

Information Leaflet for Applicants with Certificates Issued Abroad in the work-integrated bachelor's degree programmes on Gütersloh Campus

Digital Technologies (B.Sc.)
Mechatronics/Automation (B.Eng.)
Software Engineering (B.Sc.)
Industrial Engineering and Management (B.Eng.)
Industrial Engineering (B.Eng.), English-taught
Mechatronics and Automation (B.Eng.), English-taught

Admission requirements:

In addition to the university entrance qualification, proof of a study-accompanying work placement is required as a prerequisite for starting studies. The work placement can be planned as an internship, part-time job or as an apprenticeship. Proof of this must be provided before registration through an agreement on the implementation of the work-integrated study (cooperation agreement) between the students, the company providing training and HSBI.

When applying for a German-taught study programme, proof of German skills at level C1 must be provided. When applying for the English-taught study programmes, proof of English skills at level B2 must be provided with a recognised language certificate (see [recognised language certificates](#)).

Start of study:

In the winter semester of each year.

Online application:

Please request a VPD certificate from [uni-assist](#) before you apply to the company providing training and to HSBI. Processing of the VPD request usually takes 4 to 6 weeks after receipt of your request and payment.

Subsequently, you can apply through [HSBI's application portal](#) between 1 December and 15 July each year. Please upload the application documents listed below to the university's application portal: Proof of university entrance qualification (originals and translations into German or English), the VPD certificate from uni-assist, recognised language certificate, copy of the cooperation agreement.

If necessary, you will be asked to provide further proof. After reviewing your application documents, we will send you an admissions letter through the university's application portal. You must apply for registration in the portal by the end of your personal registration deadline, which you will find in your admissions letter.

Application deadline:

15 July of each year.

Submission of the cooperation agreement:

Following the application, please submit the cooperation agreement with the company (in triplicate) to HSBI by post or clarify with your company whether they will send us the cooperation agreement.

Hochschule Bielefeld International Office – Admissions Interaktion 1 33619 Bielefeld	Information on applications: Ms Emily Singh Chatrath admission@hsbi.de +49.521.106-70459 (Mon, Tue, Thu)
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Registration/enrolment:

After you have requested your registration online in the university's application portal, you will have 14 days to transfer the semester contribution and ask your health insurance provider to send the digital proof of your health insurance to HSBI. All necessary information on the semester contribution and proof of health insurance will be displayed as part of your request for registration.

You will not be fully registered until the contribution has been booked in HSBI's system and we have received all the required documents (including the digital notification of your health insurance).

Semester contribution and credentials:

After successful completion of the registration process, you will receive a letter with the credentials for our online campus. With your credentials, you will be able to apply for the CampusCard (which serves as your student ID, for example). For more information, see www.hsbi.de/dvz/it-services/campuscard.

Recognition:

Prior achievements in the same study programme at other universities or campuses will be recognised on application, provided that there is no significant difference in terms of the acquired knowledge and skills compared to the achievements that they are intended to replace. HSBI may also recognise other knowledge and qualifications based on the documents submitted, provided that such knowledge and qualifications are equivalent in content and level to the examination achievements they are intended to replace. The application for recognition of prior achievements can be submitted after your registration. It is not possible to apply for a higher semester of study.

More information:

Please find more information at the following links:

- Applying without a university entrance qualification (studying without *Abitur*):
<https://www.hsbi.de/studienbewerbung/berufliche-qualifikation>
- Applying with certificates issued abroad:
<https://www.hsbi.de/en/international-office/international-applicants/certificates-issued-abroad>

Downloads: <https://www.hsbi.de/guetersloh/downloadcenter> (Cooperation agreement and other important information and forms)