

HSinONE

Application Guideline

THANK YOU

for your interest in applying to Offenburg University as an international student! To ensure that you follow the correct application procedure, please read this guideline.

We are here to help

Don't worry if you have problems with the registration? We are here to help! If you have any questions, please do not hesitate to contact us.



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CHECKLIST

- 1. REVIEW IMPORTANT DATES
- 2. REGISTRATION
- 3. APPLY ONLINE
- 4. PRESELECTION
- 5. FINAL SECTION AND ADMISSION
- 6. YOUR STUDY PLACE

Get Excited!



1. REVIEW IMPORTANT DATES

Applications
Open



JULY 16

Priority
Application
Date



JULY 16 -
MARCH 31

Document
deadline



APRIL 15

Payment
deadline



JULY 15

Summer
language
course



SEPTEMBER 07-
OCTOBER 02

First day
of
classes



OCTOBER
05

□ 2. REGISTRATION

Registration and create an account

To apply for a degree program at HS Offenburg, you need to create an account on the HISinOne application portal. There you also provide a valid e-mail address to which all information about your application will be sent. After your registration in the portal, you will receive your login data via e-mail to activate your personal account. Please create only one account – you can apply for several degree programs with it.

YOUR TO-DO LIST:

- To create an account on the HISinONE application portal click [here](#)
- Go to „Admission“ > „Self-Registration“
- Please fill in the form and click on „Register“



□ 3. APPLY ONLINE

During the application period (July 16 to March 31 for the international Master's programs), you can apply online via the [application portal](#).

To apply, you must first login to the application portal (in the top right corner of the page) using the login information you received when you registered (step 1). You may switch the language setting to German (in the top right corner).

Once you click the button to add an application, you can select your study program. It is possible to apply for more than one study program without registering again ("first request," "second request," etc).

Depending on the selected study program, you will be asked to indicate your previous academic degree(s), language abilities, scholarships etc. The questions on vocational training and military service are only relevant for German-taught programs. Therefore, the standard answer for international Master's degree applicants is no (you will find all admission requirements that are specific to your Master's degree program under the header "Requirements."

At the end of this section you will be asked to upload your transcript of records and a passport photograph.

□ 4. PRESELECTION

Application form

As soon as you have submitted our online application in the online portal, the system generates an application letter („Application form / Antrag auf Zulassung“).

Submission of paper documents

After checking whether you are eligible for the study program, the program coordinator will contact you. **In case of a positive response**, please proceed with your application by printing out and sending the application form (in both language versions, German and English), together with the relevant documents, to the following address:

Hochschule Offenburg
Zulassungsamt
Badstr. 24
77652 Offenburg
GERMANY

Please note that only eligible candidates will be invited to submit paper documents and to hand in the application

REQUIERED DOCUMENTS

- Certified copy of Bachelor's degree
- Certified transcripts of records
- English language certificate report
- Proof of German proficiency (only RED)
- Resume (curriculum vitae)
- Passport photo
- Letter of motivation
- 2 letters of recommendation (only CME and IBC)
- Proof of a minimum of two years work experience (IBC)
- APS certificate (for applicants from China and Vietnam)
- Copy of your passport ID

□ 5. FINAL SECTION

Final Section

The Admission Committee will evaluate and select the applications according to the criteria specified under the section requirements of your study program.

Admission letter

In case of admission, you will receive an admission letter by both e-mail and postal mail from your program coordinator.

In your application account you will find a list of notifications of acceptance for all the degree programs to which you have applied and have been offered admission.

□ 6. YOUR STUDY PLACE

Enrollment

Now all you need to do is to return the request for enrollment by e-mail to the program coordinator if you accept your study place.

As a first step, you need to enroll online, by clicking on request for enrollment and answering some questions about your academic background for statistical purposes.

After doing so, you will find your Request for Enrollment / Antrag auf Immatrikulation in the application portal in PDF format. Print out the PDF document in both language versions and sign it. Then send the request by E-mail to your coordinator and bring it with you to finalize your enrollment on the first day at Hochschule Offenburg.

Fees

Please note that your study place will not be kept if your tuition fees (non-EU citizens) / service contribution (EU citizens) and the administration fees (all students) is not received by July 15 at the latest.



We are here to help!

Still not entirely sure what to do? Don't worry, we are here to help. To make things as easy as possible, make sure you keep up with deadlines. Read our emails and information sheets carefully and make sure that you understand the procedures.

If you still have questions, please contact our office (email: gs@hs-offenburg.de) or the coordinator of your master program.