

# HOW DO I SUBMIT MY APPLICATION VIA UNI-ASSIST?

(visit: <https://hs-duesseldorf.de/degreeseeking> for detailed information on the application process for international applicants)

## Step 1

Log into your uni-assist account



MY ACCOUNT ▾ MY APPLICATIONS ▾ MY INBOX 0

**Search courses of study**

🔍 Type in search term(s)

Semester  
Winter Semester 2024/2025 ▾

University  
Hochschule Düsseldorf ▾

Federal state  
-- Please select -- ▾

Type of degree  
-- Please select -- ▾

## Step 2 (only for restricted bachelor programmes)

Enter your BID\* and BAN\* by going to “My Account” and then “Change applicant information”.

\*BID = Applicant ID and BAN = Applicant Authentication Number and you will receive both after registering on [www.hochschulstart.de](http://www.hochschulstart.de)



MY ACCOUNT ▾ MY APPLICATIONS ▾ MY INBOX

**APPLICANT INFORMATION**

Edit applicant information

Personal information    Contact information    hochschulstart.de    Educational history

Only necessary for DoSV courses: BID (Applicant ID) via hochschulstart.de (B' and 12 digits)

Only necessary for DoSV courses: BAN (Applicant authentication number) via hochschulstart.de (6 digits)

Credit balance  
**Change applicant information**  
 Change e-mail address  
 Change password  
 Sign out

### Step 3

Search for *Hochschule Düsseldorf*.

(Please note that Hochschule Düsseldorf and our programmes are only visible during the application period.)



MY ACCOUNT MY APPLICATIONS MY INBOX (0)

#### Search courses of study

Search criteria form with fields for Semester (Winter Semester 2024/2025), University (Hochschule Düsseldorf), Federal state, and Type of degree. A red arrow points to the University dropdown menu.

### Step 4

Select your desired programme(s)



MY ACCOUNT MY APPLICATIONS MY INBOX (0)

#### COURSE CATALOGUE

Total number of courses of study : 41

Page navigation: 1 2 3

#### Search criteria

Search criteria form with fields for Semester (Winter Semester 2024/2025), University (Hochschule Düsseldorf), Federal state, and Type of degree.

#### Winter Semester 2024/2025

- Bachelor Architektur und Innenarchitektur**  
Bachelor Hochschule Düsseldorf Admission type: Local admission restrictions (Orts-NC) [Show details](#) [Select](#)
- Bachelor Business Administration (Teilzeit)**  
Bachelor Hochschule Düsseldorf Admission type: Local admission restrictions (Orts-NC) [Show details](#) [Select](#)

### Step 5

Go to „My Selection List“ to view the programme(s) you have selected.



MY ACCOUNT MY APPLICATIONS MY INBOX (1)

#### COURSE CATALOGUE

Total number of courses of study : 41

Page navigation: 1 2 3

#### Search criteria

Search criteria form with fields for Semester (Winter Semester 2024/2025), University (Hochschule Düsseldorf), Federal state, and Type of degree.

#### Winter Semester 2024/2025

- Bachelor Architektur und Innenarchitektur**  
Bachelor Hochschule Düsseldorf Admission type: Local admission restrictions (Orts-NC) [Show details](#) [Select](#)
- Bachelor Business Administration (Teilzeit)**  
Bachelor Hochschule Düsseldorf Admission type: Local admission restrictions (Orts-NC) [Show details](#) [Select](#)

## Step 6

After opening your selected programme, **read** and answer all mandatory questions. Click on '*Show details*' to view additional information before proceeding.

**assist**

MY ACCOUNT MY APPLICATIONS MY INBOX (1)

### MY SELECTION LIST

Please answer all mandatory questions (marked in red). Only then will you be able to submit your application.

#### Winter Semester 2024/2025

**Bachelor Architektur und Innenarchitektur** Application for 2nd semester

Bachelor Admission type: Admission restrictions unknown

Hochschule Düsseldorf

Show additional application-related questions **(unanswered mandatory questions)** ←

Show details ←

Remove

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**Handling fees** EUR 75.00

Online-only application: For this application, the university accepts an online-only application for uni-assist's pre-check. Simply upload all the required documents to your My assist account. In some cases, you will need to submit further documents and/or officially certified copies to the university later.

[Upload my documents](#)

<b>SUBTOTAL (VAT included)</b>	<b>EUR 75.00</b>
<b>Credit</b>	<b>EUR 0.00</b>
<b>TOTAL (VAT included)</b>	<b>EUR 75.00</b>

Selected courses of study: 1 [More about fees and payment](#)

[Choose payment option](#)

## Step 7

Ensure that you are aware of the documents required for your specific programme and for your educational background and upload these by going to “*My Applications*” and clicking on “*Documents*”.

**assist**

MY ACCOUNT MY APPLICATIONS MY INBOX (0)

### MY DOCUMENTS

How you can help us evaluate your documents faster:

- Please only upload PDF files (max. 10 MB per document).
- Please upload a document with several pages in **one** PDF file and in the correct page order (e.g. Diploma Supplement).
- Please upload different documents in different files (e.g. school certificate).
- Please upload each file only once and choose a suitable file name (e.g. Diploma bachelor).

Select or drop a file here

Select

Choose category

Upload file

Application overview  
**Documents**

## Step 8


Pay and submit your application **before** the application deadline.



Q MY ACCOUNT ▾ MY APPLICATIONS ▾ MY INBOX  (1)

### MY SELECTION LIST

#### Winter Semester 2024/2025

<b>Bachelor Architektur und Innenarchitektur</b> Bachelor Hochschule Düsseldorf	Application for 2nd semester Admission type: Admission restrictions unknown
Show additional application-related questions (no unanswered mandatory questions)	
<a href="#">Show details</a>	
 Remove	
<b>Handling fees</b>	<b>EUR 75.00</b>
Online-only application: For this application, the university accepts an online-only application for uni-assist's pre-check. Simply upload all the required documents to your My assist account. In some cases, you will need to submit further documents and/or officially certified copies to the university later.	
<a href="#">Upload my documents</a>	

**SUBTOTAL (VAT included)** **EUR 75.00**

**Credit** **EUR 0.00**

**TOTAL (VAT included)** **EUR 75.00**

Selected courses of study: 1

[More about fees and payment](#)

 [Choose payment option](#)