

**Application guidance for admission-restricted (NC) degree programmes
within the Dialogue-oriented Service Procedure (DoSV)**



For a successful application, read this agenda carefully and follow the procedure below:

1. A) Register at hochschulstart.de

Register via <https://hochschulstart.de/bewerben-beobachten>
(Multiple registrations are not permitted!)

Make a note of your access details here:

| | |
|------------------------------------------|--|
| Username | |
| Password | |
| BID (applicant identification number) | |
| BAN (applicant authentication number) | |

B) Register at our university's own application portal - as of 02.05.

https://www3.primuss.de/cgi-bin/bew_anmeldung/index.pl?FH=fhan
(You can also find the link to the portal on our homepage and on hochschulstart.de)

Note: You must use identical personal data for both portals (**email, username**)!
Also please note, letters are case-sensitive.

Make a note of your access password for the application portal here

| | |
|----------|--|
| Password | |
|----------|--|

You can reset your password in case of necessity

2. Application and prioritization (02.05. – 15.07.) – application portal University of Ansbach

For a successful application, log in with your user data and follow the entry procedure. Select the degree programmes. Enter your BID and BAN. Then fill in your personal details and upload all the required documents. Finally, submit the application. You can check whether your documents have been accepted in the 'Upload Documents' section. You will receive updates on the status of the admission process and your notification of admission in the 'Application Progress' section.

Note: Don't forget to submit each of your chosen degree programmes on the course overview page by clicking **Send Application**.

- You can also submit your application prior to uploading all the documents.
If you do this, make sure any missing documents are submitted before the deadline.
- Please ensure that the email account you have saved remains up-to-date and check the inbox regularly (and the spam folder).
- Log into your application portal regularly and check the sections, 'Upload Documents' and 'Application Progress'.

If you are applying for several degree programmes (maximum 12), list them in order of personal preference (prioritize) as early as possible in the application portal [hochschulstart.de](https://www.hochschulstart.de).

Place your favourite application at the University of Applied Sciences Ansbach in first position.

If you do not specify any order of priority, [hochschulstart.de](https://www.hochschulstart.de) will prioritize your applications by date of receipt.

3. Accept an admission offer - (16.07. – 24.08.) - application portal [hochschulstart.de](https://www.hochschulstart.de)

Following completion of the application phase, the best possible admission option will be determined for you based on your personal study preferences. During the coordination phase you may receive several offers, but **ultimately only the most favourable offer will remain** after this period. You can either actively accept the offer or allow it to be automatically converted into an acceptance by [hochschulstart.de](https://www.hochschulstart.de) at the end of this phase.

You cannot revoke an acceptance of a study place, regardless of whether the acceptance came from you or via [hochschulstart.de](https://www.hochschulstart.de). Once a study place has been accepted, all other applications will be eliminated from the procedure.

Please inform yourself about the rules via [hochschulstart.de](https://www.hochschulstart.de)

<https://www.hochschulstart.de/bewerben-beobachten/koordinierung>

4. Admission & Enrolment (01.08. – 30.09.) - application portal University of Ansbach

Approximately 2 days after accepting an offer of admission, you will receive our notification of admission with further information about your enrolment at the University of Applied Sciences Ansbach. This notification is available to download in the application portal ('Application Progress'). Please ensure you save it or make a printout. Duplicates are not available. Then please apply to enrol online by clicking the relevant button. When all your documents have been successfully uploaded, your health insurance certificate has been submitted and the student services fee has been paid, the university will check and confirm your enrolment.

Note: The enrolment deadline is usually a maximum of two weeks after acceptance of an offer and is binding.

5. allocation of vacant study places – “lottery phase” (24.08. – 30.09.) - application portal [hochschulstart.de](https://www.hochschulstart.de)

This takes place when study places are still available or have become available again.

If it has not been possible to offer you a study place, you will receive a rejection notice at the end of the coordination phase. In this case you can participate.

Information on the procedure and the allocation rules can be found here

<https://www.hochschulstart.de/ergebnisse-entscheidungen/koordiniertes-nachruecken>

Good luck with your application!

University of Applied Sciences Ansbach
Student Service