



Checklist for Application & Enrolment Summer semester 2025

Phase	Application & Enrolment – Step by step
<p>Application Start: 15 November</p> <p>Deadlines at https://www.th-ab.de/studium/bewerben</p>	<p>1 Online application via our CampusPortal https://hisinone.th-ab.de</p> <p>In particular, please keep the following documents ready for upload in PDF format:</p> <p>For a Bachelor's application in the higher semester:</p> <ul style="list-style-type: none"> • chronologically complete curriculum vitae in tabular form • University entrance qualification; in the case of international educational qualifications, additionally the preliminary review documentation (Vorprüfungsdokumentation, VPD) from uni-assist (you can find more information here) • if applicable, registration and de-registration certificates of German universities • any language examinations required (you can find more information here) <p>→ For an application in the higher semester, the application for recognition of study and examination achievements with attachments must also be submitted in writing!</p> <p>For a Master's application:</p> <ul style="list-style-type: none"> • chronologically complete curriculum vitae in tabular form • University degree certificate and diploma of previous studies • if the certificate is not yet available, a current transcript of records with provisional grade point average • in the case of foreign educational qualifications, additionally the preliminary review documentation (Vorprüfungsdokumentation, VPD) from uni-assist (you can find more information here) • if applicable, registration and de-registration certificates • any language examinations required (you can find more information here) <p>Note for the Master's degree programmes at the Faculty of IWIN: The course-specific suitability must be proven in an aptitude test (colloquium).</p> <p>2 Track application status via the CampusPortal There you will also be informed about missing documents. In the case of status changes, you will also receive a notification by email</p>
<p>Admission after processing your documents</p>	<p>3 Access, save and print the notification of admission via the CampusPortal.</p> <p>In the notification of admission, you will find the deadlines for enrolment and the documents to be submitted</p>
<p>Enrolment For the enrolment timeline view the notification of admission</p>	<p>4 First, you go through the online enrolment process via our CampusPortal.</p> <p>The following further steps are then required:</p> <ul style="list-style-type: none"> ▪ Upload of documents, a. o.: Scan of the identity card/passport and digital passport photo ▪ Health insurance: You must submit the digital notification (so-called M10 notification) to a German statutory health insurance provider. ▪ Bank transfer: You will find the transfer details for the student services fee ("Studierendenwerksbeitrag") of 70 euros in the CampusPortal after online enrolment.
<p>Beginning of studies 15 March</p>	<p>5 You will receive your access data for the IT systems of the TH Aschaffenburg as well as your Student ID card, the CampusCard.</p> <p>You will find all important information on the procedure for your beginning of studies close to the start of the semester at https://www.th-ab.de/en/studyorientation.</p>

Please note your access data and application numbers here and keep them safe for the entire application process.

Registration in the CampusPortal Technische Hochschule Aschaffenburg <https://hisinone.th-ab.de>

User name _____

Application number _____

Password _____

(to be found on the CampusPortal under „Personal information“)

Contact

Student Services

for questions about application and admission

Phone: 06021/4206-351

email: studienbewerbung@th-ab.de

General student advisory service

for questions about the choice and the progress of study

Phone: 06021/4206-755

email: studienberatung@th-ab.de