Application & Enrollment Guide:
10 steps to get started at Hof University

Hof University
University of Applied Sciences

1

Choose your study program from our list of degree programs

Check the website of the study program for detailed information on admission requirements, program content and job perspectives.

2

Prepare the required application documents

_ Depending on the application requirements of the study program
_ Check study program website and **Application and Admission website**

3

Apply online in the Primuss portal for your selected study program

_ Create an account with an email adress that you monitor personally and frequently! You will receive all updates on your application status to this email address.
_ Select a study program: You are free to apply for two or more degree programs at a time.
_ Enter your information
_ Upload all required documents within the application period
_ Submit the application before the end of the application period

4

Get information about your admission status

_ You can check your admission status in the Primuss portal. You will also get notified by email as soon as a deciscion on your application has been been made.
_ You will find your Admission Letter together with further instructions in the Primuss application portal (usually about three weeks after submission of your application)
_ Read the Admission Letter very carefully - it contains important information on the next steps to complete your enrollment!

5

You are admitted? Perfect! Now register for the online guide for prospective international students

_ For a smooth preparation and start of your studies at Hof, we offer an intensive Moodle online guide for admitted international students.
_ The online guide provides information on the next steps such as visa application, health insurance process, accommodation, enrollment, and orientation phase.
_ The password and detailed instructions for the course enrollment are in your Admission Letter.

6

Start the procedures for visa and housing

You find detailed information on these topics in our online guide (see step 5).

7

Complete your enrollment

Enrollment for your study program is conducted online completely.
It is not possible to enroll in-person.

The following steps must be completed in order to be enrolled:

7a / Pay the tuition fees (details see Admission Letter)

7b / Organize your health insurance
Hof University must always receive an electronic notification by a statutory health insurance provider about your insurance status to complete your enrollment. **Details on the health insurance process**

7c / Upload a recent photo

When all three steps (7a - 7c) are completed, you will be notified about your successfull enrollment by email.

Congratulations - you are now officially a student at Hof University!

8

Attend Orientation Weeks

_ Offered for international students before the start of the semester
_ Find out everything required for your successful start at Hof University!

9

Download your student access data

During our Orientation Weeks, you can download your student access data.

With your student data, you can then login to Primuss student portal.
Here, your enrollment certificate will be available for download shortly before the start of the semester (end of September/ beginning of March).

10

Pick-up your Campus Card

Your Campus Card is your student ID.

You can pick it up at the Student Affairs office during the Orientation Weeks.

Have a great start at Hof University!

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