

# Guide to the Online Application

## **Note for applicants with foreign university entrance qualifications:**

Applicants with a university entrance qualification obtained outside of Germany must apply via Uni-Assist ([www.uni-assist.de](http://www.uni-assist.de)). This applies only to bachelor's degree programs, even if the applicant has previously studied in Germany. More information can be found here: [Ostfalia - Bewerbung mit einem ausländischen Schulabschluss](#)  
The application deadline at Uni-Assist is **July 15, 2025**.

For the following degree programs:

- Informatik
- Wirtschaftsinformatik
- Berufspädagogik und Management im Rettungsdienst
- Angewandte Psychologie
- Marketing

the application deadline is **June 15, 2025!**

**Application deadline for applicants with a German university entrance qualification for the winter semester 2025/26: July 15, 2025.**

Application Portal <https://cmo.ostfalia.de>

- Select "**Application**" in the top menu
- Click on "**Registration**"

## **1. Registration**

### **Information for CURRENT Ostfalia students:**

Students currently enrolled at Ostfalia who wish to transfer to a different degree program do not need to register again. They must log in to the application portal using their existing intranet ID and password.

### **Information for FORMER Ostfalia students and guest attendees:**

Applicants who were previously enrolled at Ostfalia cannot register again via the application portal. To proceed, they must request a new access account by email to [immatrikulation@ostfalia.de](mailto:immatrikulation@ostfalia.de), stating the intended new degree program and their former matriculation number.

### **Note for applicants to the following degree programs:**

- Informatik
- Wirtschaftsinformatik Campus Wolfenbüttel

### **For the first semester of study:**

You must register at [www.hochschulstart.de](http://www.hochschulstart.de)

After successful registration, you will receive a BID (applicant ID) and a BAN (applicant authentication number) by email.

Next, go to Ostfalia's application portal and click on "Register now."

Under the section "Import data from external accounts," enter your BID and BAN so that your information can be transferred accordingly.

### **Note for all other applicants:**

In the registration form, please enter all personal information completely, choose a password, answer the security question, accept the data protection policy, and then click "Register."

You will receive an email containing your user ID required for login.  
By clicking the link provided in the email, you will be forwarded to the application portal.

## 2. Online Application

- Click on "**Start Application**"
- Click on "**Add Application Request**"

### ➤ Your chosen degree program

- Select the degree you are applying for (Bachelor/Master)
- Select the **campus**  
(Note: Information on which programs are offered at which campus can be found on the program information pages.)
- Select the **desired degree program**  
Select the subject semester (1st semester or higher)
- Then click "Next"

### ➤ Special Requests (Hardship Application and Application for Preferential Admission) **Note:** This page will only be displayed if you are applying for a degree program with restricted admission.

- You may check the following boxes if the corresponding requirements are met:

#### **Hardship**

A hardship case may apply, for example, if an applicant is unable to wait the required period due to circumstances beyond their control.

Not every situation that feels burdensome qualifies for this special provision. A hardship application can only be submitted in cases of serious circumstances—such as severe illnesses (e.g. progressive vision loss leading to blindness)—and must be supported by a certified medical report.

For further information, please contact us by phone at +49 5331 93915100.

#### **Application for Preferential Admission**

An application for preferential admission is only justified and may only be submitted if:

- The applicant was admitted to the same degree program at Ostfalia within the last two semesters,  
**AND**
- Was unable to accept the study place due to the performance of one of the following services:
  - Compulsory service under Article 12a of the German Constitution, or comparable voluntary service for up to three years,
  - Voluntary military service under the German Military Service Act (*Wehrpflichtgesetz*),
  - Federal voluntary service under the Federal Voluntary Service Act (*Bundesfreiwilligendienstgesetz*),
  - At least two years of development service under the Development Workers Act (*Entwicklungshelfergesetz*),
  - Youth voluntary service under the Youth Voluntary Service Act (*Jugendfreiwilligendienstgesetz*),
  - Care for a child under the age of 18 or care for a dependent relative, for up to three years

An application for preferential admission can only be considered if a letter of admission from one of the previous two semesters and documentation of one of the above-mentioned services is submitted.

**If you wish to apply for hardship consideration or preferential admission, please upload the relevant supporting documents in the designated fields.**

- Then click "Next"

- **University entrance qualification**

**Notes on University Entrance Qualification / Type of School-Leaving Certificate**

The **university entrance qualification (HZB)** is the certification that entitles individuals to study at a university in Germany.

Types of university entrance qualifications include, for example:

**General university entrance qualification (Abitur / aHR):**

Obtained at grammar schools (Gymnasien), evening schools, technical grammar schools (Fachgymnasien), Kolleg schools, or comprehensive schools.

**University of applied sciences entrance qualification (FHR):**

Obtained at technical secondary schools (Fachoberschulen) or vocational schools (Berufsfachschulen), or partially at a grammar school and completed with a practical internship, voluntary service, or vocational training.

**Higher education access for professionally qualified applicants:**

For example, master craftspersons, certified technicians, business administrators (Fach- und Betriebswirtinnen\*), or based on the 3+3 rule (three years of vocational training plus three years of relevant work experience).

- The following information must be selected in the dropdown fields:
  - "Obtained in" – Select either Germany or abroad
  - "District" – Select the town or district of the school, as stated on the certificate
  - "Type of university entrance qualification" – Select the applicable type of school-leaving certificate
  - "Grade point average" – Enter the grade shown on the certificate

**Note:** If the university entrance qualification was obtained through vocational qualification, the grade from the IHK examination certificate, journeyman's certificate, etc., must be entered.

Please do not enter the grade from the vocational school certificate unless the training was purely school-based (e.g. for social assistants, early childhood educators, etc.).

- "Date of acquisition" Enter the date the certificate was issued.

**Note for applicants applying under the 3+3 rule (three years of relevant vocational training + three years of work experience in the trained profession) as well as applicants with a university entrance qualification consisting of both academic and practical components:**

**3+3 Rule**

The date of acquisition of the university entrance qualification is the date on which the three-year period of professional experience was completed.

**Academic and Practical Components of the University Entrance Qualification**

If the academic part of the university entrance qualification was obtained at a school with an upper secondary level (gymnasiale Oberstufe) and the Fachhochschulreife was subsequently completed through an internship, voluntary service, or vocational training, the date of acquisition to be entered is the date the practical component was completed.

Applicants from Lower Saxony may use the date stated on the Fachhochschulreife certificate, which is issued by the previously attended Gymnasium or comprehensive school.

- **Then click "Next"**

- **Previous Studies, Vocational Training, Service**

- **Previous Studies**

Please indicate the number of semesters you have already completed in a degree program at a German university.

Applicants applying for a university place for the first time should enter "0" semesters.

**Note on second degree programs:**

A second degree (Zweitstudium) only applies if a previous degree program has been successfully completed, e.g., with a diploma or bachelor's degree.

Changing to a different degree program does not count as a second degree.

- **Vocational Training**

Please indicate whether you have already completed a vocational training program.

**Note:**

If the training has not yet been completed but will be finished by the start of the semester, you should answer "yes."

- **Service**

Please indicate whether you have completed any form of service. If one of the following types of service has already been completed or will be completed by the start of the semester, you should answer "yes."

- Mandatory service under Article 12a of the German Constitution, or comparable voluntary service of up to three years
- Voluntary military service under the German Military Service Act (Wehrpflichtgesetz)
- Federal voluntary service under the Federal Voluntary Service Act (Bundesfreiwilligendienstgesetz)
- At least two years of development service under the Development Workers Act (Entwicklungshelfergesetz)
- Youth voluntary service under the Youth Voluntary Service Act (Jugendfreiwilligendienstgesetz)
- Care for a child under the age of 18 or care for a close relative for up to three years

- **Then click "Next"**

- **Degree Program Selection Criteria (Options for Grade Improvement through Bonus Points)**

**Note:** This page is only displayed if you are applying for a degree program with restricted admission.

**Note:**

Under certain conditions, it is possible to improve your university entrance qualification grade (HZB grade) for the selection process, which may increase your chances of being admitted to degree programs with restricted admission.

The information you provide in the application portal will be verified against the documents you upload during enrollment.

Any information that cannot be substantiated may result in the denial of enrollment.

- **Bonus Points for Advanced Courses**

**Note:**

This option applies only to applicants who hold the Abitur and only for advanced courses (Leistungskurse or major subjects) that were part of the written (not oral) Abitur examination.

Applicants with a Fachhochschulreife or a qualification through professional experience are not eligible for this type of bonus.

If one of the subjects listed in the application portal was taken as an advanced/major subject in the

written Abitur examination, the corresponding score (as shown on the Abitur certificate) can be selected. If the subject was not taken in the written examination, please select "not taken". If you took one of the advanced courses listed and scored at least 10 points, a bonus of 0.25 will be added to your application ranking. A maximum of two relevant advanced courses may be credited, meaning the highest possible bonus is 0.5.

- **Bonus Points for Vocational Training**

If you have completed a vocational training program of at least two years and achieved a final grade of "good" (2.5 or better), you should select "yes" in this section.

In this case, a bonus of 0.5 will be added to your university entrance qualification grade (HZB grade).

The relevant grade is not the one from the vocational school certificate, but rather the grade from the final examination certificate (e.g. from the IHK), the journeyman's certificate (e.g. from the Chamber of Crafts), etc.

An exception applies only to purely school-based training programs (e.g. social assistants, early childhood educators).

- **Special Bonus**

For the degree program Vocational Education and Management in Emergency Services, an additional bonus of 0.25 may be awarded if one of the following conditions is met:

- Holding a **senior professional position** in an organization related to emergency services, disaster relief, or a comparable field (e.g. Head of Emergency Services, Station Manager, Specialist Advisor, Administrative Officer), or
- Engaging in a **vocational-educational role** within emergency services (e.g. instructor at a paramedic school, practical training supervisor), or
- Participation in a **suitability assessment procedure** conducted by one of Ostfalia's cooperation partners.

There are no additional bonus options for any other degree programs.

Detailed information on bonus point eligibility can be found in the Selection Regulations.

- **Then click "Next"**

- **Previous Studies, Vocational Training, Service**

- **Previous Enrollments**

Your complete academic history must be entered without any gaps.

If you are changing your degree program, please enter the end date of the semester under "enrolled until."

- **Information on Preliminary Internship**

If a preliminary internship is required as an admission prerequisite for the desired degree program (only Social Work), you must provide the relevant information here

Note: For some degree programs in the Faculty of Mechanical Engineering and Supply Engineering, a relevant internship must be completed by the beginning of the 4th semester.

Further information is available [here](#):

- **Information on Vocational Training**

If you have completed a vocational training program, you must provide the relevant details here.

**IMPORTANT NOTICE!**

This page contains a mandatory field.

For the question regarding final failure in a degree program, you must select "no" even if you have not yet completed any degree program.

- **Then click "Next"**

- **Upload Fields**

For some degree programs, a preliminary review of documents is required as part of the application process.

Please upload the documents listed here in the designated upload fields.

Otherwise, your application cannot be processed further.

- **Verify the Information Provided**

On the following page, you can review all of your entries.

If any changes are necessary, they can be made using the navigation menu.

- **Are all entries correct?**
  - Tick the box next to "**I hereby confirm that the information I have provided is correct.**"
- **Have you read the declaration in full and do you agree with it?**
  - Tick the box next to "**I hereby confirm that I have read this notice and agree to its contents.**"
- **Click on "Submit Application"**

**Note:**

**If the application is not submitted, it cannot be processed by the Admissions Office and will not be considered in the selection process.**

- **Important Notes**

- For degree programs without admission restrictions, acceptance is guaranteed provided that the application has been completed correctly and all admission requirements have been met.
- Once the online application has been reviewed by the Admissions Office, the application status will change from "received" to "valid." This means the application is now officially participating in the selection process.
- Admission letters will not be sent by post.  
If an offer of admission has been made, the letter will be available for download in the inbox of the application portal.  
Please check your application status regularly via the portal.
- No documents need to be submitted during the initial application stage, except for those specifically requested in the upload fields. Additional documents such as a CV, birth certificate, and school-leaving certificate must only be uploaded during online enrollment. Details about which documents are required will be provided on page 2 of the admission letter.
- At Ostfalia, you may only apply for one degree program. If you have already submitted an application but wish to change your chosen program, please click "Withdraw application." You will then be able to submit a new application for a different program.

**We look forward to welcoming you as a student at Ostfalia in the winter semester 2025/26.**