



Online application - At a glance

General Information

Have all **documents in electronic form** ready for registration (see also under “*Enclosures*”). If necessary please first obtain information regarding which documents must be submitted from the admission requirements issued by the relevant degree programme. A copy of the identity card (front and back) or passport, and a passport photo are required, regardless of degree programme and educational background.

The application form does not need to be filled in all in one go, it can also be completed at a later session if necessary.

The online application

Account set up

Required fields: last name, first name, date of birth, E-mail

The login details for the online registration form will be sent to the e-mail address entered.

Message «Your account request»

If this message appears on the set-up of the new account has not been successful yet and requires further examination by BFH. A check is carried out to see if the person already exists in the system, this is to avoid multiple entries. You will be contacted within the next 2 working days for further procedure.

Application deadline

If a particular degree programme can no longer be selected it means that the application deadline has expired. The relevant degree programme coordinator will be happy to provide information on the possible option of a belated application.

Save

The entered data is saved and the documents are uploaded, as soon as the button «*save and continue*» has been clicked on.

Enclosures

In accordance with the chosen degree programme a field will appear for each of the documents that need to be uploaded.

- File format and size:
 - **Passport photo: «JPG» (mandatory), max 1MB**
 - **Other enclosures: «PDF» (mandatory), max 1MB**
- Multiple documents can be uploaded per field.
- Please note additional comments in the information field. ⓘ
- When uploading "further documents" please add the document title.
- Incorrect or mistakenly uploaded documents can be deleted before the definite application.

**Definite activation of application**

By clicking the button “*Send application*”, the applicant confirms the registration and thus accepts the terms and conditions. On submission of a definitive registration, applicants receive a confirmation e-mail. Registration is only complete when applicants have received this e-mail.

View application status / upload missing enclosures

After the application has been sent the application status can be viewed at any time or missing enclosures be uploaded, by using the personal login details. In addition, there is also the option to apply for a further degree programme.

Further Help

If you still have questions, please contact the responsible office. Contact details can be found in the footer of the online registration form.