

# Guideline for the application process at Heilbronn University

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[www.hs-heilbronn.de](http://www.hs-heilbronn.de)



Fill in the online application (guideline see page 2)



Print application, complete some points and sign



Add documents to your application (see last page of online application)

Do not forget certificate of Studienkolleg Konstanz!  
[Further information](#)



Sent application to Heilbronn University **by post** until

July 15<sup>th</sup> (for winter semester)

January 15<sup>th</sup> (for summer semester)

**Attention: Only online applications which received us in time by post can be considered!**



Check the current status of your application in the application portal as well as missing documents



In the courses MU, MTL and MAC interviews are taken place – invitations sent by the faculty's office



Receive the admission or rejection letter by post (August or February)



Accept the university place by post (August or February) in case of admission



Enrollment at HHN  
(August or February)

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**Your study is an important decision for your further career.  
So please take a bit of time for doing your application.**

- Keep your university certificates, study reports, other certificates ... ready for answering the questions correctly.
- A printer is needed for printing the application.
- Make the online application 1 x and finish it with „send application“. After that there will be a “print” button. Please note that only **one** application for each applicant can be considered!
- Note for printing:  
Use the format horizontally.  
Print the application 1 x for sending to HHN by post and 1 x for yourself
- In case of error of your computer or printer you might do the online application again exceptionally. But only send us this application by post as you can only submit one application.
- Please read the copy for HHN again and complete, cross and sign it (if you have to correct something please mark it with highlighter or sticky note!)
- Stable together the application form and enclose certificates, CV ...  
A folder, motivation letter (except MIBIM and MITM) or photo is **not** needed.
- Send the application form by post before the application deadline (winter semester: July 15<sup>th</sup>; summer semester: January 15<sup>th</sup>) to Heilbronn University, Max-Planck-Str. 39, 74081 Heilbronn, Germany.  
**Attention:** An online application which does not reach us in paper form before the deadline is not valid and cannot be considered!
- If you send us your application early we will be able to inform you about missing documents in our application portal. So they might be forwarded before the start of the admission process. Documents which reach us late cannot be accepted.
- For further questions please contact the [person in charge](#) of the Registration Office (“Studierendensekretariat”) of the Degree course you applied for.