

## Information Leaflet for Applicants with Certificates Issued Abroad regarding the work-integrated bachelor's degree programmes on Gütersloh Campus

**Industrial Engineering and Management (B.Eng.)**  
**Mechatronics/Automation (B.Eng.)**  
**Software Engineering (B.Sc.)**  
**Digital Technologies (B.Eng.)**  
**Industrial Engineering (B.Eng.), English-taught**

### Admission requirements:

In addition to the (subject-specific) university entrance qualification, proof of a study-accompanying work placement is required as a prerequisite for starting studies. The work placement can be planned as an internship, part-time job or as an apprenticeship. Proof of this must be provided before registration through an agreement on the implementation of the work-integrated study (cooperation agreement) between the students, the cooperation company and HSBI.

When applying for a German-taught study programme, proof of German skills at level C1 must be provided. When applying for the English-taught study programme, proof of English skills at level B2 must be provided. Proof can be provided by a recognised language certificate (see recognised [proof of German skills](#); recognised [proof of English skills](#)).

### Beginning of studies:

In the winter semester of each year.

### Online application:

Please apply between 1 December and 15 July of each year by sending your application documents by e-mail to [admission@hsbi.de](mailto:admission@hsbi.de). The e-mail must contain the following attachments: Proof of university entrance qualification (originals and translations into German or English), recognised language certificate, copy of the cooperation agreement, passport copy and CV.

After reviewing your application documents, we will send an e-mail with a notification of your admission, a payment request and further instructions regarding the digital proof of health insurance. If necessary, you will be asked to provide further proof. The International Office will then provisionally register you as a student.

**Application deadline:** 15 July of each year.

**Submission of the cooperation agreement:** Following the application, please submit the cooperation agreement with the company (in triplicate) to HSBI by post or clarify with your company whether it will send the cooperation agreement.

Hochschule Bielefeld International Office Interaktion 1 33619 Bielefeld	<b>Information on applications:</b> Ms Emily Singh Chatrath <a href="mailto:admission@hsbi.de">admission@hsbi.de</a> +49.521.106-70459 (Mon, Tue, Thu)
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### **Registration/enrolment:**

In the payment request, which you will receive by e-mail, you can find the semester contribution to be paid and your personal registration deadline. You must transfer the semester contribution and ask your health insurance provider to send the digital proof of your health insurance to HSBI by this deadline. Please find information on mandatory health insurance for students at:

<https://www.hsbi.de/en/international-office/degree-seeking-students/before-your-departure>

You will not be fully registered until the contribution has been booked in HSBI's system and we have received all the required documents (including the digital notification of your health insurance).

### **Semester contribution and credentials:**

After successful completion of the registration process, you will receive a letter with the credentials for our online campus. With your credentials, you will be able to apply for the CampusCard (which serves as your student ID, for example). For more information, see

[www.hsbi.de/dvz/it-services/campuscard](http://www.hsbi.de/dvz/it-services/campuscard).

### **Recognition:**

Prior achievements in the same study programme at other universities or campuses will be recognised on application, provided that there is no significant difference in terms of the acquired knowledge and skills compared to the achievements that they are intended to replace. HSBI may also recognise other knowledge and qualifications based on the documents submitted, provided that such knowledge and qualifications are equivalent in content and level to the examination achievements they are intended to replace. The application for recognition of prior achievements can be submitted **after** your registration. It is not possible to apply for a higher semester of study.

### **More information:**

Please find more information at the following links:

- Applying without a university entrance qualification (studying without *Abitur*):  
<https://www.hsbi.de/studienbewerbung/berufliche-qualifikation>
- Applying with certificates issued abroad:  
<https://www.hsbi.de/studienbewerbung/auslaendische-zeugnisse>

**Downloads:** <https://www.hsbi.de/guetersloh/downloadcenter> (Cooperation agreement and other important information and forms)