

APPLICANTS

- apply to the cooperation company
- Applicants **with certificates issued abroad** apply for a preliminary review documentation (VPD) through uni-assist beforehand; the documentation will be required in order to apply at the company
↗ <https://uni-assist.de/en>

COOPERATION COMPANY

- selects prospective students
- concludes contract with prospective students
- issues a cooperation agreement

APPLICANTS

- apply online at HSBI until 15 July

Application through HSBI's application portal :
↗ <https://cat.hsbi.de>

The following documents need to be submitted:

- Preliminary review documentation (VPD)*
- proof of university entrance qualification (originals and translations)
- recognised language certificate
- copy of the cooperation agreement
- passport copy
- CV

*Applicants **with certificates issued abroad** are required to submit a preliminary review documentation (VPD) from uni-assist.
Applicants with German certificates **don't** need to submit a VPD.

- Subsequently: submission of the cooperation agreement (in triplicate) by applicants or companies

HOCHSCHULE BIELEFELD

- reviews application documents and cooperation agreement
- offers study spot
- prompts applicants to register

APPLICANTS

- transfer the semester contribution within the specified deadline
- prompt their health insurance provider to provide digital proof

HOCHSCHULE BIELEFELD

- start of studies with the first academic term or work term