Karlsruhe University of Applied Sciences Updated on: July 2021

Checklist application procedure up to registration

			Rejecting your study place after prior acceptance
1a. ☐	**Enter your data at** https://www.hochschulstart.de **for bachelor applications into the first semester;** bachelor applications into higher semesters and master applications into the first or higher semesters can start immediately with point 1b - without signing in at hochschulstart.	☐	The online portal "Hochschulstart" **cannot be used to reject** the study place after acceptance / admission. Please inform HKA immediately in writing, indicating your application number and the degree program, if you wish to reject acceptance / admission. If you cannot join because of federal volunteers service or similar, please attach the relevant confirmation.
1b. ☐	**Online application at HKA: go to https://hisinone.extern-hs-karlsruhe.de , 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.**		**Cancellation** of enrollment
2. ☐	**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 **letter of motivation** is to be submitted this can be uploaded, too. Please fill in the **ranking number calculator** yourself.	☐	If you wish to cancel (revoke) your enrollment, please notify us in writing. An **application for refund** of the fees already paid (the necessary form can be found at https://www.h-ka.de/studieren/studium-organisieren/einstig-ins-studium) must also be enclosed and can be made as follows: If your written notice of cancellation is received at HKA **before** the end of the first month of lectures the student services and administrative fees can be refunded. The cost of the CampusCard, once produced, cannot be refunded. (Cancellation/refund is **not possible** after the end of the first month of lectures.)
3. ☐	Then **submit application online** - do **not send paper documents to the university**; only applications for **Master's programs** and **higher semesters** must be **printed out** and **sent to HKA by post**.		
4. ☐	The university validates the applications submitted online and arranges for the admission procedure to be carried out at Hochschulstart.		
5. ☐	If a study place is offered you will receive an email to this effect immediately after July 15 for winter semester / January 15 for summer semester.		
6. ☐	If you **accept the offer of a study place**, the **notification of admission (ZB)** will be **generated** and made available for **printing**. Print out this ZB and pay the fees immediately (please indicate the **application number** after the G/L **account number** in the purpose field of the bank transfer).		
7. ☐	Call up the **online application for registration** in the applicant portal, **fill out**, then **print it out** and send it by mail to HKA, with all the **required documents**, or hand it in personally by the deadline. Please attend all **introductory events** in the first week of lectures. Please refer to the **lists** at https://www.h-ka.de/studieren/studium-organisieren/einstieg-ins-studium for event times and locations.		