

KOPLA

Usermanual

Students



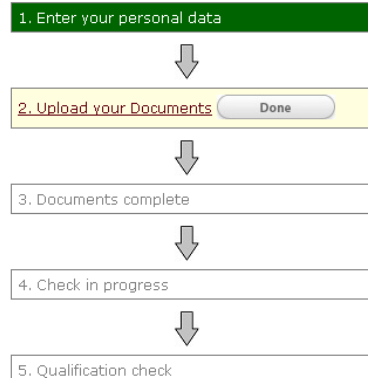
h_da
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UNIVERSITY OF APPLIED SCIENCES
eit
ELEKTRO- UND INFORMATIONSTECHNIK

Username: fromm@eit.h-da.de [Logout](#)

- Step by step application
- Communication
- Documents
- Personal data
- FAQ

Application Process

Please follow these steps to complete your application:



My Application ID: 20110024

- Step by step application
- Communication
- Documents
- Personal data
- FAQ

Document Management

Please use this page to upload the required documents. For every section, you may upload one or more documents. Every document may consist of one or more files. Example:

For the section Language Certificate you want to upload 2 different certificates, one English certificate and one German certificate. The English certificate consists of one PDF-File, the German certificate consists of 2 PDF files. I.e., you have to upload 3 documents (English Certificate and German Certificate) and for every document, you have to upload corresponding files.

- Curriculum Vitae (The curriculum vitae)**
CV Fromm (uploaded)
cv_20110024_01.pdf (2011-07-26 | 118.7 KB)
- Passport (Any document issued as a means of identification)**
No documents assigned.
- Letter of Recommendation (Letter of Recommendation)**

0
23
12
2



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- Step by step application
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Subject

System does not work

Problem with my application

Body

[Show mail list](#)

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Legal notice

KOPLA User Manual – Student 2016a

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Hochschule Darmstadt, Fachbereich Elektrotechnik

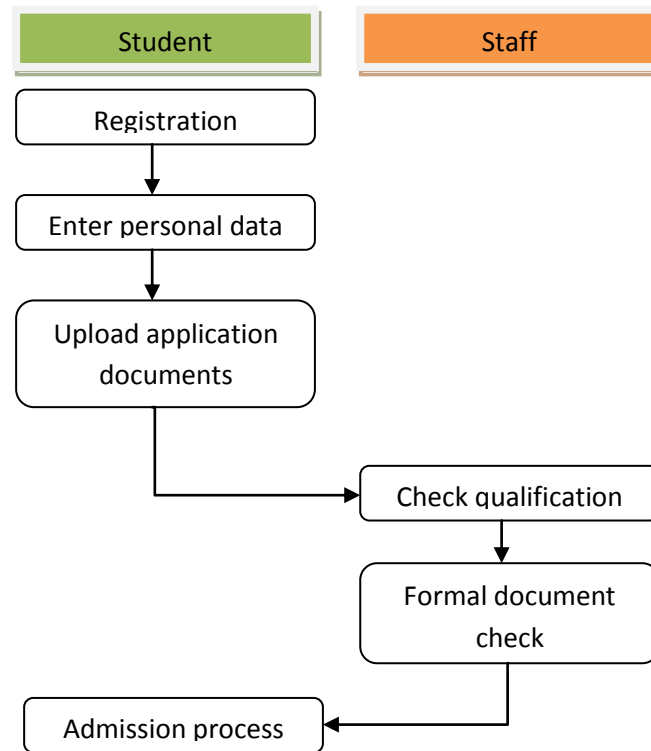
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master@eit.h-da.de

Disclaimer: No responsibility is taken for the correctness of the information within this manual as well as for the provided links. Screenshot may differ slightly from the real application.

1 Introduction

The online portal KOPLA is the entry point to the international master program in electrical engineering and information technology at the University of Applied Sciences, Darmstadt. It is used to enter the personal data of the applicant, upload all required documents for the application process and to communicate the application status between h_da staff and applicant. The basic workflow is shown in the picture below:



This user manual provides a step by step description for using the KOPLA portal. Please follow the steps carefully for a successful application.

2 Registration

The first step is to create an account for KOPLA. For this, you need a valid email address which must remain valid during the complete application process. Your email address will be your account.

- ✓ Open the KOPLA webpage in your internet browser
- ✓ When entering the webpage for the first time, please choose „Registration“

The screenshot shows the KOPLA website interface. At the top right, the logo for h_da (Hochschule Darmstadt) and fbeit (Fachbereich Elektrotechnik und Informationstechnik) is visible. Below the logo is a navigation bar with 'Username:' and 'Password:' input fields and a 'Login' button. On the left side, there is a vertical navigation menu with 'Home', 'Registration', and 'Login' options. A red arrow points to the 'Registration' option. The main content area is titled 'Apply now for a great program' and contains the following text:

Here you may apply for our Master of Science in Electrical Engineering (MSE)

Our Master's course in "Electrical Engineering" offers superior academic and professional training in the following key areas
automation, communications, microelectronics, and power engineering.

This Master Course's general aim is to equip you with all needed skills to analyse, develop, and manage complex systems in the field of electrical engineering. Our approach is based on both theory and system-oriented applied concepts.

The course will prepare for a career in industry, self-employment or academe. Our graduates have successfully assumed work in all sectors of electrical engineering and IT.

With your graduation, you will have gained the competencies necessary to enable you to perform, manage, and direct/supervise research and development tasks as part of your prospective job responsibilities. All instructions are held in English. As our graduate, you will thus be well prepared for world-wide employment prospects.

Typical functions are:

- research and development engineer
- technical manager
- production engineer
- consultant
- application field engineer

The following screen will show up:

The screenshot shows the registration form on the KOPLA website. The navigation menu on the left has 'Registration' selected. The main content area is titled 'Registration' and contains the following text:

Please enter your correct name, surname and valid e-mail address below. Name and surname must be spelled or transliterated exactly as in your passport. After agreeing to our storing your data and pressing the "Register" button, you will be sent an e-mail with a link guiding you to your personal account.

Please note:
Register only once, under one e-mail address. Retain this e-mail address for all forthcoming information exchange. Refrain from applying more than once under different e-mail addresses. In such event, your registration may be disqualified and eliminated altogether.

The form includes the following fields and options:

- Semester: WS 2011/12 (dropdown menu)
- Application program: Please choose (dropdown menu)
- Surname: [text input field]
- Given name: [text input field]
- E-mail: [text input field]
- I accept data storage [Data storage regulations](#)
- Register (button)

At the bottom left of the form area, there is a 'Login' link.

- ✓ Enter the semester and programme for which you want to apply. Note: Depending on your background and bachelor degree, only certain programs are open. Check the application website for details or contact master@eit.h-da.de in case of doubts.
- ✓ Enter your Surname (family's name) and your Given name (first name).

- ✓ Enter your e-mail address. **Note: your email address will be from now on your user name.**

Note: Consequently, you cannot register twice under the same user name / email address. Equally, it is not allowed that one and the same person register twice under two different e-mail addresses. This will lead automatically to a rejection of your application. You are required to accept the storage and handling of your data to allow for proper processing. Storage and handling comply with German privacy protection legislation.

- ✓ After completing your registration, click on the Register button, you will receive a link to your password via the provided email account.
- ✓ **Note: In case you do not receive the email, please check your SPAM folder (especially when using gmail) and the correct spelling of your email.**

- ✓ Clicking on the link in the email will open the page with the password. This password may later on be changed in your personal data section.
- ✓ In case the page shows "No data available", please refresh it (F5)

3 Login

Once you have created your personal account, you can use the system by either entering your login (email) and password in the top bar or by pressing the Login Link on the left side menu.

- ✓ Enter your username (email address) and password

The screenshot shows the login interface of the h_da website. At the top right, the logo for h_da (Hochschule Darmstadt) and fbt (Fachbereich Elektrotechnik und Informationstechnik) is displayed. Below the logo, there is a navigation bar with a dark red background. On the left side of this bar, there are two input fields labeled 'Username:' and 'Password:', followed by a 'Login' button. On the left side of the page, there is a vertical navigation menu with a light orange background, containing links for 'Home', 'Registration', and 'Login'. The 'Login' link is highlighted. The main content area has a white background and is titled 'Login'. Below the title, there is a sub-heading 'User login' and a prompt: 'Enter your username and password here in order to log in on the website:'. A form box contains the following fields: 'Username:' with the value 'arjun.tamir@gmail.com', 'Password:' with a masked password '●●●●●●', and a 'Login' button. Below the form, there is a link for 'Forgot password?'. Red arrows point to the 'Login' link in the navigation menu, the 'Login' button in the top bar, the 'Login' button in the form, and the 'Forgot password?' link.


- ✓ Note: In case you forgot your password, please follow the Forgot Password Link in the Login Menu.

4 Personal data

The workflow graphic on the opening screen will guide you through the application process. The first step of the workflow is to enter your personal data. Please note that it is your responsibility to provide correct and complete data.

Before continuing, please note some important elements of the KOPLA system

- The menu on the left hand side provides direct access to the main functionalities
- The workflow graphic shows the progress of your application. Every phase consists of a link to the corresponding form (in the screenshot below the phase "enter your personal data" is completed and the candidate is busy uploading the required documents).
- The Application Overview in the lower part of the screen shows some relevant statistics, e.g. how many data fields have been completed, how many documents are uploaded etc. Note: if the workflow does not switch to the next phase, very likely some mandatory entries are still open (red)



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Username: fromm@eit.h-da.de [Logout](#)

Step by step application

Communication

Documents

Personal data

FAQ

Application Process

Please follow these steps to complete your application:

1. Enter your personal data
2. Upload your Documents Done
3. Documents complete
4. Check in progress
5. Qualification check
6. Accepted

My Application ID: 20110024

Application Overview

Total Mails:	0
Properties filled	<div style="width: 100%; height: 10px; background-color: #006633;"></div> 23
Properties filled in Personal Data Section	<div style="width: 100%; height: 10px; background-color: #006633;"></div> 12
Properties filled in Language Skills Section	<div style="width: 100%; height: 10px; background-color: #006633;"></div> 2
Properties filled in Education Section	<div style="width: 100%; height: 10px; background-color: #006633;"></div> 9

7

- ✓ Click on the menu entry Personal Data.
- ✓ The personal data section will open in "reading mode". Click on the link "Edit personal data"

Username: arjun.tamiri@gmail.com Logout

Step by step application
Communication
Documents
Personal data
FAQ

Personal Data Language skills Education Experiences and...

Email:	arjun.tamiri@gmail.com
Semester:	SS 2011
Title:	
Surname:	Tamiri
Given name:	Arjun
Sex:	
Country:	
Street	
Care Of	
Additional Address	
ZIP	
City	
Date of birth:	
City of birth:	
Nationality:	

[Edit personal data](#)

Personal data

Now enter first your personal data. [Save changes] You may want to enter a hyphen '-' in fields, you personally deem not applicable or needed (Title, c/o, etc.).

The following fields MUST contain valid data, because they will be used for the address label in your admission letter and mailing:

- Name
- Street
- ZIP
- City
- Country
- Phone Numbers

Please note: The admission letter will not be resend due to wrongly or incompletely provided address data.

Make sure, that the address label appears as it would be expected from your country's mail delivery services. (green arrow in the picture below)

Language skills

Here you should detail your English, and, if applicable, German language proficiency.

Education

Here you should detail you academic background.

Important: In the section Intended Program "Choice of major" please enter the major you intend to follow. Your application will be evaluated considering this choice and an acceptance will only be valid for this major. It is not allowed / possible to apply for more than one major.

Intended Program

First choice of major subject

communications

Experiences and ...

Here you should detail your academic, professional and life experience.

Step by step application

Communication

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Language skills

Education

Experiences and...

Log-in data

Password:

Email: arjun.tamiri@gmail.com

Personal Data

Title: Mr.

Sex: male

Surname: Tamiri

Given name: Arjun

Country: India

Street: Sachin Tendulkar Street

Care Of: s/o. Murali Krishna T

Additional Address: D.no: 21-8-1A, Flat No: D4, Sachin Tendulkar Street, Khushi Nagar

ZIP: 520010

City: Vijayawada

Date of birth: 2000-02-14

City of birth: Vishakapatnam

Nationality: India

Save changes

- ✓ Enter all required data in all tabs
- ✓ Save the changes by pressing the save changes button
- ✓ When you are finished, click the "Step by Step" tab on the left margin once again to see the workflow screen. Click "Done" only after entering and verifying all your Personal details.

Note: The system will check if all fields are completed. If this is not the case, an error message will be shown and you are requested to complete the missing fields. Enter a "-" in case no data can be provided.

9

[Logout](#)

Step by step application

Communication

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Personal data

FAQ

You have been accepted !!
 Please confirm your acception at the HDa

Application Process
 Please follow these steps to complete your application:

My Application ID: 20110007

1. Enter your personal data Done

↓

2. Upload your Documents

↓

3. Documents complete

↓

4. Check in progress

↓

5. Decision

Application Overview

Total Mails:	0
Properties filled	30
Properties filled in Personal Data Section	14
Properties filled in Language Skills Section	3
Properties filled in Student Status Section	9 -1
Properties filled in Experience Section	4 -2

5 Upload documents

The next phase is uploading all required documents.

- ✓ Now click on “Documents” on the left margin or on the link in the workflow graphic to upload the required Documents.

The screenshot shows a web application interface for document upload. At the top right, the user is logged in as 'arjun.tamiri@gmail.com' with a 'Logout' button. On the left, a navigation menu includes 'Step by step application', 'Communication', 'Documents' (highlighted with a red arrow), 'Personal data', and 'FAQ'. The main content area displays a success message: 'You have been accepted !!' with a link to confirm acceptance. Below this is the 'Application Process' section, which lists five steps: 1. Enter your personal data (completed), 2. Upload your Documents (current step, with a red arrow pointing to the 'Upload your Documents' link and a 'Done' button), 3. Documents complete, 4. Check in progress, and 5. Decision. To the right of the process is the 'My Application ID: 20110007'. At the bottom, an 'Application Overview' table shows progress for various sections.

Total Mails:	0
Properties filled	30
Properties filled in Personal Data Section	14
Properties filled in Language Skills Section	3
Properties filled in Student Status Section	9
Properties filled in Experience Section	4

You are supposed to upload documents with regards to the following document categories:

Curriculum Vitae

- Your CV, containing your personal data, previous high school and university career, GPA, projects and any professional experience

Passport

- A scanned copy of your passport
- or, in case it is not available, any other official document with photograph (e.g. driving license)

Letter of Recommendation

- 2 letters of recommendation of your professor or employer

Degree Certificate

- Bachelor degree certificate (original and certified English copy)
- Any other relevant educational certificates

Language Certificate

- TOEFL or
- IELTS certificate or

Secondary School Certificate

- High school certificate

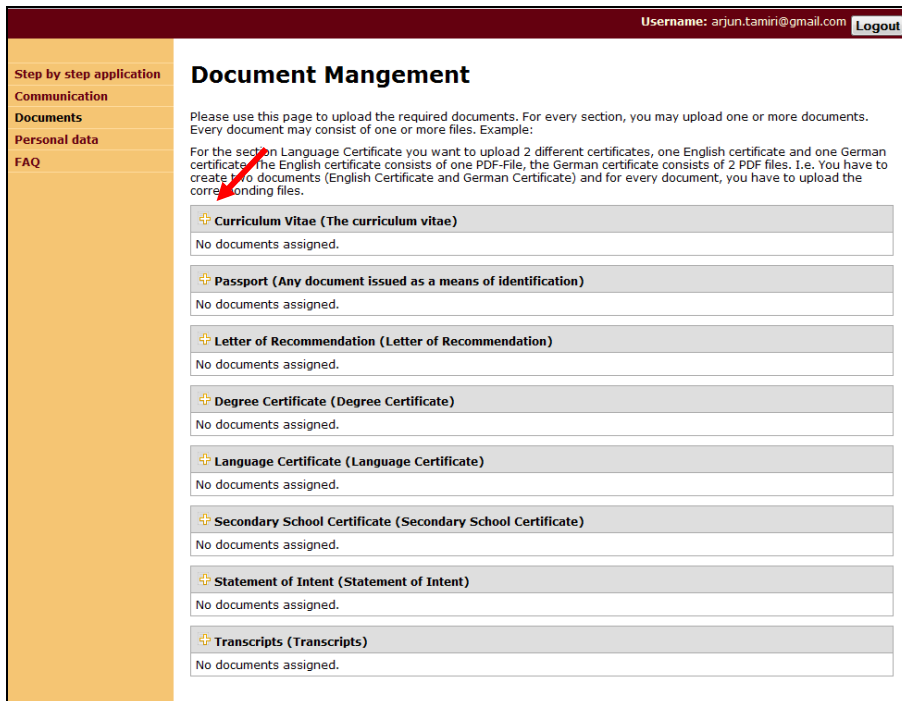
Statement of Intent

- Your own private statement, why you want to come to Germany and the h_da. Describe your career plans. Be specific; do not copy general purpose statements from the internet.

Transcripts (Bachelor)

- Complete original transcripts of records of your bachelor study
- English translation (certified) of the transcripts of records of your bachelor study
- If existing, transcripts of courses undertaken in a master program (English)

The document upload screen looks as follows:



Username: arjun.tamiri@gmail.com **Logout**

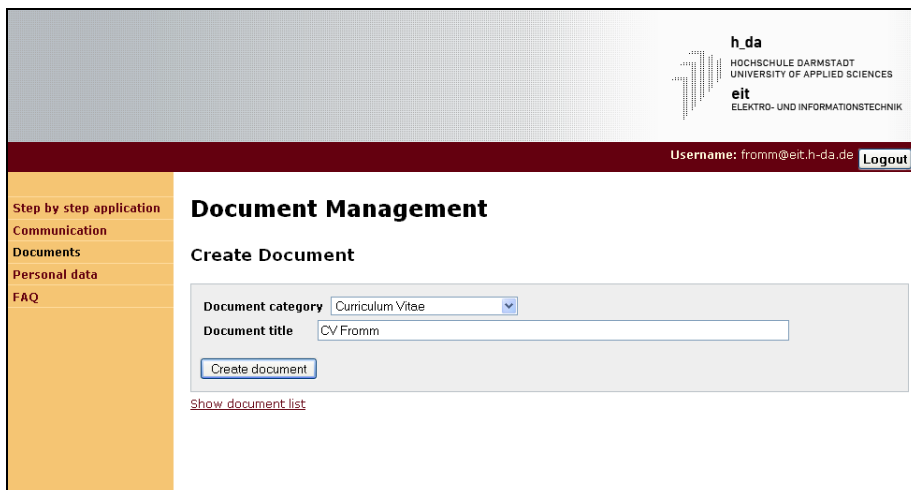
Document Management

Please use this page to upload the required documents. For every section, you may upload one or more documents. Every document may consist of one or more files. Example:

For the section Language Certificate you want to upload 2 different certificates, one English certificate and one German certificate. The English certificate consists of one PDF-File, the German certificate consists of 2 PDF files. I.e. You have to create two documents (English Certificate and German Certificate) and for every document, you have to upload the corresponding files.

Curriculum Vitae (The curriculum vitae)	No documents assigned.
Passport (Any document issued as a means of identification)	No documents assigned.
Letter of Recommendation (Letter of Recommendation)	No documents assigned.
Degree Certificate (Degree Certificate)	No documents assigned.
Language Certificate (Language Certificate)	No documents assigned.
Secondary School Certificate (Secondary School Certificate)	No documents assigned.
Statement of Intent (Statement of Intent)	No documents assigned.
Transcripts (Transcripts)	No documents assigned.

- ✓ Start by clicking on [+] of the respective category, to upload a certain document for this category. Several documents may be added to a single category
- ✓ In the following form, enter a name (for your reference only) and press Create Document. This will create a logical document in the KOPLA system



Username: fromm@eit.h-da.de **Logout**

Document Management

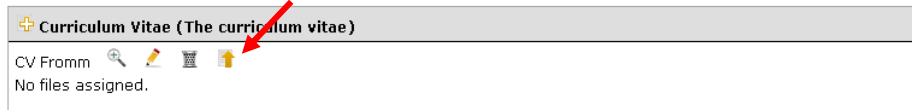
Create Document

Document category:

Document title:

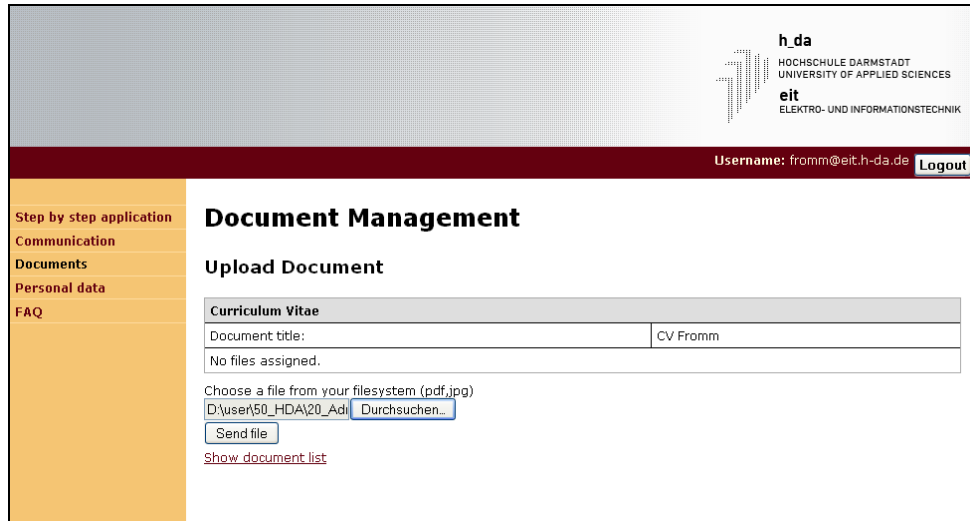
[Show document list](#)

Once you have created this document, various activities are offered: ⊕ Show document, ✎ Edit document, 🗑 Delete document or ⬆ Upload document. The Upload function lets you browse through your computer to search and upload a certain document in PDF. Once you have uploaded a document, you may further download it in case of need via ⬇ Download document.



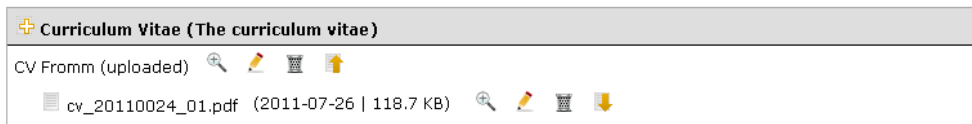
- ✓ Press the upload button.

Please note: This document can be either a single PDF file (default) or a set of PDF files (e.g. in case every page is scanned individually). The maximum size of the files is limited.



- ✓ Select the required document by pressing the Browse / Durchsuchen Button
- ✓ Click the button Send file to store it in the KOPLA system
- ✓ The saved file is now visible in your document folder

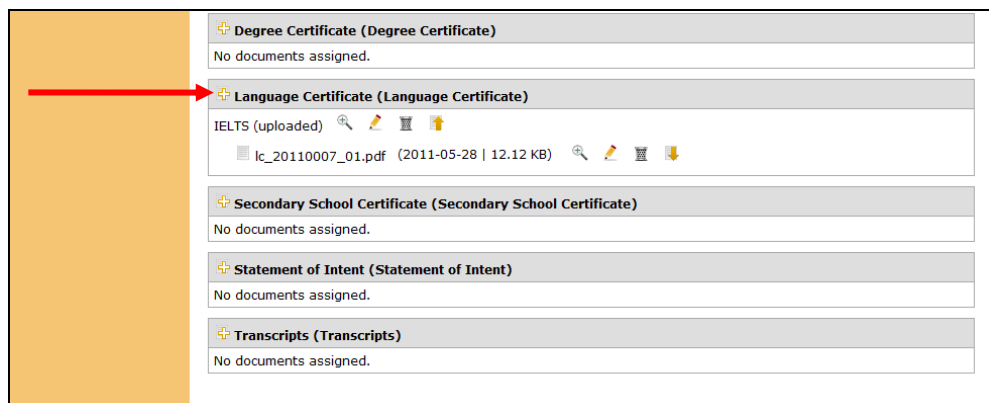
Note: Upon uploading, the system will rename the file.



- ✓ Repeat this process for all required documents.

Uploading several documents in one category

Now, in order to upload one more certificate under Language Certificate (say German), you need to click the "+" once again as follows:



Now upload the German Language Document like other certificates before. This is how you upload Multiple Documents under single category ("Language Certificate" here).

The screenshot shows a web interface for uploading documents. On the left, there is a vertical orange bar. The main area contains several expandable sections:

- Curriculum Vitae (The curriculum vitae)**: Shows one uploaded document: "Test Curriculum Vitae (uploaded)" with a sub-item "cv_20110007_01.pdf (2011-05-28 | 12.12 KB)".
- Passport (Any document issued as a means of identification)**: "No documents assigned."
- Letter of Recommendation (Letter of Recommendation)**: "No documents assigned."
- Degree Certificate (Degree Certificate)**: "No documents assigned."
- Language Certificate (Language Certificate)**: Shows two uploaded documents: "IELTS (uploaded)" with sub-item "lc_20110007_01.pdf (2011-05-28 | 12.12 KB)", and "German (uploaded)" with sub-item "lc_20110007_02.pdf (2011-05-28 | 12.12 KB)". Two red arrows point to these two documents.
- Secondary School Certificate (Secondary School Certificate)**: "No documents assigned."
- Statement of Intent (Statement of Intent)**: "No documents assigned."
- Transcripts (Transcripts)**: "No documents assigned."

Missing Documents

- ✓ In case a document is missing, you may upload a PDF stating that the document is still missing and will be provided later on. But please note – complete documents will increase your chances of getting admission!

Upload complete

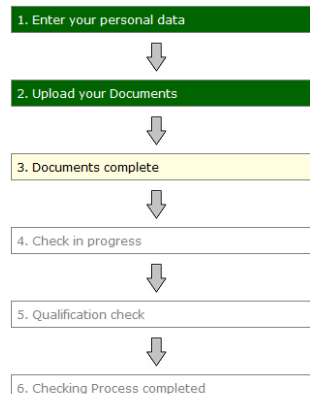
- ✓ Once you have completed this for all documents, please move again to the workflow screen (Step by Step application) and press the Done button. From now on, your documents are frozen and cannot be changed anymore, unless unlocked by university staff.

Once KOPLA has indicated, that documents are complete, you deserve a break. Your application data and your documents will now be examined by the Department's Admission Committee. Please be patient. At this point no further action will be required on your part until further notice.

If your screen looks like this, everything is ok:

Application Process

Please follow these steps to complete your application:



My Application ID: 2160574

Application program: **International Master (4 semester)**
Application semester: **WS2016**

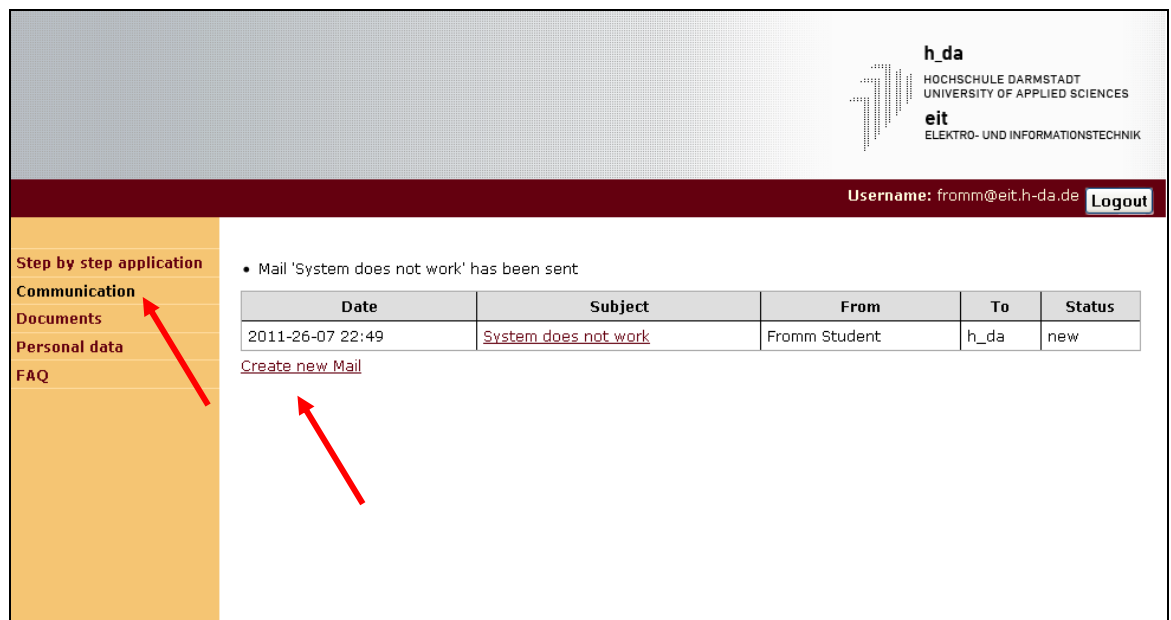
6 Communication System

In case you need assistance, please use the build in communication system.

- ✓ Click on the menu entry Communication. The overview page of the communication system will open – very similar to a webmailing system
- ✓ Click on the link “Create new mail” to send an email to h_da staff. Please make sure that you clearly describe your need.
- ✓ h_da staff will also use this system to communicate with you. Make sure that you check for new mails at least every other day. Click on the “Subject” link to read the content of the mail.

Netiquette:

- ✓ Before sending a question, please check all other sources of information, e.g, this manual, the FAQ section and the websites
- ✓ Avoid emails like “When can I expect an answer” – these will not be answered. During the rush hour, we get more than 100 applications a day. As a consequence, it may take a few weeks until all applications are checked. We guarantee, that all applications will be checked until the communicated deadline.



h_da
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feit
 ELEKTRO- UND INFORMATIONSTECHNIK

Username: fromm@eit.h-da.de [Logout](#)

Step by step application
Communication
 Documents
 Personal data
 FAQ

- Mail 'System does not work' has been sent

Date	Subject	From	To	Status
2011-26-07 22:49	System does not work	Fromm Student	h_da	new

[Create new Mail](#)

[Step by step application](#)

Communication

[Documents](#)

[Personal data](#)

[FAQ](#)

Subject

System does not work

Problem with my application


Body

[Send](#)

[Show mail list](#)

7 Status Tracking

The workflow page provides you a realtime overview of your application process. Depending of your status, additional information will be provided.



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Username: fromm@eit.h-da.de [Logout](#)

Step by step application

Communication

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My Application ID: 20110024

Application Process

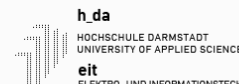
Please follow these steps to complete your application:

1. Enter your personal data
2. Upload your Documents
3. Documents complete
4. Check in progress
5. Qualification check -> open
6. Accepted

Application Overview

Total Mails:	1
Properties filled	23
Properties filled in Personal Data Section	12
Properties filled in Language Skills Section	2
Properties filled in Education Section	9

The next source of information are the received mails. Make sure you check the status every few days...



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Username: fromm@eit.h-da.de [Logout](#)

Step by step application

Communication

Documents

Personal data

FAQ

Date	Subject	From	To	Status
2011-26-07 23:17	It's online again	h_da	Fromm Student	read
2011-26-07 22:49	System does not work	Fromm Student	h_da	read

[Create new Mail](#)

17

8 Acceptance Status

The workflow will show the status of your electronic document check.

- Electronic document check "In Process": Please be patient, your documents still have to be checked. Depending on the number of applicants, this may take a couple of weeks. Please do not send "query" emails, these will not be answered. We rather spent our time on checking the documents as fast as possible.
- Electronic document check "Accepted": Congratulations, you fulfill the application criteria of the H-DA. Please proceed with the next chapter
- Electronic document check "Accepted with restrictions": Congratulations, you fulfill the application criteria of the H-DA but some documents, typically English Certificate or a final Bachelor degree are missing. These must be provided until the matriculation at the very latest. Please proceed with the next chapter
- Electronic document check "Not accepted": We are sorry, but your qualification profile does not meet the requirements of our university.

In case of "not accepted" or "accepted with restriction", additional information will be shown on the right hand side of the workflow overview screen.

Step by step application

- Personal data
- Documents
- Communication
- Further Information
- Further documents
- Private study
- FAQ

Application Process
Please follow these steps to complete your application:

1. Enter your personal data
2. Upload your Documents
3. Documents complete
4. Check in progress
5. Qualification check
Electronic document check: accepted with restriction
Paper document check: open

Checking Process completed.
[Please confirm your acceptance](#)

My Application ID: 20120986
Application program: **Master (3 semester) - only H-DA students**
Application semester: **WS2013/14**

The following documents are missing:

- English certificate
- Bachelor degree

9 After being accepted

Once you are accepted, three additional pages will become available:

- Further Information
- Further documents
- Private Study

Step by step application

Personal data

Documents

Communication

Further Information

Further documents

Private study

FAQ

Application Process

Please follow these steps to complete your application:

1. Enter your personal data
2. Upload your Documents
3. Documents complete
4. Check in progress
5. Qualification check

Electronic document check: accepted
Paper document check: accepted

Checking Process completed.

Please confirm your acceptance

My Application ID: 20110065

Application program: **Please choose**

Application semester: **SS 2012**

Further Information

This menu lets you confirm your admission, gives you access to the email addresses of other applicants and guides you through the final steps of the application process.

Username (Email): admin@h_da.de [Logout](#)

Step by step application

Personal data

Documents

Communication

Further Information

International Students

H-DA Bachelor Students

Further documents

Private study

FAQ

Acceptance status

Invitation date
2012-03-13

Matriculation number (only for Hda)
123456

Courier Reference ID
5678910

I accept the offered seat within IMSEIT.

I require student housing

Personal data free

[All students in my semester](#)

Further steps:

- [International Students](#)
- [H-DA Bachelor Students](#)

On the top level, the following information is visible:

- Invitation date: This field contains the date on which your official admission letter has been sent out

- Matriculation number: This field will contain the matriculation number at the H-DA later on (optional)
- Courier reference ID: The tracking number of the courier service.
- I accept the offered seat within MSEIT: Tick this to confirm your seat
- I Require housing: Tick this if you need housing
- Personal data free: Tick this if you want to make your email address visible to the other students of your semester
- As well as information on reception of your fees and similar

In the section "Further steps" you will find the information needed to finish your application.

- Sending in paper documents
- Payment of the administrative fee

Please follow these steps carefully!

Step by step application	Finishing your application
Personal data	
Documents	Congratulations, you have successfully passed the first and most important step in the application process.
Communication	On behalf of the Department's Admission Committee, I am pleased to inform you, that we have positively decided on your admission to attend our course Master of Electrical Engineering (MSE) you applied for. This admission is valid only for the semester and programme intake selected.
Further Information	
International Students	Your remaining steps for a formal admission:
H-DA Bachelor Students	This decision is subject to your producing the certified copies of your documents that you have submitted electronically, and, if applicable, of thus far missing final documents. Should you fail to produce these certified copies, your admission may be revoked.
Further documents	Furthermore, the next steps of the admission process require you to pay an administration fee. Please note, that this fee have to be paid by every international student before the application will be processed further. Please be aware, that this fee cannot be refunded, in case you choose not to attend the program.
Private study	
FAQ	<p><i>Prof. P. Fromm and Prof. H. Meuth</i> <i>MSE Program Directors</i></p> <p>STEP 1 - Adress Validation</p> <p>First of all, please re-check your personal data and correct / update it before sending os the paper documents. This step is extremely important, because the provided data will be transferred into the university database and it will also be used to send you the official acceptance letter. Some typical problem areas:</p> <ul style="list-style-type: none"> • Correct spelling of your name. For the visa application, the provided name must be identical to your name as stated in your passport. The same is valid for your birth date and birth location. • The first letter of your name must be capital, all other letters must be small. • Make sure, that you have added your phone numbers! • Check, that every field contains only the data required for the field. Example ZIP code - a good entry would be "22326" (only the number), a bad entry would be "ZIP CODE 22376" (number plus the word ZIP CODE") <p>We will not check your data. We will also not resend any letters due to wrong personal data entries!</p> <p>STEP 2 - Sending paper documents</p> <p>Please submit in paper, as certified documents, and, if not in English, together with a certified translation, the following documents:</p>

Further Documents

Here, you may download the softcopy of the acceptance letter and other required documents. If needed, you may also upload additional documents as requested by the Master Course Director, e.g. copies of embassy letters and the like.

Private Study

Here, we you can material for preparing your academic courses at the H-DA. Please use the time before starting your study to prepare yourself. The chances for success will increase significantly by doing this!