

Information for applying online

Applications

The most important step of your application on the online application portal of Mainz University of Applied Sciences is putting your application together: Here you choose your desired degree and field of study. For all bachelor's degree programs, the subject-related semester is always predefined as the 1st subject-related semester. If you have already completed periods of study at a German university, Mainz University of Applied Sciences reserves the right to allocate students to the respective subject-related semester using the documents provided. When you have entered all of your information, you will find your application under *Applications in preparation*. You can only make changes to your application up until you have clicked on *Submit application*, thus taking the first step by submitting it online.

You can submit additional applications for other degree programs by clicking on *Add application*. You may submit up to three applications to Mainz University of Applied Sciences.

To make changes to an application that has not yet been submitted, click on *Edit application*.

The application is submitted online to the University when you click on *Submit application*. After doing so, you can no longer edit this application. Should you wish to change any information or you have noticed a mistake, you have to click on *Withdraw application*. Subsequently, this application will not be processed by the University until you resubmit it.

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Under *Submitted applications* you will find the applications you have submitted online. Click on *Application letter* in the information window under *Submitted applications* to get a printable PDF file.

By clicking on *What additional documents we need from you* in this information window, you can also find information on the documents to be submitted as hard copies. Please send the complete, signed hard copy of the application documents, including the printed application letter, to the address stipulated in the application.

To be able to make any subsequent changes to general and personal information that applies to all applications, you have to withdraw the applications and resubmit them, so please check your information thoroughly before submitting it.

If all of the information is correct, click on *Submit application*.

Compilation of your educational and career path to date

- **Study history**
Under *Study history* please enter whether you have already studied at one or more German universities and whether you have already completed a degree at a German university. The degree is only considered completed if the diploma is made available by the application deadline. If you are a new student, please enter 0 here.
- **Vocational education**
Under *Vocational education* please enter whether you have already completed vocational training.
- **Have you completed public/military service?**
Under *Completed public/military service?* please enter whether you have completed public or military service (such as the German armed forces, civil service, federal voluntary service). Applicants who have completed service will be given preference in cases where the data is the same otherwise (such as the same grades and same waiting period).

Higher education entrance qualification

Provision of your higher education entrance qualification

When writing your first application, you must indicate a higher education entrance qualification. You will generally only have acquired one of these qualifications, such as the Abitur or Fachabitur. If you have more than one higher education entrance qualification, you can enter several of these qualifications, one after another, and allocate them to the respective applications. If you have any questions about this, please contact us by email at zulassung@hs-mainz.de.

As long as you have not yet submitted an application, you can still edit the data. If the higher education entrance qualification is to be allocated to one or more applications, the editing function is deactivated. If you want to change your information or have noticed mistakes, you will need to withdraw your application first. As a result, this application will not be processed by the University until you resubmit it.

Hardship application, applications to improve grades and/or improvement of the waiting period

You can informally submit a hardship application, an application to improve your grade and/or to improve your waiting period. Should you make the respective applications, please submit the supporting documents together with your application materials to Mainz University of Applied Sciences.

Personal informationen

Edit address

The University requires a postal address that is marked as the correspondence address: This is the address we will send your documents to. If you enter more than one address, one of them must be marked as the correspondence address.

Edit email address

The University requires an email address that is marked as the correspondence address. This is the address that will be used to inform you about changes in the status of your application, for example. If you enter more than one email address, one of them must be marked as the correspondence address.

Please note: If you apply for bachelor's degree programs that participate in the dialog-oriented service procedure, personal information (postal address, phone number, email address) can only be changed via www.hochschulstart.de. You must perform these changes yourself.

Print test sheet

You can easily check the information you have entered by exporting the test sheet as a PDF file. It shows you the information on your application at a glance. To do this, you will need a PDF program (such as Adobe Acrobat).