

# Checklist application procedure up to registration

		Rejecting your study place after prior acceptance
1a. <input type="checkbox"/>	Enter your data at <a href="https://www.hochschulstart.de">https://www.hochschulstart.de</a> for bachelor applications into the first semester; bachelor applications into higher semesters and master applications into the first and higher semesters can start immediately with point 1b - without signing in at hochschulstart.	<input type="checkbox"/> Please print out the <b>declaration form</b> at <a href="http://www.hskarlsruhe.de/immatrikulationsinfos">http://www.hskarlsruhe.de/immatrikulationsinfos</a> , check the applicable boxes, sign it, and return it by the deadline (see notification of admission) so that we can offer the study place to another applicant.
1b. <input type="checkbox"/>	Online application at HsKA: go to <a href="https://www.hs-karlsruhe.de/online-bewerbung">https://www.hs-karlsruhe.de/online-bewerbung</a> , select the study program and upload the master data by entering the BID and BAN, or enter these master data if registration at hochschulstart is not required.	If you cannot join because of federal volunteers service or similar, please attach the relevant confirmation.
2. <input type="checkbox"/>	Applicants from an EU / EEA country must upload the university entrance qualification (HZB), as this must be converted to the German grading system. International applicants have to upload the evaluation by ASK Konstanz of qualifications that were not earned in Germany. If a <b>letter of motivation</b> is to be submitted this can be uploaded, too. Please fill in the <b>ranking number calculator</b> yourself.	<b>Cancellation</b> of enrollment
3. <input type="checkbox"/>	Then <b>submit application online</b> - do not send paper documents to the university; only applications for <b>Master's programs</b> and <b>higher semesters</b> must be <b>printed out</b> and <b>sent to HsKA by post</b> .	<input type="checkbox"/> If you wish to cancel (revoke) your enrollment, please notify us in <u>writing</u> : Be sure to use the <b>declaration form</b> for this purpose. Also, you must <u>return</u> the <u>CampusCard</u> that has already been sent to you. A application for refund of the amount already paid (the necessary form can be found at <a href="http://www.hskarlsruhe.de/immatrikulationsinfos">http://www.hskarlsruhe.de/immatrikulationsinfos</a> ) must also be enclosed and can be made as follows:
4. <input type="checkbox"/>	The university validates the applications submitted online and arranges for the admission procedure to be carried out at Hochschulstart.	If your written notice of cancellation is <u>received at HsKA before</u> the end of the first month of lectures the student services and administrative fees can be refunded. The cost of a produced CampusCard <u>cannot</u> be refunded.
5. <input type="checkbox"/>	If a study place can be offered you will receive an email to this effect immediately after July 15.	(Cancellation/refund is <b>not possible</b> after the end of the first month of lectures.)
6. <input type="checkbox"/>	If you <b>accept the offer of a study place</b> , the <b>notification of admission (ZB)</b> will be <b>generated</b> and made available for <b>printing</b> . Print out this ZB and pay the fees immediately (please indicate the <b>application number</b> after the G/L <b>account number</b> in the purpose field of the bank transfer).	
7. <input type="checkbox"/>	Obtain <b>proof of health insurance</b> from your health insurance company, as follows: a) If you are (co-)insured in a <u>public</u> health insurance, you need the certificate for enrollment at a university. b) If you are (co-)insured in a <u>private</u> health insurance company, you need the certificate of <u>your</u> exemption from compulsory insurance. (You must apply for this exemption at the statutory health insurance company.)  Call up the <b>online application for registration</b> in the applicant portal, <b>fill out</b> , then <b>print it out</b> and send it by mail to HsKA, with all the <b>required documents</b> , or hand it in personally by the deadline. Please attend <u>all</u> <b>introductory events</b> in the first week of lectures. Please refer to the <b>lists</b> at <a href="http://www.hskarlsruhe.de/immatrikulationsinfos">http://www.hskarlsruhe.de/immatrikulationsinfos</a> for event times and locations.	