Student Service Center
-
Enrollment

log-in information

- Around the last week of June

- Check spam folder

- **User ID:** your e-mail address

- **Password:** date of birth (DD.MM.YYYY)

Step-by-Step enrollment

log-in to my.h-da.de

Hisinone - Entwicklungssystem für SOMMER - RELEASE 2023.06

my.h-da - My University Portal

| Homepage | **Application** | for Student |

Application

Foreign certificate

Change within the h_da

Deadlines

Manage your application(s) and track the status updates

...r name [   ]

...ord [   ]

Your e-mail address entered in KOPLA

Your date of birth (DD.MM.YYYY)

Login data

If your application has been forwarded to us by Uni-Assist, you should have received an email with your login data.

Change/reset your password

Contact

Student Service Center

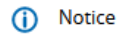Please quote your application number when making your enquiry.

International admission (Bachelor and Master)

Change your password

change initial password

change password

(i) **Notice**
Please fill all fields to change your password.

* Old password [   ]
* New password [   ]
* Repeat new password [   ]

[continue]

change password

(i) The password was changed successfully.

[Home]

Overview

my.h-da - My University Portal

My application ⌄

winter term 2024

Subject	Request status
Request #1: Animation and Game (Bachelor) Technolology	Admission offered
Request #2: International Media Cultural Work (Master 4-semestrig)	Admission offered
Request #3: DSH - Deutsch-Vorbereitung	Open admission

View my application

Click here

Stay informed.

Application : e-mail notifications and consents

The fields marked with * are obligatory.

Enable e-mail notifications?   (i) Help

(i)   Would you like to be informed about status changes of your application by email? You can only find the status of your application in the applicant portal.
Would you like to be informed about changes concerning your application and studies by e-mail?

* Enable e-mail notifications?

◯ Yes, enable (strongly recommended)   ◀ Click „yes".

◯ No, I inform myself independently

Save selection   ◀ Click „save selection".

Request for enrollment

✉ **Inbox** ① 🅸 Help

Submitted requests ① Help

Request #1 Request status: Admission offered

Bachelor Animation and Game Technolology (Vers. 24_0), 1. Subject-related semester

Admission restriction (manually)

Requestsubject status: **Admission offered**

→ Request for enrollment

ⓘ You can submit your enrollment until Sep 30, 2024. ⓘ

Enrollment step-by-step

Changes can requested via email to international@h-da.de.

As soon as you moved to Germany please update your address in your student account.

Please check your address or enter a new address.

Mark whether this is your postal, home or semester address.

So that we can reach you by telephone in urgent cases, please also leave a telephone number.

The fields marked with * are obligatory.

Es wurden Kontaktdaten aus einem externen System übernommen. Diese sind zur Bearbeitung gesperrt.

Postal address

* Postal address	☑
* Addresstag	◯ This address is my Home address
	◯ This address is my Semester address
Company	
* Street and house number	Rosenhof-Gasse 7
Postcode	12345
* City	Damaskus
Address addition (c/o, room number)	
Post office box	
* Country	Syria

Click „home address".

➕ New Address

E-mail

➕ Phone   ➕ Hyperlink

E-mail   bew_hsst3_uniassist_ausl_10@suseappmail.itso-b   private

Ignore the entries and proceed.

📖 Online Enrollment
University entrance qualification

ℹ️ You have already entered the relevant data for your application regarding your higher education entrance qualification. These are displayed here once again for your information.
Please report any changes to info@h-da.de, stating your application number.

If you have already completed a degree programme, please enter the data of your first degree under "Add higher education entrance qualification" with type of higher education entrance qualification: "Other higher education entrance qualification (general higher education entrance qualification)".

The higher education entrance qualification that was a prerequisite for your first degree is required by the official statistics.

The fields marked with * are obligatory.

Entrance qualification

* Acquired in	Abroad
Country	Bangladesch
* Type of Entrance Qualification	sonst. HZB im Ausl.(aHR)
Average grade	2.7
* Date of UEQ	03/04/2013

➕ Add entrance qualification

Study history

No entries required: please proceed.

Previous degree

Qualifications previously earned

ⓘ If you have already studied and achieve a degree/several degrees, you must fill in the following forms otherwise continue. If you provided information about your studies in your previous semester, they appear automatically for an easier registration. However, if you got a degree of another course of study, you must create this degree again.

The fields marked with * are obligatory.

Intended final examination.

ⓘ Information:
If you dont want to earn the degree, for the course of study you are applying for, in Germany, please select the suitable country.

* Country [Germany ▼]

* District [Darmstadt-Dieburg ▼]

Previously earned Qualifications

Have you already studied before and graduated, then fill in the following fields, otherwise continue.

If you made entries of your studies in your previous semester, they will appear here for an easier registration. However, if you passed a final examination of another course of study, then create this new degree.

ⓘ Information:
no further previous studies

⊕ Add Degree at Another University

Enter data on your bachelor degree

Health insurance

Health insurance

ⓘ **Statutory health insurance:**
Request the digital insurance certificate ("Meldung 10") from your health insurance company.
The digital insurance certificate is sent directly to h_da by the statutory health insurance.
Please inform your health insurance company of the h-da sender number H0001014.

Private health insurance:
If you are privately insured, you must contact a statutory health insurance company with your private insurance certificate.
The statutory health insurance company will then inform the h-da sender number H0001014 that you do „not have (statutory) health insurance".

Enrollment without health insurance is not possible according to Social Security Code V §199a para.2.

https://h-da.de/en/health-insurance .

Participating DSH and Studienkolleg:
Proof of insurance is provided via a membership certificate.

The fields marked with * are obligatory.

Details for health insurance

* Status of insurance   ○ liable to health insurance   ⓘ

☑ exempted

ⓘ Your insurance confirmation is not yet available.

Click exempted - the data will be corrected as soon as we received the M10.

Ignore the entries and proceed.

📝 **Online Enrollment**

Home District

ⓘ It is possible that this information is already completed because your contact address is marked as your home address. Please enter the district in Germany, where your primary residence (registered address) is located. If your primary residence is outside Germany, please add the state in the field "Country home district". The Hochschulstatistikgesetz (higher education statistics law) demands this information.

The fields marked with * are obligatory.

Details for Home District

* Country of home destrict   Syria ▾

| To overview | Back | → Next | ↺ Reset |

Ignore the entries and proceed.

📝 Online Enrollment

Professional experience

ⓘ If you already finished a vocational training or an internship, you must fill in the following forms otherwise continue. The Hochschulstatistikgesetz (higher education statistics law) demands this information.

The fields marked with * are obligatory.

Details for professional experience

Vocational training with degree	○ Yes ☑ No
Internship or Voluntary Service for the current study	○ Yes ☑ No

campuscard

Completion of enrollment

Please ignore the fee information. Payment information for your study programme is provided through KOPLA!

📝 Online Enrollment

Fees

ⓘ **Enrollment Confirmation**

Upload the relevant documents in the "**Next to document upload**" or in the overview under the "**Submit enrollment documents**" button.

If documents are submitted late or incomplete, enrollment will be prevented or delayed.

Please transfer the semester fee h-da.de/en/semester-contribution

You can find the checklist (PDF file) on the overview page (click on the "View my application" button).

Sales invoices

ⓘ No records found.

Upload documents

Bachelor degree with final grade — Choose file (click here or drop in here)

ⓘ Master's credentials:
Please upload bachelor's degree certificate or final certificate indicating the

- study program
- final grade
- final certifiacte date
- complete CP count

Note for internal applicants (currently enrolled at the h-da):
If your final degree grade is visible in the system, please upload an informal file, that the degree has been recorded in the system and is visible.
For more info see help text (ⓘ)

Add comment

Your Bachelor degree

* university entrance qualification — Bürohintergrund.jpg

ⓘ university entrance qualification

status ⬇Received

School leaving certificate

* ID document — Bürohintergrund.jpg

status ⬇Received

passport

document box — Bürohintergrund.jpg

Only if we request anything

Explanation of the document status ▸

💾 Save changes temporarily   ✓ Submit enrollment documents

If you do not have your final degree yet, please upload your provisional degree. You will get a re-registration block until you you send us your certificate via e-mail: international@h-da.de.

overview

The fields marked with an asterisk (*) are mandatory.

* university entrance qualification

Bürohintergrund.jpg

ⓘ   university entrance qualification

status ⬇ **Received**

* ID document

Bürohintergrund.jpg

status ⬇ **Received**

document box

Bürohintergrund.jpg

ⓘ   If **only the document box** is displayed, please click on the "Submit enrollment documents" button to confirm so that your enrollment can be processed.

status ⬇ **Received**

Please mention your my.h-da.de application number if you contact us via international@h-da.de.