



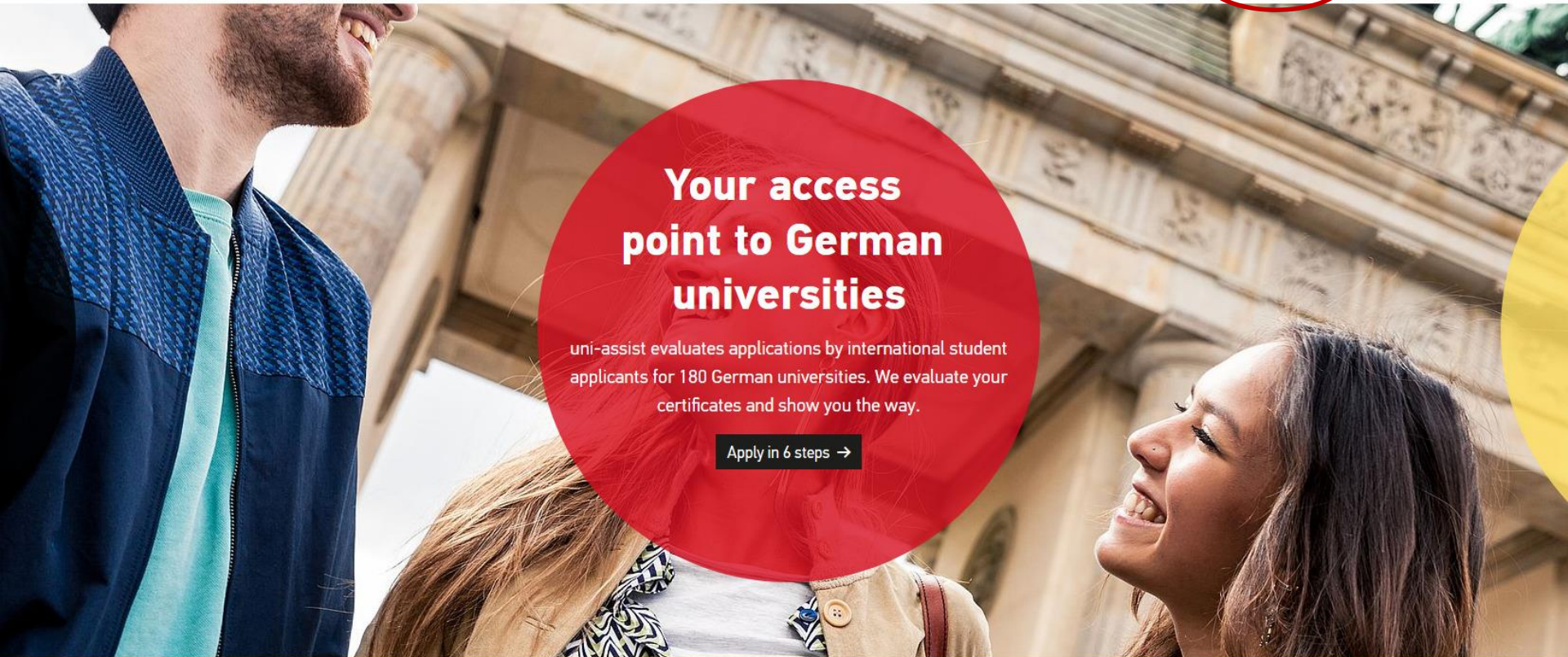
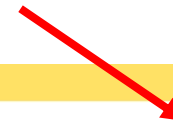
How to apply at Osnabrück University of Applied Sciences

CENTER FOR INTERNATIONAL STUDENTS





APPLICATION PROCESS WITH UNI-ASSIST



Your access point to German universities

uni-assist evaluates applications by international student applicants for 180 German universities. We evaluate your certificates and show you the way.

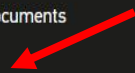
Apply in 6 steps →



APPLICATION PROCESS WITH UNI-ASSIST

HOW TO APPLY

- Get information
- Plan your application
- Assemble your documents
- Apply online**
- Pay all fees
- Send & Track



You can find out more about **applying** via uni-assist here ...

[More →](#)

universities

uni-assist evaluates applications by international student applicants for 180 German universities. We evaluate your certificates and show you the way.

APPLICATION PROCESS WITH UNI-ASSIST



1. Register and create your account on [Hochschulstart.de](https://hochschulstart.de)!

2. You then receive your BID and BAN number that you need to complete your application



Make sure to write down your user name and password so you do not forget it!

Deutsch | Help | Contact

Font size

Application portal of the dialogue-oriented service procedure (DoSV)

Registration and application to dialogue-oriented service procedure

In this portal you can find which courses offered in this service procedure, manage your applications and get the actual status for your applications. More information about the dialogue-oriented service procedure at hochschulstart.de.

Log in

Please enter the user name and password you used to register. Please note that after this registration no further registration is needed for any subsequent procedures.

DoSV user name

Password

Log in

[Forgotten your DoSV user name?](#)

[Forgotten your password?](#)

In order to submit applications you need a user account. Please note that a multiple registration is not allowed and that superfluous accounts including all applications will be deleted.

[Registration](#)

Here you can get information on the admission-restricted courses of study offered in the current procedure.

Some higher education institutions probably have not yet released their courses of study. Please visit the application portal regularly and check if the courses of your chosen higher education institution are available.

For the search no registration is required.

[Courses offered](#)



APPLICATION PROCESS WITH UNI-ASSIST

[Start](#) / [How to apply](#) / [Apply online](#)

Apply online

Always use our online portal [My assist](#) for your applications. Register and create your personal My assist account with your own uni-assist applicant number. You will use this account for all your applications, including applications for multiple semesters.

- First time at uni-assist? → Then you have to register first!
- Do you already have a uni-assist account? → Then just log in.



HOW TO USE THE ONLINE PORTAL “MY ASSIST”



1. [Register](#) on “My assist”.
2. Get your **BID and BAN** at hochschulstart.de (register and create an account)
3. Fill in your **applicant information and educational history** on My assist.
4. Select your university and the chosen course under **course catalogue**.
5. Choose your desired course of study. Make sure that you answer all questions without omissions.
6. Please upload each document **only once**. Give your documents an unambiguous name in German or English.

REGISTER IN „MY ASSIST“

CREATE NEW ACCOUNT

E-Mail

Please enter a valid e-mail address.

Re-enter e-mail address

This e-mail address must match the above e-mail address.

Password

Passwords must be at least 6 characters.

Re-enter password

This password must match the above password.

I have read and do accept the current Terms and Conditions and uni-assist's privacy policy. (Please note: As of 15 April 2020 our new terms and conditions will apply.)

Create a new account.



FILL IN YOUR APPLICANT INFORMATION

APPLICANT INFORMATION



Edit applicant information

Personal information

Gender

First name

Surname

Name affix

Birth name

Date of birth

Place of birth

Nationality

Stateless

I have come to Germany as a refugee and am interested in further information for refugee applicants.

Forward

APPLICANT INFORMATION



Edit applicant information

Contact information

c/o (Please enter information as follows: "c/o Name")

Street name

Address continued

Postal Code

City/Province/Region

Country

Back

Forward

MY ACCOUNT ▾ MY APPLICATIONS ▾ (0)

- Edit login details
- Applicant information
- Educational history
- Sign out

APPLICANT INFORMATION



Edit applicant information

Other information

Do you already have a uni-assist applicant number? Then please enter it here.

uni-assist applicant number

In which language would you like to be contacted?

German English

Only necessary for DoSV courses: BID (Applicant ID) via hochschulstart.de

Only necessary for DoSV courses: BAN (Applicant authentication number) via hochschulstart.de

I have read and do accept the current **Terms and Conditions** and uni-assist's privacy policy. (Please note: As of 15 April 2020 our new terms and conditions will apply.)

Password

Send applicant information

Back



FILL IN YOUR APPLICANT EDUCATIONAL HISTORY

EDUCATIONAL HISTORY

Edit educational history

MY ACCOUNT ▾ MY APPLICATIONS ▾ (0)

School leaving qualification

Have you graduated from school?

Yes No

Please provide information about your secondary school

In which country have you graduated from school or will be graduating shortly?

Did you attain the "Abitur" at a German school abroad?

Yes No

Please tick „No“ (except if you have attended a German international school)

Name of your highest school-leaving certificate

Other school-leaving certificate

"Abitur" (university qualification exam)?
 Yes No

Degrees

Have you graduated from university or will be graduating shortly?

Yes No

If you have already obtain a university degree, please provide information about your degree

TestAS

Do you want to enter TestAS information?

Yes No

- Edit login details
- Applicant information
- Educational history
- Sign out



SELECT YOUR UNIVERSITY AND THE CHOSEN COURSE UNDER COURSE CATALOGUE

COURSE CATALOGUE

Search criteria

Semester

Winter Semester 2022/23 x

University

Hochschule Osnabrück x

Federal state

Niedersachsen x

Type of degree

Bachelor x

(Partial) courses of study

All

uni-assist responsible

- All
- Yes
- No

Simple search

Reset

Winter Semester 2022/23



MY ACCOUNT ▾

MY APPLICATIONS ▾

(0)

Aircraft and Flight Engineering

Bachelor of Science (B.Sc.)

Hochschule Osnabrück

Admission type: Orts-NC

Show details

Select

Mechanical Engineering (Lingen)

Bachelor of Science (B.Sc.)

Hochschule Osnabrück

Admission type: Orts-NC

Show details

Select

Applied Plant Biology - Horticulture, Plant Technology

Bachelor of Science (B.Sc.)

Hochschule Osnabrück

Admission type: Orts-NC

Show details

Select

Applied Economics

Bachelor of Arts (B.A.)

Hochschule Osnabrück

Admission type: Orts-NC

Show details

Select



SELECT YOUR UNIVERSITY AND THE CHOSEN COURSE UNDER COURSE CATALOGUE



COURSE CATALOGUE

Search criteria

Semester

University

Federal state

Type of degree

(Partial) courses of study

uni-assist responsible

- All
- Yes
- No

Simple search

Reset

Total number of courses of study : 54

« < 1 2 3 > »

Mechanical Engineering (extra-occupational)

Bachelor of Engineering (B.Eng.)

Hochschule Osnabrück

Admission type: Orts-NC

Show details

Select

International Management

Bachelor of Arts (B.A.)

Hochschule Osnabrück

Admission type: Orts-NC

Federal state: Niedersachsen

Campus: Osnabrück

Major or minor (subject): Major subject

Course type: Full-time

Form of studies: First Degree

Focus: -

Course category: In-Class Study Course

Specialisation: -

Information provided by the university:

More

Hide details

Select



Once you have found your desired course of study, click on "Select." Select the course semester and click on "Add to selection."

SELECTION LIST



Now go to the "Selection list" by clicking on the box symbol.

⚠ Your selection list is currently invalid. Please make adjustments.

Winter Semester 2022/23

- Die Hochschule Osnabrück erlaubt maximal 3 Anträge pro Semester. The HS Osnabrück allows a maximum of 3 applications per semester.



SELECTION LIST

Click on “Show additional application-related questions” and answer the questions completely and truthfully.

SELECTION LIST

Winter Semester 2022/23

| | |
|---|--|
| International Business and Management (Bachelor) Bachelor of Arts (B.A.) Hochschule Osnabrück Show additional application-related questions (no unanswered mandatory questions) Show details | Application for 1. Fachsemester Admission type: Orts-NC Remove |
| Handling fees | € 75.00 |

| | |
|---|--|
| Communication Management Bachelor of Arts (B.A.) Hochschule Osnabrück Show additional application-related questions (no unanswered mandatory questions) Show details | Application for 1. Fachsemester Admission type: Orts-NC Remove |
| Handling fees | € 30.00 |

| | |
|--------------------------------|--|
| SUBTOTAL (VAT included) | € 105.00 |
| Credit | € 0.00 |
| TOTAL (VAT included) | € 105.00 |
| Selected courses of study: 2 | More about fees and payment Proceed to checkout |

Costs for the first desired course of study: 75.00 EUR
For each additional desired course of study: 30.00 EUR



ADDITIONAL APPLICATION-RELATED QUESTIONS

SELECTION LIST

Winter Semester 2021/22

Please answer the questions accurately if applicable

International Business and Management (Bachelor) Application for 1. Fachsemester

ADDITIONAL APPLICATION-RELATED QUESTIONS ✕

General questions (0/0)

EDUCATIONAL DATA

Please enter the details of all schools that you have attended:

1st School: Attended MM/YY - MM/YY

Name and place of school

Country

Name and type of school

2nd School: Attended MM/YY - MM/YY

Name and place of school

Country

Name of certificate

3rd School: Attended MM/YY - MM/YY

Name and place school

Country

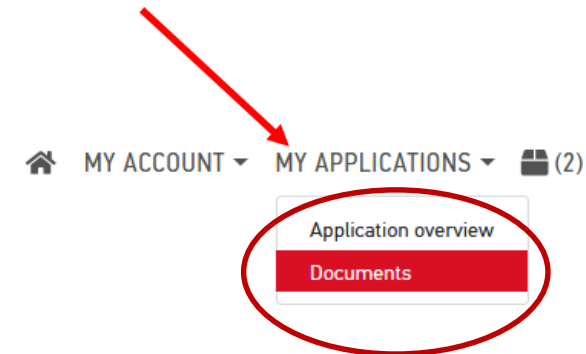
Name of certificate



UPLOAD DOCUMENTS

If you want to upload documents, please note the following:

- You can only **upload pdf files**.
- Each file can be a maximum of **10 MB in size**.
- A firewall may be preventing the uploading of your documents. If so, you will receive the error message “Bad Request”. Disable your firewall or try to upload the files from a different computer.
- Documents you have uploaded cannot be deleted. Do you want to update certain documents? Then simply upload a newer version. We will then take the newest version into consideration when processing your application documents.



UPLOAD DOCUMENTS

DOCUMENTS

How you can help us evaluate your documents faster:

- Please only upload PDF files (max. 10 MB per document).
- Please sort documents with several pages before uploading them (e.g. transcript).
- Please upload different documents in different files (e.g. school certificate and copy of passport).
- Please upload each file only once and choose a suitable file name (e.g. Diploma bachelor).

Please note: uploaded files cannot be deleted.

Mustermann_Max_Passport.pdf

Select

Passport

Upload file

Please note that it is currently possible to hand in applications only electronically (upload all documents on the uni-assist portal). In case a study place is offered, all the international credentials have to be submitted as certified copies directly at our university.

Some documents will have to be submitted by post.

The following applies for the documents: An upload is only sufficient for documents that do not require [official certification](#).

Please make sure to inform yourself at your [chosen universities](#) about how you have to submit your documents to us.

In general, the following applies:

- Submit your application form electronically via our online portal [My assist](#).
- [Send](#) your [educational certificates](#) (including the [overview of subjects and grades](#)) and [language certificates](#) as [officially certified copies](#) in the original language and, if necessary, also in [certified translation](#) (into either English or German) by post.
- [Other documents](#) (for example, internship certificates, a [CV](#), [letters of motivation](#), [letters of recommendation](#), passport copies, etc.) can be uploaded to your My assist account.



WHAT DOCUMENTS MUST BE SUBMITTED TO UNI-ASSIST?

- Your signed application form on the uni-assist [online portal](#)
- Your **secondary school leaving diploma / Bachelor diploma** as a **certified copy**: Submit all copies of your certificates in their original language, accompanied by a certified translation in German or English!
- **University transcripts** as a **certified copy** (if applicable!)

Please note that currently, it is possible to hand in applications only electronically. In case Hochschule Osnabrück can offer a study place, all the international credentials have to be submitted as certified copies. This will give applicants a little bit more time to have diplomas certified.

- Your personal CV
- [German language certificates](#) as a certified copy (need to be submitted by August 31, 2022 directly at our university!)
- Copy of your passport (to confirm the name and date of birth)

Please do not send original documents, but rather a [certified copy](#).

Exception: The APS Certificate (for Chinese, Mongolian, and Vietnamese applicants) must be submitted in the original. Application materials cannot be sent back to you.

FREQUENTLY ASKED QUESTIONS:

For each of the 6 application steps, uni-assist answers the most common questions. - If you have questions regarding your application, please check the FAQs first: <https://www.uni-assist.de/en/faqs/>



FAQS

Apply online

- ↳ General information
- ↳ Application
- ↳ Upload
- ↳ Password
- ↳ Making changes or deletions
- ↳ Status



PROOF OF GERMAN OR ENGLISH LANGUAGE PROFICIENCY (OR BOTH)

| | |
|-----------|---|
| English | Bachelor International Management (+ basic knowledge German); Master International Business and Management(+ basic knowledge German) |
| German C1 | most other degree programs of the university |

Which German language certificates can be accepted?

- TestDaF: TDN 4 or TDN 5 (at least 4 points per portion)
- German language examination for university entrance: DSH 2 or DSH 3
- Goethe Certificat C2
- Telc C1 university
- Exam 'German' of the entrance exam of the Studienkollegs
- German language diploma of KMK level II (DSD II)
- Zentrale Oberstufenprüfung (ZOP) of the Goethe-Instituts
- Large or small German language diploma of the Goethe-Instituts (GDS oder KDS)
- Completion of a German study degree program

German language certificates can be submitted until August 31, 2022 directly at our university!

SPECIFIC REQUIREMENTS FOR CERTAIN DEGREE PROGRAMS



The screenshot shows a website interface. On the left is a navigation menu with a 'Study' dropdown menu. The menu items are: Bachelor, Mechanical Engineering (B.Sc.), Program overview, Program structure, and How to apply. To the right of the menu is a photograph of four people (three women and one man) smiling and looking at a piece of equipment. Further right is a yellow box with the text 'Information for foreign applicants' and a right-pointing arrow.

HOW TO APPLY

If you wish to study at Osnabrück University of Applied Sciences as an international student, you can find detailed information concerning the application procedure on our website [information for foreign applicants](#).

Please note there are different deadlines for applicants with foreign university entry qualifications, for details please refer to [application deadlines with uni-assist](#).

- Knowledge of German ▾
- Do you fulfill the academic admission requirements? ▾
- How can you meet the academic admission requirements? ▾

Certain degree programs require specific documents, e.g.:

Artistic aptitude (for artistic/creative degree programs such as design, music pedagogy, or theater pedagogy)

Three-year vocational training program before commencing studies (e.g. for degree programs in the care/health sector)

Please check the webpage of your desired program!

www.hs-osnabrueck.de → Study → Bachelor → Mechanical Engineering



APPLICATION DEADLINE

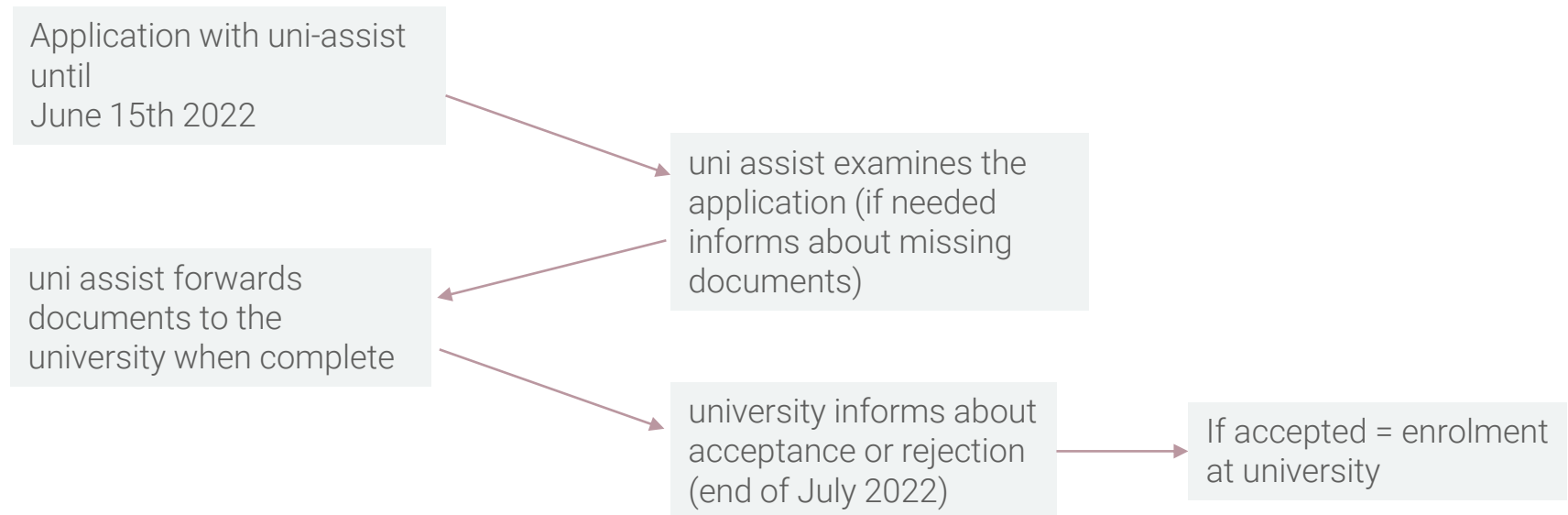
If you want to apply for the winter semester 2021/22 you can start your application beginning of March:

Application deadline for applicants with international diplomas ends on
June 15, 2022

German language certificates can be submitted directly to Osnabrück University of Applied Sciences until August 31 (to the following address: Hochschule Osnabrück, Studierendensekretariat, Postfach 1940, 49009 Osnabrück, Germany)



UPON RECEIPT OF YOUR APPLICATION TO UNI-ASSIST



IMPORTANT: German language certificates may be filed directly to the university until the August 31st 2022!
IMPORTANT: We are happy to accompany you at all stages!



ACCEPTING YOUR PLACE OF STUDY AT THE UNIVERSITY OF OSNABRÜCK



Hochschule Osnabrück
University of Applied Sciences

Hochschule Osnabrück - Postfach 1940 - D-49009 Osnabrück

Frau

Präsidium
Der Präsident

Studierendensekretariat
AF 0009
Albrechtstrasse 30
49078 Osnabrück

Email: d.placke@hs-osnabrueck.de

Telefon 0541 909-7080
Durchwahl 0541 909-3188
Fax 0541 909 12111

Ihr Zeichen, Ihre Nachricht vom
(Bitte bei Antwort angeben)
Mein Zeichen
ST BWP SoSe 2017 -

Bearbeitet von

Osnabrück
25.01.2017

- You will receive a **statement of acceptance**, you must **submit signed up** to a certain point.
- If you need to submit additional documents, we will inform you.
- **IMPORTANT: German language certificates can be submitted until August 31st 2022 to the registrar's office!**

Studienplatzvergabe zum Sommersemester 2017 - Ihre Bewerberin.
Bewerbungsverfahren für den Bachelorstudiengang Wirtschaftspsychologie - 1. Fachsemester

Sehr geehrte Frau

ich freue mich, Ihnen mitteilen zu können, dass Sie im Rahmen des Bewerbungsverfahrens im Bachelorstudiengang Wirtschaftspsychologie zum Studium für das 1. Semester zugelassen werden.

Für die Einschreibung reichen Sie bitte bis zum 08.02.2017 folgende Unterlagen bei mir ein:

- die beigefügte Annahmeerklärung - ausgefüllt und unterschrieben
- Krankenversicherungsnachweis (die Bescheinigung einer gesetzlichen Krankenkasse über die Versicherung oder die Befreiung) - für die Hochschule

Zusätzlich müssen Sie noch folgende Unterlagen bis zum genannten Termin in **amtlich beglaubigter** Form einreichen:

- Nachweis des 12-wöchigen studiengangsbezogenen Praktikums (davon mind 6 Wochen bis Vorlesungsbeginn)

Sobald ich Ihre Annahmeerklärung erhalten und die Unterlagen geprüft habe, erhalten Sie eine Zahlungsaufforderung (als PDF) über die zu zahlenden Semestergebühren in das OSCA Hochschulportal (Mein Postfach). Informationen zu den Semestergebühren finden Sie auf der Internetseite:
<https://www.hs-osnabrueck.de/index.php?id=25&L=0#c:15968>

Die Zulassung wird unwirksam, wenn die aufgeführten Unterlagen nicht fristgerecht eingegangen sind. Sollten Sie den Studienplatz nicht in Anspruch nehmen wollen, teilen Sie mir dies bitte kurz per Email mit, damit andere Bewerbungen im Nachrückverfahren berücksichtigt werden können.



ANY QUESTIONS? DO NOT HESITATE TO ASK:

TATJANA MAIER
CENTER FOR INTERNATIONAL STUDENTS
ROOM: AB 0011

PHONE: 0049(0)541/969-3045

CONSULTATION HOURS:

TUESDAY: 2.00 A.M. TO 4.00 P.M.
WEDNESDAY: 9.00 A-M- TO 12.00 P.M.
THURSDAY: 2.00 P.M. TO 5.00 P.M.

INTERNATIONAL@HS-OSNABRUECK.DE