have been transferred from uni-assist and cannot be changed by yourself.
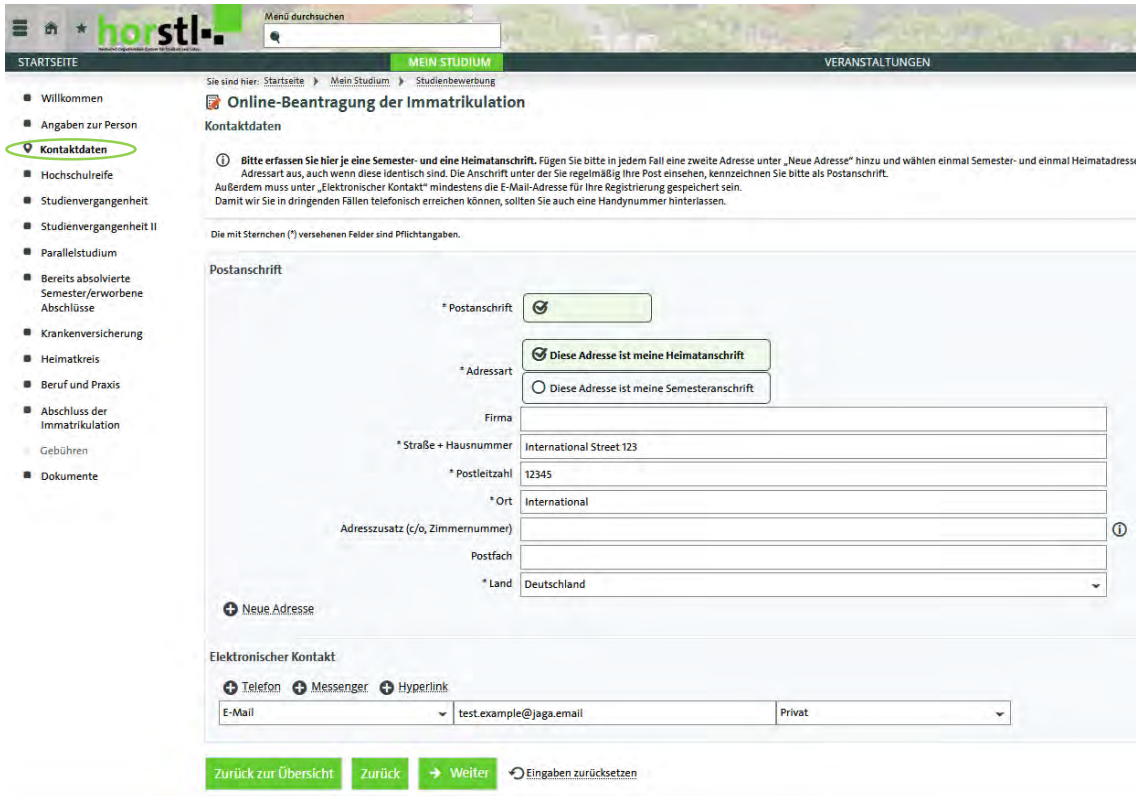
Please enter ALL your first names from your passport in the field **Alle Vornamen**.
Please do not write your names in capital letters, only the first one has to be capitalized.

In case you have changed your surname, for example by marriage, please enter your maiden name in **Geburtsname**. You do not need to send any proof.

Save your entries and continue with **Weiter**

Section 3: Contact Information *(Kontaktdaten)*

In this section we ask for your home address *(Heimatanschrift)* as well as for your semester address *(Semesteranschrift)*.

The one you can already see has been transferred from uni-assist and is automatically marked as home address *(**Diese Adresse ist meine Heimatanschrift**)*. You can change it if necessary.

Entering a second address is mandatory. Click on **Neue Adresse** and enter it. This step is also necessary in case you (currently) only have one address. In this case just enter your home address again. Please mark the second entry as ***Diese Adresse ist meine Semesteranschrift***.

Please check if under ***Elektronischer Kontakt*** a valid email address appears.

Save your entries and continue with **Weiter**

Section 4: University Entrance Qualification *(Hochschulreife)*

This page shows your university entrance qualification determined by uni-assist for the chosen study programme and according to German standards.

You enrol for a Bachelor's programme? No further entries are necessary, continue with **Weiter**

You enrol for a Master's programme? We need details about your secondary (highest) school leaving certificate (that allows you to enter a university). Please add the required details via **Hochschulreife hinzufügen**

- ➤ ***Erworben in*** = Select *"außerhalb Deutschlands"* as above
- ➤ ***Land/Staat*** = Select the country where you received the certificate
- ➤ ***Art der Hochschulreife/erster Studienabschluss*** = Select one of the two options explained above
- ➤ ***Durchschnittsnote*** = Enter any number between 1,0 and 4,0
- ➤ ***Datum der Hochschulreife*** = Select the date when you graduated from secondary school (usually the date on the certificate)

Section 5: Previous studies *(Studienvergangenheit)*

Have you ever been enrolled before at any other university **in Germany or abroad** as regular student (not in a preparatory programme, language course or Studienkolleg)?

If not, directly continue with **Weiter**.

If yes, we need to know in which country, semester and year you were first enrolled:

- ➢ ***Land*** = Country in which the university of your first enrolment is located
  In case the country is Germany, the field ***Hochschule der ersten Einschreibung in Deutschland*** will appear and you need to select the name of the university from the list.

- ➢ ***Semester der ersten Einschreibung in Deutschland*** = Semester in which you enrolled for the first time (*Wintersemester* means October-March/*Sommersemester* means April-September), no matter whether it was in Germany or abroad.

- ➢ ***Jahr der ersten Einschreibung*** = Year of your first enrolment (year in which the semester chosen above started; for example: You started in February 2019 = Wintersemester 2018 is the correct entry according to the German academic calendar).

- ➢ *Bisherige Semester an deutschen Hochschulen* = Number of semesters at German universities in total prior to enrolment in Fulda.

If you change to Fulda University directly from some other university in Germany or abroad, we need further information on that studies. Please click on **Angaben zum direkten Vorsemester des Studiums hinzufügen**

Save your entries and continue with **Weiter**.

Section 6: Previous studies II *(Studienvergangenheit II)*

You have been enrolled before and entered the data of your first enrolment in the previous section? Then please provide additional information on all your previous studies in this section.

Click on *Angaben zum früheren Studium hinzufügen* to enter the required data.
Detailed information can be found on the next page.

Otherwise, directly continue with **Weiter**.

- ➤ ***Land*** = Country in which the university at which you have previously studied is located
  In case the country is Germany, the field ***Hochschule der ersten Einschreibung in Deutschland*** will appear and you need to select the name of the university from the list.

- ➤ ***Angestrebter Abschluss*** = Select *Abschlussprüf. im Ausland* in case the university is abroad

- ➤ ***Studienform*** = Select *Erststudium*

- ➤ ***Semester der Einschreibung*** = Semester in which you started these studies (*Wintersemester* means October-March/*Sommersemester* means April-September)

- ➤ ***Jahr*** = Year in which the semester chosen above started; for example: You started in February 2019 = Wintersemester 2018 is the correct entry according to the German academic calendar)

- ➤ ***1. Fach*** = Name of the study programme at the other university; select the one that comes closest in your opinion

- ➤ **Fachsemester 1. Fach** = Enter the number of semesters you were enrolled in this programme

We need this information from all your previous studies.
You can add a second/third study programme via the button **Weiteren Abschluss hinzufügen**.

Section 7: Parallel studies *(Parallelstudium)*

This section is only relevant in case you will be enrolled at another German/foreign university after having started studying with us. If not, directly continue with **Weiter**.

Otherwise click on ***Angaben zum parallelen Studium hinzufügen*** and enter the required data according to the following explanations:

➤ ***Land*** = Country in which the other university is located. If in Germany, you will have to chose the name of the institution from the selection list.
➤ ***Abschluss*** = Select *Abschlussprüf. im Ausland* in case the university is abroad; in case the university is in Germany you will also have to enter the name of the university
➤ ***Studienform*** = Select *Erststudium* in case the parallel study is your first study at that degree level. Select *konsek. Master* in case the parallel studies is a Master's programme.
➤ ***Semester*** = Semester in which you started these studies (*Wintersemester* means October-March/ *Sommersemester* means April-September)
➤ ***Jahr*** = Year in which the semester chosen above started; for example: You started in February 2019 = Wintersemester 2018 in the correct entry according to the German academic calendar)
➤ ***Fach*** = Name of the study programme at the other university; select the one that comes closest in your opinion

Section 8: Previous degrees *(Bereits absolvierte semester/erworbene Abschlüsse)*

This section is only relevant in case you have entered previous study times at another universities in section 5 or 6 and have already completed that/those studies.
If not, directly continue with **Weiter**. No entries have to be made in the upper part.

Otherwise click on *Angaben zum parallelen Studium hinzufügen* and enter the required data according to the following explanations:

Please enter the date of your graduation via "Datum der Prüfung" and select "Prüfung bestanden via "Status". If you finally failed

Section 9: Health Insurance *(Krankenversicherung)*

For enrolment at a German university, <u>ALL</u> students have to have contacted a statutory German health insurance company and request the electronic transmission of the insurance status to Hochschule Fulda (our identification number: H0003119). Proof outside the electronic transmission procedure (e. g. in paper form, by email) from student or insurance side is not possible.
You can continue and complete the online enrolment without that message, but your enrolment will not be finalized from our side before having received it directly from a German statutory insurance company!

Please contact our International Office if you need further advice on health insurance in general and how to get into contact with an insurance company. They will not able to provide information on the online enrolment!

In case you already hold German statutory health insurance, just contact your insurance company and ask them to submit your insurance status electronically to Hochschule Fulda.
In case you hold private insurance, you can contact any statutory German health insurance company and request the required electronic message from them.

1. **You have taken out/will take out statutory German health insurance for students**
   Please select "versicherungspflichtig (gesetzlich versichert)" next to *Versicherungsstatus*. Additional entry/ selection boxes will appear. First choose whether you already have a valid insurance number (one capital letter followed by 9 numbers) by clicking in "Ja, ..." or not by clicking on "Nein, ...". Either way you will have to select your (future) insurance company from the selection list next to *Krankenkasse.*

2. **You are exempted from statutory German health insurance for students (for example because you hold private insurance from your home country or statutory health insurance from another EU/EEA country or from a country with social insurance agreement with Germany private insurance**
   Please open the menu next to *Versicherungsstatus* and choose *"befreit"*. No further entries will be necessary, but you also need to have an insurance company sent the electronic notification.

3. **In case you are not sure about your insurance status**, please choose "befreit" next to *Versicherungsstatus*. The electronic message from the health insurance company will automatically set the correct status later.

   DO NOT SEND ANY HEALTH INSURANCE DOCUMENTS BY EMAIL OR POST TO US, WE CAN ONLY ACCEPT THE DIGITAL MESSAGE SENT FROM THE INSURANCE DIRECTLY TO US!

Section 10: Home district *(Heimatkreis)*

This section automatically shows the country of your home address based on your entries in section 3, no further entries are necessary.

Section 11: Vocational training and internship *(Beruf und Praxis)*

Here we ask for completed vocational trainings or internships prior to your studies.
Nein (= no) is ticked as standard answer. Please change into *Ja* (= yes) in case it applies to you:

- *Berufsausbildung mit Abschluss*
  Have you already completed a vocational training in Germany?
- *Praktikum oder Volontariat im Hinblick auf das jetztige Studium*
  Have you already completed an internship or a traineeship required for the study programme you applied for?

Save your entries and continue to the next section with **Weiter**.

Section 12: Finalizing Enrolment Application *(Abschluss der Immatrikulation)*

You have entered all necearry data. Please click on Abschließen und Gebühren berechnen **to finalize your online enrolment application** and to generate a bill showing the amount you have to pay as semester fee (*Semesterbeitrag*). You will automatically be forwarded to section 13: Fees (Gebühren).

You already have a German or a SEPA bank account:
Please pay the fee by direct debit mandate. Click on ***Rechnung für Immatrikulationssemester per Lastschriftauftrag bezahlen*** and complete all following steps! This way the money will directly be registered on your student account after a few days and we can complete your enrolment. It is also possible to use another person's German/SEPA bank account for the debit mandate, for example from a relative/a friend. No need to worry: the mandate is only valid once, there will not be any further automatic activity from our side in a future semester!
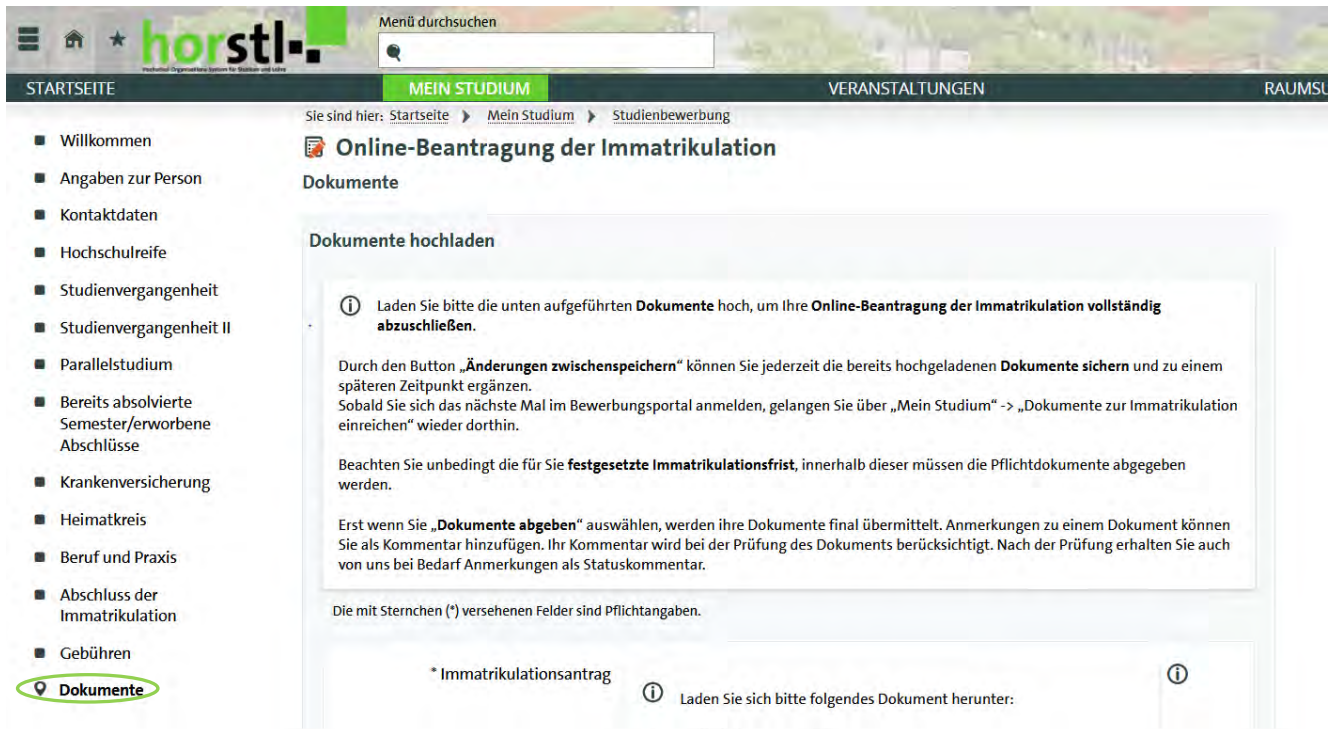
In case you do not yet have a German or a SEPA bank account:
You have to pay the fee by bank transfer. Please send an email to bewerbung.application@hs-fulda.de and ask for our bank account details.

In both cases: The due date of the payment (Fälligkeit) displayed here does not apply! Your payment is due on the enrolment deadline!

Proceed to the last section *Dokumente* via the button **Weiter zum Dokumentenupload.**

Section 13: Document upload area *(Dokumente)*

Uploading the required documents in your horstl account is sufficient. You do not need to send anything by post or email unless we ask for. Please see the next pages for information on how to complete this section.

After having uploaded the documents and finally submitted them, we will be able to enrol you once we have received your payment and the health insurance notification. It usually takes two weeks, we will send an email confirming your enrolment.

*Immatrikulationsantrag

Please download the 'Immatrikulationsantrag' (German version) or the 'Application for Enrolment' (English version), fill it out with all required information, sign it (also possible with digital signature) and upload it.

*Hochschulzugangsberechtigung:

Here you need to upload the documents qualifying you for studying in Fulda.

Enrolment for Bachelor's programme: Please upload your secondary school leaving certificate.

Enrolment for Master's programme: Please upload your first degree. In case you have not yet finished it, you may upload the documents you submitted with your application and upload the final degree certificate until late November (winter semester)/late May (summer semester).

*Personalausweis:

Here you need to upload a valid ID document, for example a passport.

These three upload areas have to be completed with the required documents in order to be able to either save your uploads (button **Änderungen zwischenspeichern**) or finally submit your enrolment documents (button **Dokumente abgeben**). Finally submitting the documents via the button **Dokumente abgeben** has to be done within the enrolment deadline!

Vorstudienzeiten:

Only relevant in case you have already been a degree-seeking student at one or more German universities. You need to upload documents showing the semester of enrolment, the name of the study programme/intended degree, the number of semesters you were enrolled. It might be necessary to upload several documents in order to provide all relevant information.
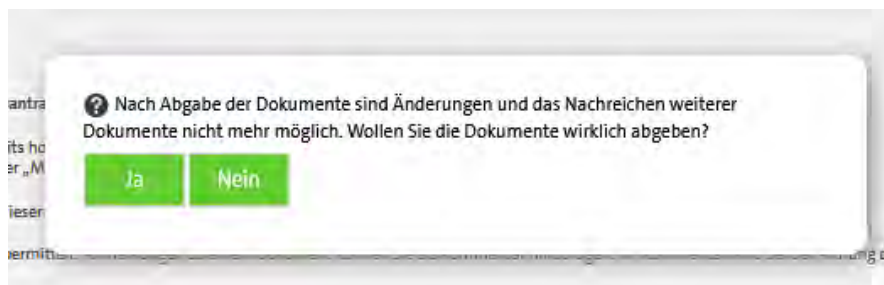In case the documents are not yet available at the time of your enrolment, you may upload them until the study start.

Sonstige Voraussetzungen:

Please upload additional documents required to fulfil the admission requirements, for example German/English certificate, study contract, and so on. Also upload them in case you already submitted them with your application!
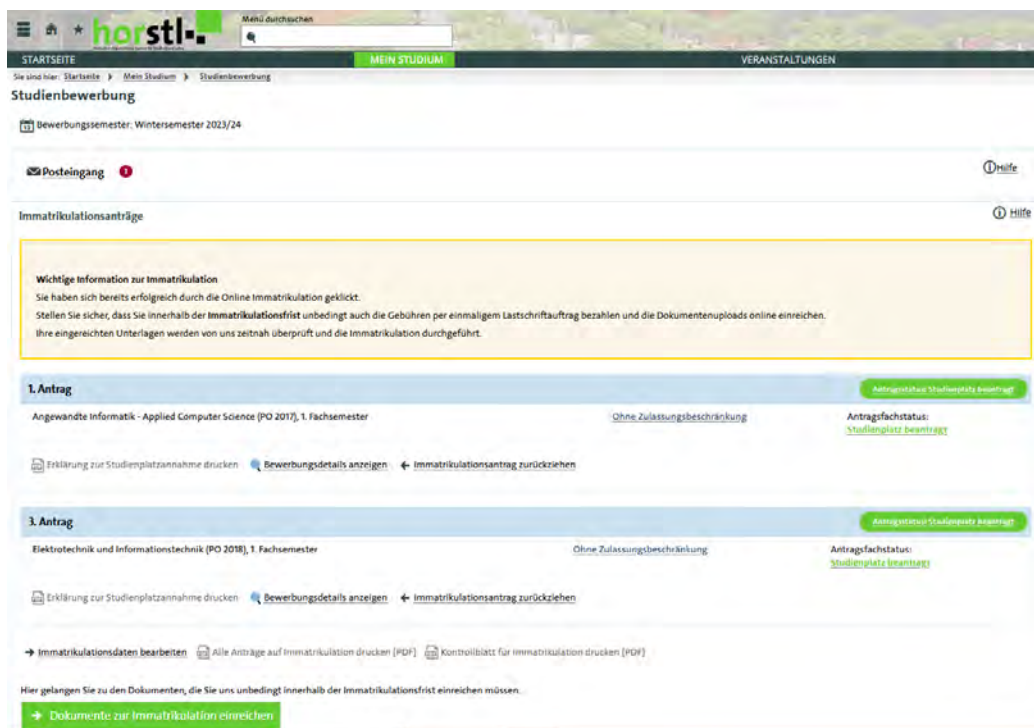Some documents are due with the enrolment, some can be submitted later.

For the final submission of your enrolment documents, please click the button **Dokumente abgeben** and confirm the following message with **Ja**. You will not be able to add/change documents after this step (document status 'Eingegangen').

Click on the button **Zurück zur Übersicht** in order to get back to the start page of your horstl account.

O

Uploading the required documents in your horstl account is sufficient. You do not need to send anything by post or email unless we ask for. Please see the next pages for information on how to complete this section.

After having uploaded the documents and finally submitted them, we will be able to enrol you once we have received your payment and the health insurance notification. It usually takes two weeks, we will send an email confirming your enrolment.

Start page of your horstl applicant account after having completed the online enrolment:

After having completed the online application for enrolment the start page has changed.

The status of your application(s) is now "Studienplatz beantragt". Again, please make sure to upload and submit all required documents via Dokumente zur Immatrikulation einreichen and to pay the semester fee within the deadline for enrolment! The deadline can be found in the admission letter in your inbox ("Posteingang").

In case you want to change your enrolment data, please click on *Immatrikulationsdaten bearbeiten* to get back to the enrolment section.

Attention: Via the button *Immatrikulationsantrag zurückziehen* you withdraw your enrolment application! Do not use it unless you finally have decided against studying with us.
You would have to submit it again via Immatrikulation erneut beantragen before the deadline in case you still want to enrol!