

## Application in the DoSV

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In the dialogue-oriented service procedure you may apply for up to twelve choices of study (combination of course of study and higher education institution). Please note that fewer applications may be allowed per higher education institution. This is subject to the law of the respective German state and the law of higher education.

Courses of study that do not participate in the dialogue-oriented service procedure do not count.

## What does a possible application look like?

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The application process using the dialogue-oriented service procedure is described with the help of four examples. The examples below depict various applications from the applicant's point of view:

### Example 1: Accepting an offer

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#### Example 1: Accepting an offer

Applicant Max applies in the application phase for three courses of study at three higher education institutions. In the coordination phase 1 he receives offers for all three places. Max accepts the course of his preference. The other offers will be deleted automatically.

Detailed explanation Acceptance of an offer

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#### Detailed explanation Acceptance of an offer

Applicant Max wants to apply for three different courses of study at three different higher education institutions during the application phase:

- Max registers himself with hochschulstart.de and receives an Applicant ID as well as BAN (authentication).
- He provides the basic personal particulars (e.g. name, date of birth and address).
- Afterwards Max can view all the courses of study that are still open and search for his chosen courses of study.
- If the application procedure is offered by the central application he can then apply directly using the application portal of hochschulstart.de. He uses this application portal to provide the relevant particulars for the course of study. Further he can, if required by the higher education institution, upload his higher education entrance qualification (HZB). If the higher education institution dictates that the application is to be done directly under the application portal of the institution then he must do so and not apply using the application portal of hochschulstart.de. Max then selects the displayed link to the website dealing with the applications to the higher education institution.
- At this point Max can provide other particulars: e.g. about a previous professional training, a previous course of study. Further he can deposit a letter of recommendation or motivation in the application portal.
- Max saves his application. A confirmation is displayed.
- He repeats the application process for two more courses of study.

Max receives offers for all three courses of study in the coordination phase 1:

- As soon as Max logs in to the application portal he sees his offers in the status list. Max will also automatically receive an e-mail informing him of the fact that offers have been issued.
- He accepts the offer of his preference by confirming this in the application portal.

Following this Max receives a notification of admission. The other two offers will be deleted automatically.

### Example 2: Waiting for a preferred offer

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#### Example 2: Waiting for a preferred offer

Applicant Monika applies, in the application phase, for twelve courses of study. In the coordination phase 1 she receives

three offers to courses of study. The course of study that she would most prefer is not one of the three. For this reason applicant Monika decides to set priorities, according to her preferences, for her applications, in the decision phase. The course of study that Monika would most like to have is at the top of the priority list. She has not, up to now, received an offer for one of the first three places on her list. In the coordination phase 2 Monika has the option of waiting to see whether, due to places being freed by other applicants, she does get an offer for a course of study more suited to her wishes (places one to three on her priority list). The highest offer is for a course that is in place four on Monika's priority list. This place is reserved for her.

Monika will be removed from the ranking lists of all the other lower courses of study (all the courses in the places five to twelve of the priority list). If she does not get an offer to one of the courses in the positions one to three in the priority she can fall back on the reserved offer (place 4).

Detailed explanation Waiting for a preferred offer

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### **Detailed explanation Waiting for a preferred offer**

The applicant Monika applies for twelve different courses of study in the application phase:

- Monika registers with the application portal of hochschulstart.de and receives an Applicant ID as well as a BAN (authentication).
- She provides her required particulars (e.g. name, date of birth, address).
- After this Monika can view possible courses of study.
- Monika makes an application for a course of study, provides the relevant particulars needed for this course and possibly uploads her higher education entrance qualification (HZB). The higher education institution may stipulate that the application has to be done under the higher education institution's application portal and not under hochschulstart.de. Monika uses the displayed link to the application portal of the higher education institution and submits her application.
- At this point Monika can provide further particulars: e.g. about a previous professional training or course of study. She can also, if the higher education institution wants this, deposit a letter of recommendation or motivation in the application portal. Monika saves her application. A confirmation is displayed.
- She repeats the application process for eleven more courses of study.

She receives three offers of admission during the coordination phase 1. The course that she most prefers is not one of the offers.

For this reason Monika decides to set priorities for her applications during the decision phase.

If Monika does not set priorities then her applications will be sorted according to the date they were submitted to the applicationportal. This means that her first application gets the highest priority. She can change these automatic priority settings during the decision phase. She can manually set the priorities to bring the applications into the desired order.

Monika logs in to the application portal.

- She can view an ordered list of her applications up to this point.
- Monika puts the applications into order.
- Monika saves the updated priorities.
- The course that Monika would most like to attend is at the top of the priority list.
- One of the offers that Monika has received is in place four of the priority list.
- She has no offers of courses in the positions one to three.

In coordination phase 2 Monika has the possibility of waiting to see whether, due to other applicants' places becoming free, she does not after all get an offer of admission that is more to her liking (place one to three on her priority list). The offer of admission that is highest on Monika's priority list (place four) is reserved for her. Monika will be removed from the ranking lists for all the lower priority courses (place five to twelve in Monika's priority list). In the case that she does not receive any offers of admission to courses in the positions one to three Monika can fall back on this reserved offer (place four).

Example 3: No place of study

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### **Example 3: No place of study**

Applicant Ralf applies for eight courses of study in the application phase. He does not receive any offers in the coordination phase 1. Even after setting priorities for his chosen courses in the decision phase, Ralf still is not offered a place in the coordination phase 2. He has the chance of a place by participating in the draw which is part of the clearing procedure.

Detailed explanation No place of study

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#### **Detailed explanation No place of study**

The applicant Ralf applies in the application phase for eight courses.

- Ralf registers in the application portal of hochschulstart.de and receives an Applicant ID as well as a BAN (authentication).
- He provides the necessary particulars (e.g. name, date of birth, address)
- After this Ralf can view possible courses of study. Ralf makes an application for a course of study, provides the relevant particulars required and, if requested, uploads his higher education entrance qualification (HZB). This does not replace the manual input concerning the HZB. The higher education institution may stipulate that the application has to be done under the higher education institution's own application portal and not under hochschulstart.de. Ralf uses the provided link to the application portal of the higher education institution and submits his application.
- At this point Ralf can, if applicable, provide further particulars: e.g. about a previous professional training or course of study. Likewise he can deposit a letter of recommendation or motivation in the application portal. Ralf saves his application. A confirmation is displayed.
- He repeats the process for seven more courses of study.

Ralf does not receive an offer during the coordination phase 1. Even after setting priorities for his chosen courses during the decision phase he still does not receive any offers during the coordination phase 2.

In the clearing procedure Ralf has the chance of an offer in the draw:

- Ralf uses his original account to apply for course places that have not been allocated.
- He decides to apply for five different courses.
- No further particulars over and above those provided at the time of registration, are required.
- Ralf delivers the applications in an already prioritised form. The course that Ralf would most like to do is now at the top of his priority list.
- Ralf saves his application.
- Subsequently through the draw Ralf wins an admission for the course in place two on his list.
- Ralf will be informed by e-mail of the draw results of the clearing procedure.
- His admission is displayed in his user account.

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### **Example 4: Only participation in the clearing procedure**

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Applicant Ina has not made an application in the application phase. Even so she has the possibility of winning a place of study by participating in the draw which is part of the clearing procedure.

Detailed explanation Only participation in the clearing procedure

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#### **Detailed explanation Only participation in the clearing procedure**

The applicant Ina did not submit an application during the application phase. Even so she has the possibility, through the clearing procedure, to receive an admission to a course that still has a place or places free. This is done as a draw:

- Ina registers with the application portal of hochschulstart.de and is given an Applicant ID as well as a BAN (authentication).
- She provides the necessary particulars (e.g. name, date of birth, address).



