

Agenda

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

30.04.- 31.07.2021	01.08.- 10.09.2021	10.09.-30.09.2021
Application phase	Coordination phase	Coordinated Moving up

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

1. A) Register at hochschulstart.de

Register, if you have not already done so, via <https://hochschulstart.de/bewerben-beobachten>
(multiple registrations are not permitted!)

Make a note of your access details here

Username	
Password	
BID <small>(applicant identification number)</small>	
BAN <small>(applicant authentication number)</small>	

B) Register in PRIMUSS, our university's own applicant portal – as of 30.04.2020

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 PRIMUSS applicant portal here

Password	
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2. Application phase and prioritisation (30.04. – 31.07.) – Applicant Portal PRIMUSS

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 Primuss 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 (prioritise) as early as possible. Place your favourite programme at Ansbach University of Applied Sciences in first position

If you do not specify any order of priority, hochschulstart.de will prioritise your applications by date of receipt

3. Coordination phase (01.08 – 10.09) Applicant portal 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 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. Once a study place has been accepted, all other applications will be eliminated from the procedure.

Please inform yourself about the rules applicable to allocation via hochschulstart.de:
<https://www.hochschulstart.de/bewerben-beobachten/koordination>

4. Admission & Enrolment (01.08 – 30.09) – Primuss applicant portal

Approximately 2 days after accepting an offer of admission, you will receive our notification of admission with further information about your matriculation (enrolment) at Ansbach University of Applied Sciences. This notification is available to download in the PRIMUSS applicant portal ('Application Progress'). Please ensure you save it or make a printout. Duplicates cannot be made. 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 registered and the student union fees have been paid, the university will check and confirm your enrolment.

Please Note:

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

5. Coordinated Moving Up (10.09 – 30.09) Applicant portal 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 in the coordinated move-up. If you have not yet applied, you can reapply.

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!

Your Student Services Team
Ansbach University of Applied Sciences

Ansbach University of Applied Sciences
www.hs-ansbach.de

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