Registration

1 Comment
If you are going to apply for one of the following study programs you can skip point 2 and 3.1:
- Master study programs
- Angewandte Informatik B.Sc.
- Steuerlehre 2nd semester B.A. oder Steuerlehre im Praxisverbund B.A. 2nd semester
- Tourism and Travel Management B.A. 4th semester
- Internationales Logistik Management B.A.

2 Register at hochschulstart
In the first step you have to register at www.hochschulstart.de. You will receive an email after the registration at hochschulstart.de with an activation link. Open the email and activate your account. After the login you have to navigate My data → Personal data.

There you have to note your Applicant ID (BID) and your applicant authentication number (BAN). You will need them in our application portal.

Identification data
- Applicant ID (BID)
- applicant authentication number (BAN)

3 How to register at Hochschule Worms (UAS)
You can find our application portal at URL https://icms.hs-worms.de/. On the start page you have to click on the button "Competitors".

Choose your portal, please.

After that you have to click on the button Register now!.
3.1 Data transfer
You have to complete the fields BID & BAN and your data from hochschulstart.de will be written in our form.

3.2 Personal details, contact information and password
Please fill out the personal details, contact information and password. You will receive an email with an activation link and your username after the registration. Your login password will be the password which you have chosen during the registration.
Application

After you have registered yourself, you are able to apply. You can find the application portal here URL https://icms.hs-worms.de/.

1 Login
Your login password is the password which you have chosen during the registration and you have received the username with registration mail.

User name | Password | Login
--- | --- | ---

2 Apply
You have to choose "Studies offered" -> "Online application"

2.1 Degree, subject, semester
Now you have to choose your desired degree, subject and start semester. Normally you will start in the first semester.
2.2 Entrance Qualification
Choose at "Acquired in" "Abroad", if your degree is not from Germany. Please choose "other" at "Type of Entrance Qualification". If your grading system does not match the German grading system you have to type 4.5 as "Average grade". Date of acquirement must be in the past. We will check your degrees and correct and adjust the given data. appropriately.

3.2.1 Request for a compensation of disadvantage concerning the grade
This is only for applicants with German degrees.

<table>
<thead>
<tr>
<th>* Acquired in</th>
<th>Abroad</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Type of Entrance Qualification</td>
<td>other</td>
</tr>
<tr>
<td>Average grade</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Please select your Entrance qualification. Please choose "other", if you cannot find the right one.

Date of acquirement: 11/10/2015

Country: Argentina

Request for a compensation of disadvantage concerning the grade
Here you can make a request to amend your grade. Only applicable for German applicants applying for undergraduate studies.

☑ Yes
☒ No

2.3 Matrikelnummer
If you are enrolled or you have been enrolled at the UAS Worms you have to type in your student ID number.

2.4 Passbild / Fragebogen Upload
Please upload a passport photo. You will find the description "how to upload a file" here.
2.5 Wiederbewerber

Have you applied during the last year at the Hochschule Worms? If so please choose yes (Ja) otherwise no (Nein)

| Auswahl Wiederbewerber | Nein |

2.6 Submit request

In the next step you have to confirm that the data is correct. If so you have to check the checkbox and click the button "Submit request".

Confirm statements and submit application request

I hereby confirm that the data entered is correct.

Submit request

2.7 Application request

After you have submitted the request you have to print the application request. You can print the request by clicking on the button "Print application request."

Print application request

ATTENTION!

Send your Application to the Higher Education Institute

- Use the "Print application request" button to print the application cover letter. Which you have to send to the higher education institute.
- Please have a look at our bachelor or master checklist. Here you can see which documents have to be send to the higher education institute. Send all your signed documents to the given address.
- The Hochschule Worms is bound by law to raise a fee, at an amount of 25 €, for processing the application. If the university entrance qualification is not from Germany. The application will not be considered until we received the fee. To accelerate the process, we kindly ask you to attach a copy of the bank transfer to your application. Please transfer the money to:

| Recipient: Hochschule Worms |
| Bank: Sparkasse Worms |
| IBAN: DE59 5530 0810 0021 7398 75 |
| SWIFT/BIC: MALADE51WOR |
| Payment reference: Last name, first name, application number, Date of Birth |

You have to gather all required application documents and sent them by post to the UAS Worms. We provide a bachelor and a master checklist with information about the general documents.

You can find additional prerequisites for admission and required documents for the respective degree programs on the homepage.
2.8 Missing Documents

If there are missing documents, we will provide this information in our online portal.

Please note:
If you have a missing document, which leads to "no consequence", will mean, that your application is still in process.

If you have a missing document, which leads to "exclusion", will mean, that your application is not in process. You must send this kind of missing document to UAS before the deadline ends. Failure to do so, your status will not change.

⚠️ Missing document(s) related to the complete application
Please note: Your application is not complete! The following documents are still missing:
- CV -- no consequence

⚠️ Missing documents for subject
Angewandte Informatik EA
- Suitability questions were missing or not answered -- exclusion