

Online application information sheet

for study programmes that are not coordinated via hochschulstart.de:

- You apply online in the [HAWK Study Portal](https://studienportal.hawk.de) (<https://studienportal.hawk.de>) and enter the data required for the application (online application).
During the online application process, you upload your application documents to the Study Portal.
- The system logs out automatically after a period of more than 30 minutes; this can lead to data loss. Only all data already saved with “*weiter*” (next) is retained. To avoid data loss, please have all documents relevant to your application (certificates etc.) ready for uploading as digital files (PDF or JPG format).
- Your opportunity to apply online ends at 23:59 on the final day of the application period.
- After completing the online application, you can also print out the “*Kontrollblatt*” (control sheet) provided for your own documents. It shows you what information you have entered in the HAWK Study Portal.
- You will receive up-to-date information on the processing status of your application via the HAWK Study Portal. If the status of your application changes, you will receive a message to the email address you have provided. You will receive further information when you log in to the Study Portal. There you will find out whether any documents are missing from your application and what you must expect to happen if you do not submit them on time.
- If you can be admitted, you will receive a letter of admission by post. The letter of admission can also be viewed as a PDF on the HAWK Study Portal.
Your letter of admission will outline the enrolment process and specify two deadlines for applying for enrolment.

- If you would like to accept the place on the degree programme, first apply for enrolment online – within the 1st deadline mentioned – in the [HAWK Study Portal](#). Enter the data required for enrolment and upload a digital passport photo.
- After completing online enrolment, upload the enrolment documents (see information in the portal) and the outstanding documents specified in the letter of admission to the Study Portal within the 2nd deadline mentioned.
- Remember to transfer the semester fee, as the HAWK can only enrol you once you have uploaded all the documents required for enrolment and your semester fee has been credited to the HAWK account.