Guideline for the online enrolment

We are happy to welcome you as soon as possible at our beautiful City University of Applied Science. But before you can spend your exchange semester with us, you still have to enrol with us. This guide should help you with your enrolment and guide you through the process. If you are facing problems during this process, please do not hesitate to contact our service for assistance: international-office@hs-bremen.de.

The entire enrolment process is divided into a total of six steps, whereby only the first three steps are covered in this guide. The remaining steps will be dealt with separately.

Please note: The images and descriptions used in this guide are examples only. Therefore, the values such as user name, degree programme, dates or semester will be different for you.

I. Confirmation of the e-mail address

In order to be able to start the online enrolment, you must first confirm the email address you entered when applying. For this purpose, you have received an e-mail (Figure 1) from our portal CampInO (campino-portal@mail.hs-bremen.de) with the subject Registrierung zur Online-Bewerbung an der Hochschule Bremen. This email contains a total of two links that are relevant for you.

For the first step we only need the first link to confirm the email address. The link leads to our Campus Information Portal (Figure 2). There you must first change the language to English in the top right corner (Figure 2 – Step 1). This setting will be retained and is necessary for the next steps. After the language has been set to English, you can now check whether the verification of the e-mail address has been successful. A corresponding message is visible in Figure 2 - Step 2. This should usually be a success message.
II. Setting a password

After the email address has been successfully verified, the password for the account must now be set. This is where the second link in the email comes into play. Setting up a password is a two-step process. In the first step, a security code must be generated. This is done with the form in figure 3. The user name required for this can be taken from the first mail (Figure 1). After the form has been successfully submitted, you will see a six-digit security code (Figure 4). You must make a note of this code, as you will need it for the next step.

You will also receive an email (Figure 5) with the subject *Your request for a new password*. The link in this mail is only valid for 24 hours and allows you to set your password. Figure 6 shows the mask to set the password. Here, at 1. the previously generated and received security code must be entered. At 2. your password must be entered, of course according to the password requirements. Once the entry has been made, the password can be set and saved via finished. Afterwards, the actual online enrolment can be started.
Figure 4 - Screenshot of the security code needed to set the password

Figure 5 - Screenshot of the mail with the link to set the password

Figure 6 - Screenshot of the form to set the password
III. Do the online enrolment

Now that the password has been successfully set, you can continue with the enrolment. To do this, you must log in with the user name and the password you have just set. This can be done at the top right (Figure 7). After successfully logging in, you will be directed to the overview page with your applications. We have taken most of your data from the application and you only need to add a few small details. To start the enrolment, you can click on View my applications as shown in Figure 8. You will then be automatically redirected.

![Figure 7 - Screenshot of the start page with link to the login mask](image)

![Figure 8 - Screenshot of the application overview within CampInO with all applications](image)

The first time, you will be redirected to another page. Here you will be asked if you want to receive notifications (Figure 9). We strongly recommend that you activate this so that you are always notified of changes to your enrolment and do not miss any important information. Otherwise, you will have to monitor the progress yourself and this can be exhausting or you may miss important deadlines. After the notifications have been activated, the actual application for enrolment takes place. For this, the process is started as shown in Figure 10. Since we have taken most of your data from the application, you can skip almost all of the following pages with Next, except for the Address and Your University Background pages. Something still needs to be done on these pages, but more information on this later.
Figure 9 - Screenshot of the question whether to activate mail notifications

Figure 10 – Screenshot for starting the request for enrolment
Figure 11 shows a page of the application that you still have to process. Here you have to select once that the address is your home address. Then you can continue with next. If you have already studied at a German university, you must enter information in the Your university background step (Figure 12). If this is not the case, you can skip this page by clicking on next. You can skip the rest of the form until you reach the last page (Figure 13). There you finish the application by clicking on the marked button. The last important step is to download your application as a PDF. This PDF contains, among other things, your applicant number, which is necessary for payment and activation of our RZhsb account. This can be done in the applicant overview (Figure 14), which now contains an updated status.

Congratulations, you have completed the first step of your online enrolment. If you see any request to upload documents or an amount to pay, you can safely ignore it.
What happens next?

We will now process your application and, because you have activated the notifications, you will receive an email when something changes in your application status. Meanwhile your next steps in the enrolment process are:

1. Payment of the semester fee.
2. Accepting of Terms & Conditions. If required, proof of visa to be allowed to enter Germany. The instructions for all steps can be taken from the email titled “HSB Enrolment, Payment and German Language Programme”.

After all steps have been completed, all that remains is to activate the RZhsb user account at the beginning of the semester (1 April for spring/summer or 01 October for fall/winter). More information is available on our website under Logins and Portals → HSB account.