Online Application Guide

This manual explains how you apply online for the study programme of your choice at the Hanover University of Music, Drama and Media.
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Introduction

Welcome!
This is the online application portal of the Hannover University of Music, Drama and Media. Please register first by clicking on “Bewerber/innen” on the left.

Apply online

Benutzerkennung = Login
Passwort = Password
Self-Registration

Dear Applicant, the online application is done in two separate steps. First, we would like to get to know you. You will receive an email access and we ask you to register first to activate the account. In the second step you have to choose your course and add some information about yourself.

Click on „registrieren” and note down the login and password for later use.

Do you already have a login? If you already are a student of HMTMH, please log out here and log in with your student account login. There you will be able to apply for a different course.

There are three application periods:
- middle of February till 15 April: Musical, artistic and artistic-scientific Bachelor and Master Degrees starting winter term
- 10 Mai till 15 June: Media Management Courses (Bachelor and Master) and “Media and Music” (Master) at the Institute of Journalism and Communication (IJK)
- 15 Oct. till 15 January: Acting (Diplom) and “Media Management (Master) and “Media and Music” (Master) at the UK.
Self-Registration

Required information for registration.

Information:
Please note down your password for future use of the online portal. Your login has just been sent to you. (*means mandatory)

Attention:
You can only hand in one application per login. In order to apply to a different course you need an additional, different login

Personal Data
*Family name
*First name
All first names
*Sex (w = female; m = male; trans.)
Acad. grade
Supplementary acad. grade
Title
Name affix
Pseudonym
*Date of birth

*Place of birth
Country of birth
Name at birth
*Citizenship (country)
Additional citizenship (country)

Contact Details
Country
Affix (c/o)
*Street and house number
*Post code
City
Telephone
Mobile phone
*Email
*E-Mail (repeat)
Password (at least 6 digits, 1 Special character)
*Password
*Password (repeat)

Security query
You are either asked to enter certain letters of a word which is displayed or to solve an easy equation. The security query is needed to prevent misuse of the online portal. By clicking the green arrows button on the right, you can choose another equation/word.

Register
Registrieren
Self-Registration

Click here for E-Mail verification

Registration
Please note down your password for future use of the online portal. Your login has just been sent to you. Please follow the instructions listed in the E-Mail to finish the registration procedure.
This is the verification E-Mail you will receive:

Herzlich willkommen XY,

wir haben Ihnen im Rahmen Ihrer Selbstregistrierung folgende Benutzerdaten reserviert:

Benutzerkennung: <Your Login>  
Passwort: Ihr selbst gewähltes Passwort

Damit Sie sich mit diesen Daten anmelden können, bestätigen Sie bitte mit folgendem Link Ihre E-Mail-Adresse:

https://hmtmhcust.hispro.de/qisserver/pages/psv/selbstregistrierung/pub/mailverifizierung.xhtml?flowId=selfRegistrationVerifikation_on_flow&token=0c2bcef5-48c7-4bf6-a3a5-8038107f43c1&navigationPosition=functions,mailVerification

Sollte Ihr E-Mail-Programm keinen direkten Verweis anzeigen, kopieren Sie bitte die komplette Zeile in die Adresszeile Ihres Browserfensters.

Alternativ können Sie unter dem Menüpunkt 'E-Mail-Verifikation' folgenden Freischaltcode eingeben: 0c2bcef5-48c7-4bf6-a3a5-8038107f43c1

Diese E-Mail wurde automatisch erzeugt, bitte antworten Sie nicht auf diese E-Mail.

Welcome XY,

This is your login and password (1):

Login
Password (that you have chosen yourself)

In order to finish the registration procedure, you have to verify your E-Mail address. Please do so by clicking on the link given in your email.
If your E-Mail program does not open a browser window when you click on it, please copy the whole line into the address line of your browser. (2)

Alternatively, you may enter the following verification code after clicking "E-Mail-Verifikation" on the first page of the online portal. (3)

This is a no-reply mail, please do not answer.
E-Mail Verification

Alternative 1

If you have not been able to click the link emailed to you, you can register with the verification code. Please enter your verification code. The verification code has been sent to you by E-Mail.

Alternative 2

Successful verification
Please log in with the login sent to your E-Mail address and the password that you have chosen previously.

You have completed the first step of your application. You now have a login. With this login you can follow up the entire application process. Thank you for being interested in HMTMH
Online Application

My personal Portal, my application
Please fill in all relevant data. Each step can be traced on the left hand side. In order to go back to your application, do not use the browser button but use the navigation area or the buttons at the bottom of the page “continue” or “back”.
Please note that the application is only valid once you have printed the application, signed the application and sent it to us by postmail.
Your application will be saved and can be accessed in the Download area. You can find all information about your desired course at “Informationen zur Aufnahmeprüfung at www.hmtm-hannover.de
Please note that you can only hand in one application per login name. In order to apply to an alternative course you need a second login name.

Clicke here for application

Application
In order to apply, please click on the button below: “Bewerbung hinzufügen” (add application)

Personal Information
Application number
- edit address
- edit E-mail address
- edit telephone number
- edit mobile number

Control Print
Help & Contact
You can find all further information as well as contact numbers at www.hmtm-hannover.de/de/bewerbung/studienangebote/
**Your Selected Study Programm**

Application
Please choose the course you wish to apply for. After the selection you press “weiter” (continue). After each entry new prompts will open up.

1.  
   1. degree (bachelor, master, etc)  
   2. subject / instrument

2.  

3.  
   3. / 4. / 5. / 6. degree
   subject / instrument
   level of studies
   emphasis
   form
   course number
   semester you would like to enter
4.

| * Studiengang                        | ▶   |
| * Studienfach                       | ▶   |
| * Studienrichtung                  | ▶   |
| * Schwerpunkt                      | ▶   |
| * Studienform                      | ▶   |
| * Fachkennzeichen                  | ▶   |
| * Mit welchem Fachsemester wollen Sie das Studium beginnen? | ▶   |

5.

| * Studiengang                        | ▶   |
| * Studienfach                       | ▶   |
| * Studienrichtung                  | ▶   |
| * Schwerpunkt                      | ▶   |
| * Studienform                      | ▶   |
| * Fachkennzeichen                  | ▶   |
| * Mit welchem Fachsemester wollen Sie das Studium beginnen? | ▶   |
6.

Click “weiter” to continue or cancel
University Entrance Qualification

Please define your university entrance qualification ("Art der Hochschulreife") and state where you obtained it ("erworben in"). If you have no university entrance qualification, choose "Eignungsprüfung an Kunst- und Musikhochschulen" and choose Hannover as "Landkreis".

If you get your university entrance qualification soon, enter the presumed date in the field "Datum des Erwerbs" and submit your half term report.

Durchschnittsnote (Average mark/grade)
Datum des Erwerbs (date of acquisition)
University Entrance Qualification
Without previous studies

Application
Record of university education
Please indicate how many semesters you have already studied at a German University or if you already have completed a degree at another German University.
If you apply for a Master and you already have completed the associated Bachelor this does not count as completed degree. Please choose “nein” at the point “Abgeschlossenes Studium” (completed degree). The semesters of that Bachelor degree do not count, the semesters have to be indicated with 0.
If you have completed a Bachelor of a different field of study or a Master already, you have to choose “ja”.

Professional Training
Have you already completed any professional training? If yes, please indicate.
University Entrance Qualification

Previous Studies

Application

Record of University Education

Please indicate how many semesters you have already studied at a German University or if you already have completed a degree at another German University.

If you apply for a Master and you already have completed the associated Bachelor this does not count as completed degree. Please choose “nein” at the point “Abgeschlossenes Studium” (completed degree). The semesters of that Bachelor degree do not count, the semesters have to be indicated with 0.

If you have completed a Bachelor of a different field of study or a Master already, you have to choose “ja”.

* Bisher studierte Semester

* Abgeschlossenes Studium?

  - Ja
  - Nein

only for German teaching degrees

completed semesters completed degree
University Entrance Qualification

Educational background

Have you already completed any professional training? Done any kind of Services? Please indicate if you have been in any kind of “Services” (military, social, voluntary services), cared for a child or a relative for up to 3 years. If so, you will have an advantage towards equally qualified applicants in case of equal marks.
Finish Your Application

Application
Audition Music
Thank you for your interest. You will receive the invitation to the audition via email. Please find further information at our homepage.

The participation in the audition will cost 50 Euros for the field of Music

• Please confirm that you have read the above information
• exact date/time of your audition (mid June) will be given later in the process.

Back to the master screen  Continue
Complete your Application

Please check your data before you print and send your application. Application deadline 15 April (Postal stamp)
Complete your Application

<table>
<thead>
<tr>
<th>Bewerbungszeitraum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ihr Studiengangswunsch</td>
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<tr>
<td>Studentenlohn</td>
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<tr>
<td>Diplomvorbereitung</td>
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<tr>
<td>beantragtes Fachsemester</td>
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<tr>
<td>Antragstatus</td>
</tr>
<tr>
<td>Hochschulreife</td>
</tr>
<tr>
<td>Art der Hochschulreife</td>
</tr>
<tr>
<td>Durchschnittsnote</td>
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<tr>
<td>Datum des Erwerbs</td>
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<tr>
<td>Erwerbekreis</td>
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<tr>
<td>Bewerbungszeitraum</td>
</tr>
<tr>
<td>1. Fachsemester: vom 21.11.16 bis 15.04.17</td>
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<tr>
<td>Studienvergangenheit</td>
</tr>
<tr>
<td>bisherige Hochschulsemester</td>
</tr>
<tr>
<td>abgeschlossenes Studium</td>
</tr>
<tr>
<td>Haben Sie eine Berufsausbildung abgeschlossen?</td>
</tr>
</tbody>
</table>

Audition Music
- Please click „ja“ after you have read everything and agree.
- Date/ Time of the audition will be given later.

Please confirm that all information are correct
Submit application
Submitted Application

Cover letter and necessary documents; show details; withdraw application

- Please send your documents to the Hochschule:
- Click on the button “Anschreiben und abzugebende Unterlagen” and print out your application. There you will also find information which documents have to be submitted as well.
- Sign the cover letter in order to confirm your application. Send all documents to the address given on the cover letter.
- Only send copies of certificates and no originals as we will not return anything back to you. All documents will be destroyed after the end of the admission process.

Further information:
- You can check all your given data if you click on the link “Kontrollblatt drucken” (print control data) which is on the right hand side at “Persönliche Information” (personal information).
- This application portal will inform you about the exact status of your application. You will receive an email in case of any changes.
- If you wish to hand in any additional applications do NOT click on the button “Bewerbungsantrag hinzufügen” but register again with a different login.
Bewerber erhält diese E-Mail bei Online Abgabe des Antrags

Sehr geehrte Frau/Herr XY,

Sie haben eine neue Nachricht von Ihrem Campus-Management-System erhalten:
*Bei der Hochschule ist folgende Studienbewerbung eingegangen: .XY
Bitte melden Sie sich mit Ihren Zugangsdaten an, um mehr darüber zu erfahren.

Beachten Sie bitte, dass Ihre Bewerbung erst gültig ist, wenn die Unterlagen in Papierform per Post bei uns eingegangen sind. Einsendeschluss ist der 15. April (Datum des Poststempels).

Senden Sie uns bitte nur Zeugniskopien und keine Originale zu, denn wir schicken keine Unterlagen zurück.
Alle eingereichten Bewerbungsunterlagen werden nach Abschluss des Zulassungsverfahrens ordnungsgemäß vernichtet.

Beachten Sie, dass Sie nur einen Antrag pro Benutzername abgeben können. Für die Abgabe eines weiteren Antrages müssen Sie sich unter einem anderen Benutzernamen neu registrieren.

Für den Erstantrag beträgt das Bearbeitungsentgelt 50 Euro. Für einen zweiten und ggf. dritten Antrag sind jeweils 30 Euro zu zahlen.

Mit freundlichen Grüßen

Hochschule für Musik, Theater und Medien Hannover

Diese E-Mail wurde automatisch erzeugt, bitte antworten Sie nicht auf diese E-Mail.

This message will be sent to you after the submission of the application
Dear Sir/ Madame,
You have a new message sent by the Campus-Management-System:
"The HMTMH has received the application of XY. Please login in order to gain further information.
Please note that your application is only valid after you have sent the printed out version in paper form.
Application deadline is 15 April (the date of the postal stamp is the valid deadline).
Please do not send original documents of your certificates but only photocopies as we will not send any back to you.
Only one application can be sent per login. For any additional applications a new login has to be created. The first application will be charged 50 Euros, all further applications 30 Euros each.

With best regards,

Hochschule für Musik, Theater und Medien Hannover

This email has been generated automatically, please do not reply.
Check Application Status Online

If you either wish to check your online application status or to change your application, please log in.

Now click "Zu meiner Bewerbung" (Online application).

On this page, you see the status of your application.

If you wish to change data in your application, click "Antrag bearbeiten" (change application). You will be able to re-access all areas that you have previously filled in until the application deadline.