

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>) as follows, enter the data required for the application and upload your application documents.
- Please select the „Application” button and register via the button „Registration here in the HAWK Study Portal”.
- Please make a note of your self-chosen password. You will need this to log in to the Study Portal in the future.
- After registering, you will receive a welcome e-mail to the e-mail address you have provided, describing how to proceed.
- You can now log in with your user identification and your self-chosen password. Please click on the „Start application” button and select the desired degree, subject and, if applicable, major field of study etc.
- 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 „next” is retained. To avoid data loss, please have all relevant documents (certificates etc.) ready for uploading as digital files. **Permitted file formats: pdf, jpg, jpeg. Maximum file size: 6 MB.**
- Your opportunity to apply online ends at 11:59 pm on the final day of the application period.
- Finally, confirm that your details are correct and submit the application by clicking the „Submit request” button.
- It is recommended to save the „control sheet” provided with your details for your own records.
- You will receive up-to-date information on the processing status of your application via the [HAWK Study Portal](https://studienportal.hawk.de).
- If the status of your application changes, you will receive a message to the e-mail 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 the consequences are if you do not submit them digitally in time.
- If you can be admitted, you will receive a letter of admission by post as well as a PDF file in 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, 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 pending documents specified in the letter of admission to the HAWK Study Portal within the **2nd deadline** mentioned.
- Please remember to transfer the semester fee, as the HAWK can only enrol you once payment and all documents have been received.
- If you have any questions about your application and enrolment at the HAWK (including admission requirements, pre-study work placements, formalities), please contact the HAWK [Registration Office team](#).
- Should technical problems occur in the HAWK Study Portal, please contact the Study Portal service team (hisinone.hawk@hawk.de / 05121/881-526 or 05121/881-161).