



Hochschule
University of
Applied Sciences

Our Application Process

You have decided for a study programme and would like to apply at bbw Hochschule – University of Applied Sciences? In just a few steps, you can submit your online application.

1. Registration

With one click on the button *Register now* or by entering the URL bbw-application.academyfive.net into your web browser, you can access our online application tool. Please fill out the form completely. After that, you will receive an e-mail with all further information on how to activate your account. Please notice that we require an **application fee of 150 Euros** from non-EU citizens to be able to evaluate your documents.

2. Selection of the Study Programme

Now log in to your account. Then select your **desired degree and your desired study programme**.

3. Personal Details

In the following steps some **personal data and information on your career** are requested under *Profile Data* and *Career*. Please fill in the information completely. Of course you can save your application at any time and continue later.

4. Document Upload

In the next step, upload a **picture for your student ID** and your **documents** for checking your university entrance qualification.

Tip: Have all documents prepared before starting your application:

For all applicants:

- Curriculum vitae in tabular form
- Health insurance certificate (full-time study only)
- Copy of passport or ID
- Language certificate for international applicants:
C1 German for study programmes in German,
B2 English for study programmes in English
- A certified copy of final school certificate equivalent to the German higher education entrance qualification*

Additional for master applicants:

- A certified copy of qualifying undergraduate degree from a state or state-certified institution of higher education*
- Transcript of records/mark sheets

* bbw Hochschule provides free certification of original documents

5. Complete the Application

Check your application for **correctness and completeness** before sending us your application documents. You will then receive an email regarding the payment of the application fee. As soon as we receive your application fee, we will send you a confirmation of payment and the **study contract**.

6. Study Contract

Please fill out the study contract you received and send it via email to international@bbw-hochschule.de

With the **receipt of your signed study contract form**, you submit a binding offer to bbw Hochschule to conclude a study contract that is subject to payment. Your application will then be reviewed. If your documents are complete and sufficient to study at our university, you will receive the **confirmation of registration** via email. According to the legal regulations you can only revoke the contract free of charge for 14 days. Please download our cancellation form in the download section.

i You can check the status of your application at any time. To do so, log in again with your access data and click on the degree programme for which you have applied.



*We look forward
to seeing you!*