

Application Checklist for SET

This section will lead you through the application process for the SET program at the University of Applied Sciences Konstanz. To make your application as easy as possible, we recommend using the HISinOne desktop application and the Google Chrome browser. If you need an English translation, simply right-click on “Translate to English” in Chrome. You do not need any additional add-ons or plugins for this. For Mozilla Firefox, we recommend using the TWP plugin “Translate Web Pages”.

1. Register on the HTWG portal HISinOne

- Register at: <https://hisinone.htwg-konstanz.de>
- We recommend that you write down your login data in a safe place for using the HISinOne portal in the future:

User ID (send by email): Password:

2. Apply Online to the HTWG Konstanz

- Upload any school or university diplomas and, if necessary, any proof of having completed vocational training or professional activities (e.g., certificates)

3. Submitting your Documents

- Collect and upload all required documents separately for each application for admission.

Confirmation of foreign diploma(s) (recognized by Studienkolleg Konstanz): Proof of German language proficiency: Proof of English language proficiency: Proof of university entrance qualification: Curriculum vitae:

4. Submission of Application Documents

- Upload all application documents exclusively online via the application portal.
- Keep in mind that we do **not** accept any applications by mail or in-person.
- Please note the application deadlines!

5. Check your Application Status

- You can check whether all of your documents have been received at the HISinOne portal.

6. Accepting Admissions Offer(s)

- Once you have been accepted to the program, you **must** accept the admission offer(s) on the HISinOne portal to make it official.

7. Enrollment

- Once you are accepted to the program, you can enroll at the University of Applied Sciences Konstanz (HTWG).
- Admissions decisions are made available in the HISinOne portal (valid w/o signature and stamp). If necessary, they can also be sent via email and/or mail.