

## Checklist for Application & Enrolment Winter semester 2024/2025

With the exception of the Bachelor's degree programme in Business Psychology and Physician Assistant, all degree programmes are **without restricted admission**, so there is no NC. For certain study programmes, specific qualification or admission requirements must be fulfilled. For example, a certain final grade in the Bachelor's degree is required for Master's degree programmes and, if necessary, a selection procedure must also be completed. You must also observe the special conditions for admission when applying for the higher semester.

For further information about the Bachelor's degree programme in **Business Psychology** and **Physician Assistant** with restricted admission (NC-process) please check our website in German at [www.th-ab.de/bewerben](http://www.th-ab.de/bewerben).

**Please note your access data and application numbers here and keep them safe for the entire application process.**

Registration in the CampusPortal Technische Hochschule Aschaffenburg <a href="https://hisinone.th-ab.de">https://hisinone.th-ab.de</a>	
User name _____	Application number _____ (to be found on the CampusPortal under „Personal information“)
Password _____	

### Contact

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#### Student Services

for questions about application and admission

Phone: 06021/4206-351

email: [studienbewerbung@th-ab.de](mailto:studienbewerbung@th-ab.de)

#### General student advisory service

for questions about the choice and the progress of study

Phone: 06021/4206-755

email: [studienberatung@th-ab.de](mailto:studienberatung@th-ab.de)

## Checklist for degree programmes without restricted admission

Phase	Application & Enrolment – Step by step
<p><b>Application</b> Start: 2 May Deadlines at <a href="http://www.th-ab.de/bewerben">www.th-ab.de/bewerben</a></p> <p>Midwifery: 1 February to 31 March</p>	<p><b>1</b> Online <b>application</b> via our CampusPortal <a href="https://hisinone.th-ab.de">https://hisinone.th-ab.de</a></p> <p>In particular, please keep the following documents ready for upload in PDF format:</p> <p><b>For a Bachelor's application:</b></p> <ul style="list-style-type: none"> <li>• chronologically complete curriculum vitae in tabular form</li> <li>• University entrance qualification; <b>in the case of foreign educational qualifications, additionally the preliminary review documentation (Vorprüfungsdokumentation, VPD) from uni-assist</b></li> <li>• if applicable, registration and de-registration certificates of German universities</li> <li>• <b>any language examinations required</b></li> </ul> <p><b>For a Master's application:</b></p> <ul style="list-style-type: none"> <li>• chronologically complete curriculum vitae in tabular form</li> <li>• University degree certificate and diploma of previous studies</li> <li>• if the certificate is not yet available, a current transcript of records with provisional grade point average</li> <li>• <b>in the case of foreign educational qualifications, additionally the preliminary review documentation (Vorprüfungsdokumentation, VPD) from uni-assist</b></li> <li>• if applicable, registration and de-registration certificates</li> <li>• <b>any language examinations required</b></li> </ul> <p><b>2</b> Track application status via the <a href="#">CampusPortal</a>. There you will also be informed about missing documents. In the case of status changes, you will also receive a notification by email.</p>
<p><b>Admission</b> after processing your documents</p>	<p><b>3</b> Access, save and print the notification of admission via the <a href="#">CampusPortal</a>. In the notification of admission, you will find the deadlines for enrolment and the documents to be submitted.</p>
<p><b>Enrolment</b> Period see notification of admission</p>	<p><b>4</b> First, you go through the <b>online enrolment process</b> via our <a href="#">CampusPortal</a>.</p> <p>The following further steps are then required:</p> <ul style="list-style-type: none"> <li>▪ <b>Upload of documents, a. o.:</b> Scan of the identity card/passport, digital passport photo</li> <li>▪ <b>Health insurance:</b> You must submit the digital notification (so-called M10 notification) to a German statutory health insurance provider.</li> <li>▪ <b>Bank transfer:</b> You will find the transfer details for the student services fee ("Studierendenwerksbeitrag") of 70 euros in the <a href="#">CampusPortal</a> after online enrolment.</li> </ul> <p>In the <a href="#">CampusPortal</a> you will also find information on the other documents to be submitted: for example, a practical training contract is required for cooperative degree programmes and, in the case of midwifery, a certificate of health ("Gesundheitszeugnis") and an extended certificate of good conduction ("erweitertes Führungszeugnis") are also required.</p>
<p><b>Beginning of studies</b> 1 October</p>	<p><b>5</b> You will receive your access data for the IT systems of the TH Aschaffenburg as well as your Student ID card, the CampusCard.</p> <p>You will find all important information on the <b>procedure for your beginning of studies</b> close to the start of the semester at <a href="http://www.th-ab.de/erstsemester">www.th-ab.de/erstsemester</a>.</p>