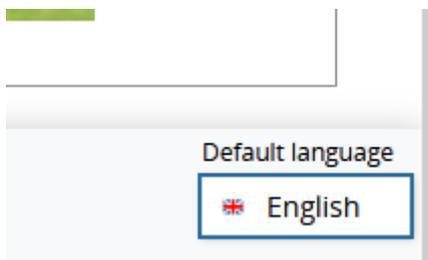**Enrollment at the University of Applied Sciences Zwickau (WHZ) through the WHZ-Portal**

‒ Guide ‒

1. Use this link to register: https://campus.fh-zwickau.de/qisserver/pages/cs/sys/portal/hisinoneStartPage.faces?page=1&noDBAction=y&init=y
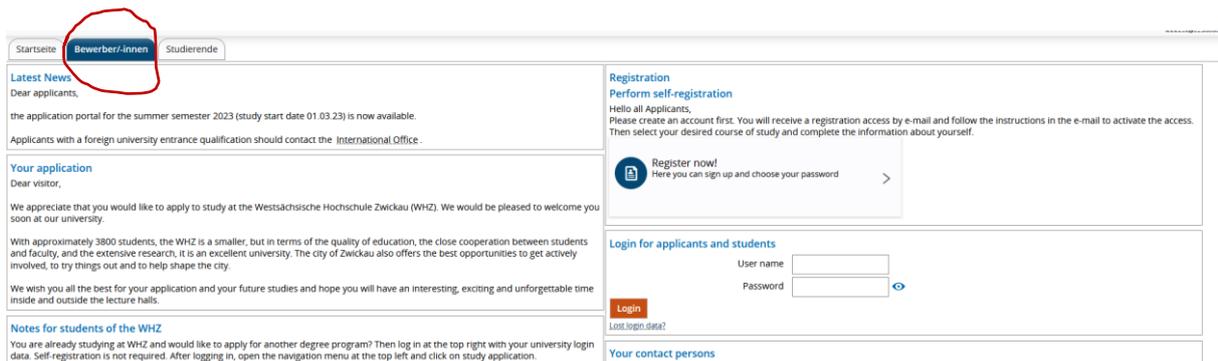
2. Change Language from German to English

- You will find this option on the bottom right side
- „Deutsch" = German

3. Choose on the upper left side the button „Bewerber/-innen and click on it
- „Bewerber/-innen" = Applicants
- If it is blue you clicked on it

4. Click on „register now!"
- You have to create an account first
- Click on „regisrer now!" to do so

5. Fill out all required fields
- Start with filling oz your personal data

6. Fill out Contact information
- If you have already a German address (for example dorm) please use this here
- You can also use your address in your home country
- Please enter a mail address you check often!

7. Do the rest steps
- Choose a secure password
- Answer the security question
- And accept the data policy

Password

ⓘ Your password must be at least 8 characters long and consist of upper and lower case letters as well as at least number and a special character.
A special character is any character that is not a letter, underscore (_), space or digit.

* Password •••••••• 👁

* Repeat password •••••••• 👁

Security question (Captcha)

ⓘ In order to ensure that the request was made by a person and not by a spam machine, please enter the letters or numbers from the query below in the answer field.

Security question (Captcha) What is the result of 2 plus 28? ⟳

* Response to the security question 31 ⓘ

Data privacy policy

☑* I have read and accept the data privacy policies listed at the beginning of this page.
➜ To the data privacy policies.

8. Click on register
- As last step click on the button register

Data privacy policy

☑* I have read and accept the data privacy policies listed at the beginning of this page.
➜ To the data privacy policies.

Register

9. Registration completed, please check your mail:
- Check your mail for the activation code
- Please remember your log in data

ⓘ Thank you for registering!

An e-mail has been sent to you, containing detailed instructions on how to activate your user account. Please follow the instructions carefully.

IMPORTANT: Please remember your user data, you will need them once in a while to log in to the application portal.

Enter the activation code from the welcome e-mail

10. Click on the activation link and log in to your account
- You need to verify your mail address in the next step
- Log in to your account, use the username from the activation mail

ⓘ Your verification has been successful.

Please sign in with your username (not with your e-mail-address) you have received by e-mail and your password.

User name [   ]

Password [   ] 👁

Login

11. Start the application for the double degree program
- Click on start application

Your Applications ▾

📄 Start Application
You can apply for several courses at this university.

12. Enable e-mail notification and electronic administration
- Please allow the e-mail notifications and check regularly your mails

Enable e-mail notifications?   ⓘ Help

ⓘ You will receive updates about your application or the provision of new documents by e-mail.
The e-mail notifications will provide updates about the status of your application and further details. You will be informed about deadlines.
Would you like to be informed about changes concerning your application and studies by e-mail?

* Enable e-mail notifications?

☑ Yes, enable e-mail notifications

◯ No, I inform myself independently

Electronic administrative act: consent   ⓘ Help

ⓘ We would like to provide you with your application notices (e.g. your notice of admission) as a PDF document **online via the application portal here**. To be able to do this we require your consent.

Note: This consent is independent of the consent given below to the provision of notifications via the "Federal User Account". If you consent to both, you will receive your notices in both portals.

Attention: If you do not give your consent to one of the online provisions, we will not be able to provide you with any notifications online. Please note that this could lead to delays in the provision of notifications.

* Electronic administrative act: consent

☑ Yes, I agree

◯ No, I do not wish to receive notifications online

Save selection

13. Choose the double degree program
- Important notice: right now the doube degree program is called „Management with Computer Science" → please choose this course
- Click on „choose your course" to continue

Unsubmitted requests

ⓘ   To apply for admission to university click the "choose your course" button.

➕ Choose your course

14. Choose the double degree program: „Management with Computer Science"
- Click on degree and choose „Master"
- Then click on „course of study" and search for „Manageemnt with Computer Science"

ⓘ   Incomplete and not yet submitted applications will be saved for the time being so that you can continue your application later. Applications will be deleted immediately after the procedure was carried out. In order to support applicants filling out their applications requests, responsible officials are also able to look into incomplete and not yet submitted applications. Access to the documents for persons in charge is only possible, when you contact the registrar's office first.

Your preferred course of study

ⓘ   Once you have selected a complete course of study, you can continue with "Next". Depending on your selections, you are automatically asked to provide additional data.

* Degree	Master ▼
* Course of study	Please select... ▼

Logistik
Management
Management with Computer Science
Mechatronik
Med.-a. Health Technology
Nachhaltiges Personalmanagement
Nachhaltiges Personalmanagement media project

→ Next

15. Choose the first semester as subject-related semester and then click next

* Degree	Master ▼
* Course of study	Management with Computer Science ▼
* Specification	Master Management with Computer Science ▼
* In which subject-related semester do you want to start studying?	1. Subject-related semester ▼ ⓘ
Admission restriction	No admission restriction

→ Next

16. Upload a short letter of motivation
- Write your name and contact details on it
- Explain on one page who you are, why you want to study this course, what are your goals in live, what are your strengths and weaknesses

1. Request: Master Management with Computer Science
The fields marked with * are obligatory.

Letter of motivation

ⓘ Bitte laden Sie das jeweilige Dokument im entsprechenden Feld hoch. Falls Sie ein Dokument abfotografieren, achten Sie bitte darauf, dass das Foto das komplette Dokument enthält und dass es vollständig, scharf und gut lesbar ist. Originaldokumente bzw. beglaubigte Kopien werden im Bedarfsfall nachgefordet.

* Document   Choose file (click here or drop in here, max 10 file or files)

→ Next

17. If you have any disabilities (health), please entert hem here

1. Request: Master Management with Computer Science
The fields marked with * are obligatory.

Disability

ⓘ This entry is optional and used within the university only to ensure accessibility.

If there is a severe disability	No
Type of disability	
In accordance with Art. 7 of the Basic Data Protection Regulation (DSGVO), I consent that my personal data provided above may be passed on within the WHZ, stating my name and the type of disability.	Yes

Back   → Next

18. Fill out the following information

- We are sorry, but the information are not fully in English, you will find a translation here
- Please upload your Passport
- Upload the first university degree: Upload the complete transcript with certificate/diploma and list of grades and ECTS credits from your first university degree. If the certificate is not yet available, please upload a current grade overview.
- Please enter the total ECTS credits of your first university degree (it should be over 180 ECTS)
- Please enter the date when you received your first university degree
- Upload your CV
- Upload a letter or certificate from your home university that you are already enrolled in the double degree program at your home university

1. Request: Master Management with Computer Science
The fields marked with * are obligatory.

<< To overview

Upload von Dokumenten

ⓘ Bitte laden Sie das jeweilige Dokument im entsprechenden Feld hoch. Falls Sie ein Dokument abfotografieren, achten Sie bitte darauf, dass das Foto das komplette Dokument enthält und dass es vollständig, scharf und gut lesbar ist. Originaldokumente bzw. beglaubigte Kopien werden im Bedarfsfall nachgefordert.

Passport * Personalausweis oder Reisepass — Choose file (click here or drop in here, max 10 file or files)

1st university degree * Erster Hochschulabschluss — Choose file (click here or drop in here, max 10 file or files) ⓘ

Registration of thesis Anmeldung Abschlussarbeit — Choose file (click here or drop in here, max 10 file or files) ⓘ

* ECTS-Punkte des ersten Hochschulabschlusses — Total ECTS Credits 1st university degree

* Erwerbsdatum des ersten Hochschulabschlusses — 📅 ⓘ Date you received your 1st university degree

CV * Lebenslauf — Choose file (click here or drop in here, max 10 file or files)

Further documents Weitere Dokumente — Choose file (click here or drop in here, max 10 file or files) ⓘ

Explanation to the further documents Erläuterungen — Upload: the certificate from your home university that you are already enrolled in the double degree program their!

WHZ-Matrikelnummer — Only for WHZ students! ⓘ

Back → Next

19. Upload your B2 english certificate

- It is also ok to upload a certificate from your home university

1. Request: Master Management with Computer Science
The fields marked with * are obligatory.

<< To overview

Upload von studiengangspezifischen Dokumenten

ⓘ Bitte laden Sie das jeweilige Dokument im entsprechenden Feld hoch. Falls Sie ein Dokument abfotografieren, achten Sie bitte darauf, dass das Foto das komplette Dokument enthält und dass es vollständig, scharf und gut lesbar ist. Originaldokumente bzw. beglaubigte Kopien werden im Bedarfsfall nachgefordert.

ⓘ Laden Sie Ihren Nachweis über die Englischkenntnisse auf dem Niveau B2 hoch. Upload Proof of B2 english competencies

* Nachweis Englischkenntnisse Niveau B2 — Choose file (click here or drop in here, max 10 file or files)

Back → Next

20. Final steps, check your data
- You can submit your application until Oct 31, 2023.
- Check if you chose the right study course (Management with Computer Science)
- Check if you uploaded the Letter of Motivation
- Check if you made the remarks to your disabbility correctly
- Check if you uploaded all necessary university documents
- Check if you uploaded the English certificate
- Confirm statements and submit the application

Your application request - Request #1   « To overview

ⓘ Many Thanks. You have entered all the information required for your application. Please check your data before submitting. If your entries are complete and correct, you can submit the request at the bottom of the page using the "Submit request" button. ⓘ

ⓘ You can submit your application until Oct 31, 2023. ⓘ

Request #1		Request status: In preparation
Master Management with Computer Science, 1. Subject-related semester	No admission restriction	Requestsubject status: In preparation

Letter of motivation

ⓘ Bitte laden Sie das jeweilige Dokument im entsprechenden Feld hoch. Falls Sie ein Dokument abfotografieren, achten Sie bitte darauf, dass das Foto das komplette Dokument enthält und dass es vollständig, scharf und gut lesbar ist. Originaldokumente bzw. beglaubigte Kopien werden im Bedarfsfall nachgefordert.

Document   **Profile of the project IDEA.docx**

Disability

ⓘ This entry is optional and used within the university only to ensure accessibility.

If there is a severe disability	**No**
In accordance with Art. 7 of the Basic Data Protection Regulation (DSGVO), I consent that my personal data provided above may be passed on within the WHZ, stating my name and the type of disability.	**Yes**

Upload von Dokumenten Upload of Documents

ⓘ Bitte laden Sie das jeweilige Dokument im entsprechenden Feld hoch. Falls Sie ein Dokument abfotografieren, achten Sie bitte darauf, dass das Foto das komplette Dokument enthält und dass es vollständig, scharf und gut lesbar ist. Originaldokumente bzw. beglaubigte Kopien werden im Bedarfsfall nachgefordert.

Passport Personalausweis oder Reisepass   **Projektbeschreibung Kurzversion_IDEA.pdf**

Erster Hochschulabschluss   **Kurzbeschreibung IDEA.pdf** 1st university degree ⓘ

ECTS-Punkte des ersten Hochschulabschlusses   180.0 Total ECTS Credits 1st university degree

Erwerbsdatum des ersten Hochschulabschlusses   Sep 23, 2022 Date you received your 1st university degree ⓘ

CV Lebenslauf   **Kurzbeschreibung IDEA.pdf**

Upload von studiengangspezifischen Dokumenten Upload of study program specific documents

ⓘ Bitte laden Sie das jeweilige Dokument im entsprechenden Feld hoch. Falls Sie ein Dokument abfotografieren, achten Sie bitte darauf, dass das Foto das komplette Dokument enthält und dass es vollständig, scharf und gut lesbar ist. Originaldokumente bzw. beglaubigte Kopien werden im Bedarfsfall nachgefordert.

ⓘ Laden Sie Ihren Nachweis über die Englischkenntnisse auf dem Niveau B2 hoch.

Nachweis Englischkenntnisse Niveau B2   **Kurzbeschreibung IDEA.pdf** Proof of B2 English skills

Confirm statements and submit application request

☑ I hereby confirm that the data entered is correct.

Back   → Submit request

ⓘ You can submit your application until Oct 31, 2023. ⓘ

21. Complete your personal data

Welcome to the applicant website!

- ● **Welcome to the applicant website!**
- ■ Personal data
- ■ Address
- ▪ University entrance qualification
- ▪ Your university background
- ▪ Qualifications previously earned
- ▪ Health insurance
- ▪ Home District
- ▪ Picture
- ▪ Completion of enrollment
- ▪ Fees

ⓘ **Welcome to Zwickau!**

In the following you will add some more data. After your details have been checked, you will receive your enrollment documents by mail.

Attention: Always use the Next button to save your data. A click on the menu or on the back-button leads to a loss of changed or not yet saved data.

[To overview] [→ Next]

Personal data

ⓘ Please enter your personal data.

The fields marked with * are obligatory.

Person

* Surname	IDEA
* First name	Test
* Gender	male
All first names	
Job title	▾
Name prefix	
* Date of birth	01/19/1995
* Place of birth	Yerevan
Country of birth	Armenia
Birth name	
Nationality	Armenia
Second nationality.	

[To overview] [Back] [→ Next] [↻ Reset]

22. Check your address and update the address as soon as you got a flat in Zwickau

ⓘ Please enter at least one address. Indicate the address you regularly use as your postal address. If you enter more than one address, please mark each address, whether it is your home address or a semester address.
We need at least your e-mail address for your registration. For urgent cases you may leave your telephone number.

The fields marked with * are obligatory.

Postal address

* Postal address	✔
* Addresstag	○ This address is my Home address
	✔ This address is my Semester address
Company	
* Street and house number	Dorm 1
* Postcode	08056
* City	Zwickau
Address addition (c/o, room number)	ⓘ
Post office box	
* Country	Germany ▾

➕ New Address

E-mail

➕ Phone

| E-mail ▾ | stefan.noack.cyp@fh-zwickau.de | private ▾ |

23. Enter information to the university entrance qualification
- It means the qualification you received to study a bachelor degree
- Please add „type of Entrance Qualification" which is a general qualification
- Please add the date of the University entrance qualification (UEQ)

University entrance qualification

ⓘ Bitte erfassen bzw. ergänzen Sie die Daten Ihrer Hochschulzugangsberechtigung.

The fields marked with * are obligatory.

Entrance qualification

* Acquired in	Abroad ▾
Country	Armenia ▾
* Type of Entrance Qualification	Sonstiger Erwerb der HZB im Ausland (allgemeine Hochschulreife) ▾
Average grade	
* Date of UEQ	📅

➕ Add entrance qualification

[To overview] [Back] [➜ Next] ↻ Reset

24. Add information about your prior studies (bachelor or master degree at the home university)
- Please click on „add Information about your studies prior to the current semester"

The fields marked with * are obligatory.

Data about previous studies in Germany.

ⓘ If you already studied in Germany before your application, please indicate the university of your first studies and its beginning. Furthermore, we need information about different semesters. This information is obligatory.

Country	▼
Term of first registration	▼
Year of first enrollment	
University of first enrollment in Germany, if it is different from this point in time	▼

ⓘ Please fill out the following details if you've already studied at a german university.

Previous number of terms at a German university	ⓘ
Semester of internship	ⓘ
Semester on leave/leave of absence	ⓘ
Semester at a preparatory college	ⓘ
Semester of interruption	ⓘ

🗑 Clear input fields

Information about your studies prior to the current semester.

ⓘ No notes for the study at the recent term

ⓘ Are you leaving your university (in Germany or abroad) to study at our university? If so, please fill in the following forms. This information is obligatory (higher education statistics law). If you already studied, but currently interrupting your studies, you can voluntarily provide information. If you do not wish to do that, please continue.

⊕ Add information about your studies prior to the current semester

To overview | Back | → Next | ↺ Reset

25. Fill out the information
- Please add the information you know

Information about your studies prior to the current semester.

ⓘ Are you leaving your university (in Germany or abroad) to study at our university? If so, please fill in the following forms. This information is obligatory (higher education statistics law). If you already studied, but currently interrupting your studies, you can voluntarily provide information. If you do not wish to do that, please continue.

University 1

* Country	Armenia
Registration number	

1. intended Degree

* Degree	Bachelor Uni
* Form of Studies	First Enrollment
* Semester	summer term
* Year	2023
Study status	Graduate
Type of studies	Presence study
Kind of studies	full-time programme
* 1. subject	Betriebswirtschaftslehre
Study semester 1. Subject	6

🗑 1. Delete subject

➕ Add subject

➕ Add degree

ⓘ If you studied at a further university at the same time in your previous semester, then please enter the data of this university.

🗑 Delete degree at another university

➕ Add information about your studies prior to the current semester

| To overview | Back | ➜ Next | ⟲ Reset |

26. Add information to your health insurance as soon as you have one
- Add the status of the health insurance
- Add if you have an insurance number
- Choose the name of the health insurance

Health insurance

ⓘ You must provide information about your health insurance according to the German Social Welfare Code (Sozialgesetzbuch V §199a Abs. 2). You are not permitted to enrol at German higher education institutions without health insurance.

You need to request the proof of student health insurance from your health insurance company prior to enrollment. If you do not have statutory health insurance, request the proof of student health insurance from any statutory health insurance company.

- The proof of student health insurance is transmitted digitally from the health insurance company to the university, usually by the next business day.
- The assignment is based on your personal data and health insurance personal id number; missing or varying data will be taken over. Your health insurance personal data will be entered as is and will not be changed by the university
- If more than one business day has passed since you applied to the insurance company, but you cannot find your data here, then it was not possible to assign your data. In this case, check whether the name of the university "Westsächsische Hochschule Zwickau"you have given to the health insurance was correct. Make sure that your personal data match the details you have given to the health insurance such as surname, date of birth and sex. Check also your health insurance personal id number for correctness.
- If there is any discrepancy please contact the registrar's office first and after that the health insurance company, if necessary, to ensure timely enrollment.

The fields marked with * are obligatory.

Details for health insurance

* Status of insurance	☑ liable to health insurance ⓘ
	◯ exempted
* Insurance number available?	◯ Yes, I already have an insurance number
	☑ No, I do not have an insurance number
* Health insurance	[▼]
* Other health insurance	[ ] ⓘ

[To overview] [Back] [→ Next] [↺ Reset]

27. Upload a picture, passport photo, photo in good quality of your face

Picture

ⓘ Upload your passport photo for the listed cotexts.
    Click the Upload-button to select the photo you want to upload from your local computer drive, then start the upload.
Please note that this passport photo will remain unchanged. Submit a good-quality photo.
You can adjust the photo after it has been uploaded.

The fields marked with * are obligatory.

Upload picture ⌄

ⓘ Please upload a picture here for the following context:
    - **Studentenausweis**
The maximum file size is: **20 MB**
The following formats are possible: **image/jpg, image/jpeg, image/gif, image/png, image/pjpeg, image/x-png**

🖼 *** Upload picture**

| To overview | Back | ➔ Next | ↺ Reset |

28. Complete the enrollment
- Click on „finalize and calculate semester fee"

Completion of enrollment

ⓘ By clicking on the button 'Finalize and calculate semester fee' your entries will be saved and your semester fee will be calculated.

✔ Finalize and calculate semester fee

| To overview | Back | ↺ Reset |

29. Your semester fee has been calculated successfully. By clicking on the button 'Back to overview' you will get to the overview page. There you will find all further instructions as well as the information on how to transfer your semester fee.

30. Transfer the semester fee:

This is how it continues

- 1. Click on "**Open payment information and further instructions**" and transfer the semester fee to the account indicated. Please note that an incorrect reason for payment cannot be processed.
- 2. After successful receipt of money your documents will be checked.
- 3. You will receive your enrollment documents from us by mail.
- In the document **Open payment information and further instructions you will also find an admission letter!**
- **Pay the semester fee: you will find an guideline here:**
  https://www.dropbox.com/scl/fi/pyv13niepj5j17gibsck4/Payment-information-and-further-information_2.pdf?rlkey=ka18skdx65rtz94u5f4iyqmcu&dl=0

ⓘ There are no documents in your inbox yet. ⓘ

Requests for enrollment

This is how it continues
1. Click on "Open payment information and further instructions" and transfer the semester fee to the account indicated. Please note that an incorrect reason for payment cannot be processed.
2. After successful receipt of money your documents will be checked.
3. You will receive your enrollment documents from us by mail.

Request #1		Request status: Request for enrollment submitted
Master Management with Computer Science, 1. Subject-related semester	No admission restriction	Requestsubject status: **Request for enrollment submitted**

📄 Open payment information and further instructions [PDF]   🔍 Show details

ⓘ You have reached the maximum number of applications for enrollment. You cannot add any further applications for enrollment. Please contact the registrar's office to make changes.

→ Edit enrollment data   📄 Open all playment information   📄 Print data control sheet for enrollment