

## Online Enrolment in CampInO (Campus Information Online)

(You will find screenshots of all steps further down in this guide)

- E-Mail named **Registrierung zur Online-Bewerbung an der Hochschule Bremen** with two links received ([Screenshot 1](#)). Please save this e-mail in case you need to remember your username.
- Click on the 1<sup>st</sup> link within this e-mail.
- CampInO will open. Change language setting to English and make sure the verification was successful ([Screenshot 2](#)). Close the website.
- Click on the 2<sup>nd</sup> link within the e-mail.
- CampInO page **Request a new password** will open. Fill in your **username** (see e-mail), answer the **security question** and press **New password** ([Screenshot 3](#)).
- CampInO will open a window with a security code. Write down the **security code** ([Screenshot 4](#)). Close the website.
- E-Mail named **Your request for a new password** will be sent to you ([Screenshot 5](#)). Click on the link.
- CampInO page **Set a new password** will open. Fill in the **security code** and **create a new password**. **Confirm the password** and press **finished** ([Screenshot 6](#)).
- Log into [CampInO](#) by filling in your username (see 1<sup>st</sup> e-mail) and your newly created password in the upper right corner ([Screenshot 7](#)).
- Click on **View my application** ([Screenshot 8](#)).
- A window regarding e-mail notifications will open. Choose **Yes, enable e-mail notification** and click **Save selection** ([Screenshot 9](#)).
- Click **Request for enrolment** within your submitted application ([Screenshot 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.
- Address** page: Choose option **This is my home address** ([Screenshot 11](#)). All fields marked with a \* are mandatory.
- Your university background** page: Did you study in Germany before? If yes, fill in the fields ([Screenshot 12](#)). If not, skip with **Next**.
- Skip all other pages with clicking **Next** until you reach the last page **Completion of Enrolment**.
- Finish the application by clicking **Terminate collection of registration data and return to overview** ([Screenshot 13](#)).

**Important:** Please download your application for enrolment (pdf) as it contains your applicant number. **You need the applicant number for**

1. **Your payment AND**
2. **You must enter the applicant number in our applicant portal Mobility Online!**

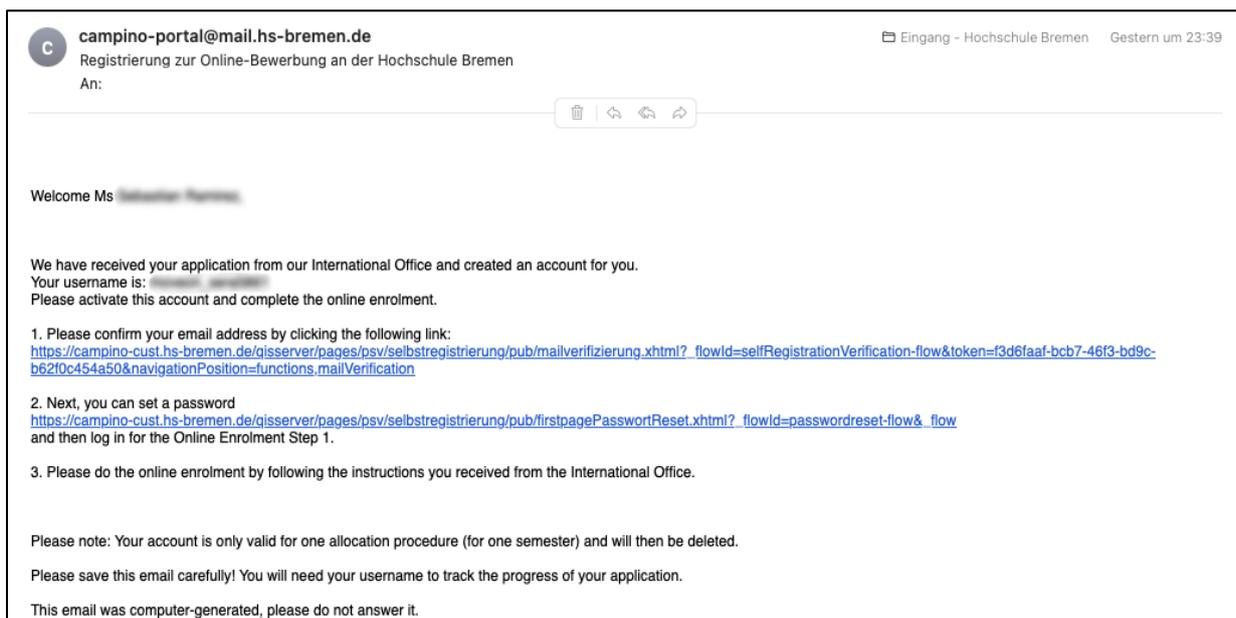
Before the mobility - Required by HSB 0 / 4

- Application for enrolment has been submitted **Enter applicant number**
- Semester fee has been paid
- Proof of health insurance has been received
- Enrolment pending...

You can also see the applicant number in the upper right corner (Screenshot 14).

## Screenshots

### #1 – Necessary e-mail for the mandatory online enrolment



### #2 – Change of language setting and successful verification



### #3 – Request of a new password

HSB Hochschule Bremen City University of Applied Sciences

User name Password Login

Default language English Winter 2022/23

Sie befinden sich im Modus: Customizing

Home Studies offered

You are here: Home

### Request a new password

Dear applicants,  
You can enter a new password here. To do so, please enter your user name and your date of birth for the account and follow the instructions on the following pages.  
Note: Please use the small datepicker icon to the right of the field to select your date of birth! Alternatively, please enter your date of birth only in the format: DD.MM.LYYYY or MM/DD/YYYY!

Forgotten user name?  
Please contact us via your mail address known in CampInO: user name for applicants or user name for students.

**Request your access data**

\* User name or e-mail address

\* Date of birth

**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) Please add 32 and 7 together.

\* Response to the security question

**Your user name**

You received your user name in the verification e-mail with the subject "Online application: Registration".  
Please contact your university if you have forgotten your user name.

**New password**

#### #4 – Security code

HSB Hochschule Bremen City University of Applied Sciences

User name Password Login

Default language English Winter 2022/23

Sie befinden sich im Modus: Customizing

Home Studies offered

You are here: Home

### Request new password

Please follow the next Steps to rewrite your password.  
Please note the following securitycode:

**Your securitycode**

Securitycode: 08288

If the user ID is valid, you will receive an email containing a link. Via this link you reach a page where you can change your password.

#### #5 – E-mail to set new password

campino-portal@mail.hs-bremen.de

Eingang - Hochschule Bremen 08:32

Your request for a new password.  
An:

Welcome Mrs. [redacted] to the HISinOne online portal of Hochschule Bremen.

You can change your password via the following link. Please note that you will need the security code that was displayed when you requested this e-mail. The link is valid for 24 hours.

[https://campino-cust.hs-bremen.de/gisserver/pages/psv/selbstregistrierung/pub/passwordreset.xhtml?\\_flowId=passwordreset2-flow&token=d452549b-50ed-479f-ae40-be83a96e78bb&navigationPosition=functions.passwordreset](https://campino-cust.hs-bremen.de/gisserver/pages/psv/selbstregistrierung/pub/passwordreset.xhtml?_flowId=passwordreset2-flow&token=d452549b-50ed-479f-ae40-be83a96e78bb&navigationPosition=functions.passwordreset)

If your email programme does not display any direct links, please copy the complete line into the address line of your browser window.

This email was computer-generated, please do not answer it.

#### #6 – Set a new password

HSB Hochschule Bremen City University of Applied Sciences

User name Password Login

Default language English Winter 2022/23

Sie befinden sich im Modus: Customizing

Home Studies offered

You are here: Home

### Request new password

The password must contain a minimum of 8 characters and a maximum of 14 characters. It must include characters of all four of the following categories: German capital letters (A-Z) and lower-case letters (a-z), numbers (0-9), and special characters (% \* ' - / !, \$).

**set a new password**

\* Securitycode

\* New password

\* Repeat password

**finished**

## #7 – Login CampInO

HSB Hochschule Bremen City University of Applied Sciences

User name Password Login Set NEW password (applicant accounts only)

Default language English Winter 2022/23

Sie befinden sich im Modus: Customizing

Home Studies offered

CampInO - Campus Information Online

Home Applicants Students Staff Alumni

## #8 – View your application

HSB Hochschule Bremen City University of Applied Sciences

search menu

Default language English Winter 2022/23

Sie befinden sich im Modus: Customizing

Home Studies offered Service

CampInO - Campus Information Online

Your application status

summer term 2023

Degree programme	Request status
Request #1: International Business Studies (Incomings Pool)	Open admission

View my application

Declaration on your application status

Your application status may be:

- received (application was submitted online)
- in preparation (application has not been submitted online yet)
- cancelled
- valid (status was modified for admission run; application participates in admission procedure)
- Admission offer is available (applicant is approved - has not accepted so far)
- Admission offer currently not possible (applicant is not admitted according to the main procedure)
- admitted (applicant is admitted and has accepted study place)
- enrolment applied (applicant is admitted, has accepted study place and has carried out the online enrolment)
- deadline exceeded (you did not answer within acceptance deadline; study place assigned to another person)
- declined (application was declined after ending the coordination period at "hochschulstart.de")

## #9 – E-mail notifications

HSB Hochschule Bremen City University of Applied Sciences

search menu

Default language English Winter 2022/23

Sie befinden sich im Modus: Customizing

Home Studies offered Service

You are here: Home > Studies offered > Application

Application

Enable e-mail notifications?

Would you like to be informed via email about status changes concerning your application?

Please note: Due to reasons of data protection you can decide whether we should inform you about the changes of your application status by email. In this case, you will receive an email from us if the status of your application has changed (was validly checked, was excluded, was admitted, etc.). However, a secure delivery of notifications by email cannot be guaranteed, therefore emails are to be regarded as purely informative and non-binding. Communication between applicants and Hochschule Bremen is always via the application portal CampInO. Please check the status of your applications regularly. 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

Save selection

## #10 – Request for enrolment

HSB Hochschule Bremen City University of Applied Sciences

search menu

Default language English Winter 2022/23

Sie befinden sich im Modus: Customizing

Home Studies offered Service

You are here: Home > Studies offered > Application

Application

Application semester: summer term 2023

Submitted Application

Request #1

International Business Studies (Incomings Pool), Higher Subject-related semester No Admission Restriction Application status: Open admission

Request for enrolment

Request for enrolment

Please complete the online enrolment as soon as possible and send your documents to Hochschule Bremen afterwards. The application for enrolment must be submitted to the Hochschule Bremen with the listed documents at the latest until Mar 15, 2023. Please contact the Registrars Office and Student Affairs if you are enrolled already or applied for enrolment for another subject.

Personal Information

Applicant number: uni-assist / MoveOn: Ramirez, Sebastian

E-mail notifications enabled

Disable

## #11 – Address page

HSB Hochschule Bremen City University of Applied Sciences

search menu

Default language English

Sie befinden sich im Modus: Customizing

Home

You are here: Home > Studies offered > Application

Address

Please indicate your postal address (the address you regularly receive your mail at). For each address, please also indicate whether it is your home address or semester address. You are welcome to leave a phone number so we can contact you in urgent cases. The fields marked with \* must be filled out.

Contact details were taken from an external system. These are blocked for editing.

Postal address

\* Postal address

\* Address type  This address is my Home address  This address is my Semester address

\* Street and house number

Postcode

\* City

Address addition (c/o, room number)

\* Country

+ New Address

### #12 – Previous studies in Germany (fill out only if you have been enrolled at a German university before!)

HSB Hochschule Bremen City University of Applied Sciences

search menu

Default language English

Sie befinden sich im Modus: Customizing

Home

You are here: Home > Studies offered > Application

Your university background

You have already graduated from a German institution of higher education. Please enter the corresponding data. The fields marked with \* must be filled out.

Data about previous studies in Germany.

If you have already studied in Germany before your application, please indicate the university of your previous studies and their beginning. Furthermore, we need information about different semesters. This information is obligatory by law (Hochschulstatistikgesetz).

Country

Term of first registration

Year of first enrolment in Germany

First enrolment at a higher institution in Germany (please do not enter Hochschule Bremen if you are currently enrolled here or were enrolled here last semester)

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

Previous semesters at German universities (university semester)

thereof practical semesters

thereof holiday semesters

### #13 – Finish the online enrolment

HSB Hochschule Bremen City University of Applied Sciences

search menu

Default language English

Sie befinden sich im Modus: Customizing

Home

You are here: Home > Studies offered > Application

Completion of enrolment

Your data were registered. By clicking the button "Terminate collection of registration data and return to overview", you will return to the overview site containing your application and registration applications. Here, you may print your application for registration. Please return the application for registration along with the requested documents (both signed) to us postally. Your request of enrolment will be edited by us after we receive your written confirmation.

Terminate collection of registration data and return to the overview

To overview Back Reset

## # 14 – Application overview and applicant number

The screenshot displays the HSB (Hochschule Bremen) application portal. The top navigation bar includes the HSB logo, the university name, a search menu, and a language selector set to English. The main content area is titled "Application" and shows the current semester as "summer term 2023".

Under "Requests for enrolment", a yellow box indicates that "Required documents" are complete. Below this, "Request #1" is detailed for "International Business Studies (Incomings Pool), Higher Subject-related semester". The "Application status" is "request for enrolment submitted". A red triangle points to the "Print application for enrolment" button, which is linked to a "withdraw request for enrolment" button.

On the right side, the "Personal Information" section is highlighted with a red circle. It displays the "Applicant number" (redacted), the name "Ramirez, Sebastian", and contact details. Below this, it shows "E-mail notifications enabled" with a "Disable" button and an "Application Summary" link.

At the bottom left, there are links for "Print all enrollment requests" and "Control sheet for registration".