




# 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

Sie befinden sich im Modus: Customizing / Development

User name  Password  


[Login](#)


Hisinone - Entwicklungssystem für SOMMER - RELEASE 2023.06


my.h-da - My University Portal


[Homepage](#) [Application](#) [for Student](#)


Welcome to the portal of the h\_da

 Application (Bachelor, Diplom and Master) >

 Promotion  
Informationen zum Promovieren >

 Studienorganisation  
Datenverwaltung  
Kurs- & Prüfungsanmeldung  
Bescheinigungen, Studien- und Leistungsübersicht  
weitere Funktionen (Verfügbarkeit variiert nach Fachbereich) >

 Forschung  
Informationen zu Forschungsaktivitäten an der h\_da >

 Vorlesungsverzeichnis  
Lehrveranstaltungen aller Fachbereiche  
SuK Module & Sprachkurse

**Please click here to log-in**

**Change to English**

# log-in to my.h-da.de

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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**

Your name  
 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.

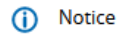
[International admission \(Bachelor and Master\)](#)

Your e-mail address entered in KOPLA

# Change your password

## change initial password

### change password



Notice

Please fill all fields to change your password.

\* Old password

\* New password

\* Repeat new password

continue

## change password



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) Technology	Admission offered
Request #2: International Media Cultural Work (Master 4-semester)	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?

 [Help](#)

 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)


☐ No, I inform myself independently

Click „yes“.

Save selection


Click „save selection“.

# Request for enrollment


 Inbox

1

Download your admission letter here.

 Help

## Submitted requests

 Help

### Request #1

Request status: Admission offered



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

[Admission restriction \(manually\)](#)

Requestsubject status:  
[Admission offered](#)


→ Request for enrollment

Click here to request enrollment.

 You can submit your enrollment until Sep 30, 2024. 




# Enrollment step-by-step


 **Welcome to the applicant website!**

- ☒ Personal data
- ☒ Address
- ☐ University entrance qualification
- ☐ Your university background
- ☐ Stays abroad
- ☐ Qualifications previously earned
- ☐ Health insurance
- ☐ Home District
- ☐ Professional experience
- ☐ Picture
- ☐ Completion of enrollment
- ☐ Fees
- ☐ Documents

You are here: [Home](#) > [Studies offered](#) > [Application](#)

 **Online Enrollment**

Welcome to the applicant website!


 Now you need to complete your application by adding all the required information we need for your academic program.

Always click on the next-button to confirm your changes. Using the back-button or clicking through the menu leads to data loss.


[To overview](#) [→ Next](#)

Go through all steps for enrollment by clicking „next“.

# Changes can requested via email to [international@h-da.de](mailto:international@h-da.de).








 **Online Enrollment**

Personal data

 Please check your personal data.

The fields marked with \* are obligatory.

**Person**

* Surname	Banbuntroth	
* First name	Edith	
* Gender	female	
All first names		
Name prefix		
* Date of birth	01/03/1990	
* Place of birth	Damaskus	
Country of birth	Syria	
Birth name		
Nationality	Syria	
Second nationality.		

[To overview](#) [Back](#) [→ Next](#) [Reset](#)

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

\* Adresstag

☐ This address is my Home address

☐ This address is my Semester address

Company

\* Street and house number

Postcode

\* City

Address addition (c/o, room number)

Post office box

\* Country

[+ New Address](#)

### E-mail

[+ Phone](#) [+ Hyperlink](#)


E-mail

Click „home address“.

# Ignore the entries and proceed.

## Online Enrollment

### University entrance qualification

 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](mailto: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

 If you've already studied at another university, please fill in the following form. If you haven't, please continue.

The fields marked with \* are obligatory.

### Data about previous studies


 If you've already studied in the past, please fill in the missing information.


Country


Term of first registration


Year of first enrollment


University of first enrollment in Germany, if it is different from this point in time


 Please fill in the following information if you've already studied at a German university.


Previous number of terms at a German university  

Semester of internship  


Semester on leave/leave of absence  


Semester at a preparatory college  


Semester of interruption  

 [Clear input fields](#)

### Information about your studies prior to the current semester.

 No notes for the study at the recent term

 If you are changing directly from a German university to our university, please complete your direct study history

 [Add information about your studies prior to the current semester](#)

Please enter your bachelor degree programme.


Ignore if you did not study in Germany before.

Add information about the last semester you were enrolled.

# No entries required: please proceed.

## Online Enrollment

### Stays abroad

 If you already studied at a university outside of Germany and these studies refer to your current studies, you must fill in the following forms otherwise continue.


The fields marked with \* are obligatory.

#### Previous stay abroad

Country

Number of month

from  

to  

Type of stay abroad

Type of mobility program

 Add stay abroad

# Previous degree

## Qualifications previously earned

**i** 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.

**i** 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

\* District

## 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.

**i** 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 district

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


## Online Enrollment

### Picture

 If you would like to have your CampusCard with your picture on it, you can upload it here. Click the Upload-button to select the photo you want to upload from your local computer drive, then start the upload. Please note that this passport photo will remain unchanged. Submit a good-quality photo. You can adjust the photo after it has been uploaded. If a (new) image is to be imprinted on the CampusCard at a later date, this will be subject to a fee.

The fields marked with \* are obligatory.

### Upload picture

 possible formats: jpg,jpeg,gif,png  
maximum file size: **1 MB**



Upload picture


# Completion of enrollment

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You are here: [Home](#) > [Studies offered](#) > [Application](#)

## Online Enrollment


### Completion of enrollment

 Ihre Daten sind erfasst. Im nächsten Schritt können Sie Ihre Immatrikulation abschließen.

✓ Continue

To overview

Back

 [Reset](#)

Click „continue“ to proceed.

# 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](https://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 certificate 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

\* university entrance qualification

Bürohintergrund.jpg

university entrance qualification

status Received

\* ID document

Bürohintergrund.jpg

status Received

document box

Bürohintergrund.jpg

Explanation of the document status >

Save changes temporarily

Submit enrollment documents

Your Bachelor degree

School leaving certificate

passport

Only if we request anything


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

### Application

Application semester: winter term 2024/25 - 3 request ⓘ

ⓘ Help

### Requests for enrollment

ⓘ Help

**Missing documents** If changes to your data are necessary, please contact [info@h-da.de](mailto:info@h-da.de).  
Exception: Changes of address and name for admissions restricted bachelor degree study programmes can only be made via [hochschulstart.de](https://hochschulstart.de).

**Request #1**

Request status: Request for enrollment submitted

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

[Admission restriction \(manually\)](#)

Request subject status:  
[Request for enrollment submitted](#)

[checklist \[PDF\]](#)

[Show details](#)

[Withdraw request for enrollment](#)

ⓘ You have reached the maximum number of applications for enrollment. You cannot add any further applications for enrollment. Please contact the Registrar's Office to make changes.

### Personal Information

Application Number: 3091756  
uni-ass

Banb  
asse, 12345 Damaskus  
B\_uniassist\_ausl\_10@suseappmail.itso-berlin.de  
phone number

E-mail notifications enabled  
 [Disable](#) ⓘ

[data control sheet \[PDF\]](#) Only available in German. Please use [to change to German](#).

### Help & Contact