



Application for a Place to Study at Technische Hochschule Georg Agricola – University of Applied Sciences

We are pleased that you are interested in studying at THGA. You can find information on our degree programs on our homepage:

<https://www.thga.de/en/studying-at-thga/our-study-programmes/practical-study-programmes-and-great-job-prospects>

There, you can find the contact details of the respective academic advisors. If you have any questions with regard to the content of a degree program, do not hesitate to contact them. The current application period for the winter semester or the summer semester is published on our homepage and on *meine.thga.de*. The online application takes place via *meine.thga.de* and is only possible when the application portal is open. If you have any questions or problems, please contact the study service via email (info@thga.de) or via phone (0234/9683223).

You can switch the language of the portal from German (*Deutsch*) to English:

The screenshot shows the German version of the THGA application portal. At the top right, there is a login section with fields for 'Benutzerkennung' and 'Passwort', and a button 'Anmelden'. Below this is a navigation bar with 'Startseite', 'Bewerbung', 'Studienangebot', and 'Organisation'. The main content area is titled 'Hochschulportal der THGA' and includes sections for 'Willkommen bei meine.thga.de', 'Selbstregistrierung durchführen', and 'Jetzt registrieren!'. A red arrow points to the language selection menu in the bottom right corner, which shows 'Deutsch', 'Deutsch', and 'English' options.



In order to start the online application process, please register with your contact details:

The screenshot shows the 'My university portal' for Technische Hochschule Georg Agricola. The navigation bar includes 'Admission', 'Studies offered', and 'Organisation'. The 'Registration' menu is highlighted with a red arrow. Below the navigation, there are sections for 'Welcome at THGA', 'Login', and 'Information on full time master degree programs in evening form'. On the right, there is a 'Self-Registration' section with a 'Register now!' button highlighted by a red arrow.

The boxes marked with an * have to be filled in. Please fill in the boxes, choose a password and answer the captcha question and register:

The registration form contains the following fields:

- Personal details:** * Surname (Doe), * First name (Jane), * Gender (female), * Date of birth (01.01.1990), * Place of birth (Berlin), * Country of birth (Germany), Name at birth, * Nationality (Germany), 2. Nationality.
- Contact information:** * Country (Germany), Address addition (c/o, room number), * Street and house number (Herner Str. 45), * Postal code (44787), * City (Bochum), * Phone (0234/9683223), * E-mail (info@thga.de), * Repeat e-mail (info@thga.de).
- Password:** * Password, * Repeat Password.
- Security question (Captcha):** Security question (Captcha) (Please add 15 and 18 together.), * Response to the security question (33).

At the bottom, there is a checkbox for 'I have read and accept the data privacy policy mentioned above.' and a 'Register' button, which is highlighted with a red arrow.



You will receive a registration e-mail with your username and an activation code. To verify your account, you can either click on the link in the e-mail or copy the activation code and paste it in the portal:

The image shows an email and a web portal interface. The email, from no-reply@thga.de, contains user data (username: doe, password: your chosen password) and a verification link. The web portal, titled 'E-Mail Verification', has a red navigation bar with 'Home' and 'Admission' buttons. A breadcrumb trail shows 'Home > Admission > E-Mail Verification'. A red box highlights the breadcrumb trail. Below, a 'Verification' section has an 'Advice' icon and text: 'Please type in the unlock code from the registration mail.' A text input field contains the unlock code '1b74f1b8-82b8-4f47-a07f-7470077aae9b'. A red arrow points down to this field. Below the input field is an 'OK' button, with a red arrow pointing left to it.

Fr 13.05.2022 09:10
no-reply@thga.de
Online Application: Registration
An [redacted]
Die zusätzlichen Zeilenumbrüche wurden aus dieser Nachricht entfernt.

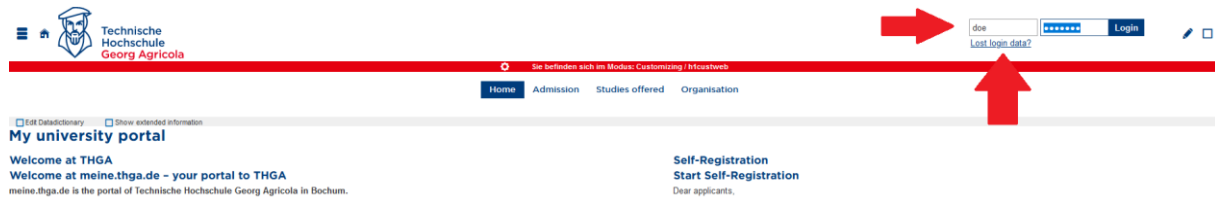
Welcome Mrs. Jane Doe,
we have reserved the following user data:
.....
username: doe
password: your chosen password
.....
IMPORTANT: Please remember your user data, you will need them once in a while to log in to the application portal.
Please confirm your e-mail address with the following link:
<https://h1custweb.server.est1816.de/qisserver/pages/psv/selbstregistrierung/pub/mailverifizierung.xhtml?flowid=selfRegistrationVerification-flow&token=1b74f1b8-82b8-4f47-a07f-7470077aae9b&navigationPosition=functions,mailVerification>
If your e-mail program does not display a direct link, please copy the complete line into your browsers address bar.
Alternatively you could select the menu item 'E-mail Verification' and type in the following activation code:
1b74f1b8-82b8-4f47-a07f-7470077aae9b
This e-mail was generated automatically, please do not reply.

Technische Hochschule Georg Agricola
Sie befinden sich
Home Admission
Edit Dictionary Show extended information
You are here: Home > Admission > E-Mail Verification
E-Mail Verification
Verification
Advice
Please type in the unlock code from the registration mail.
* Unlock code 1b74f1b8-82b8-4f47-a07f-7470077aae9b
OK

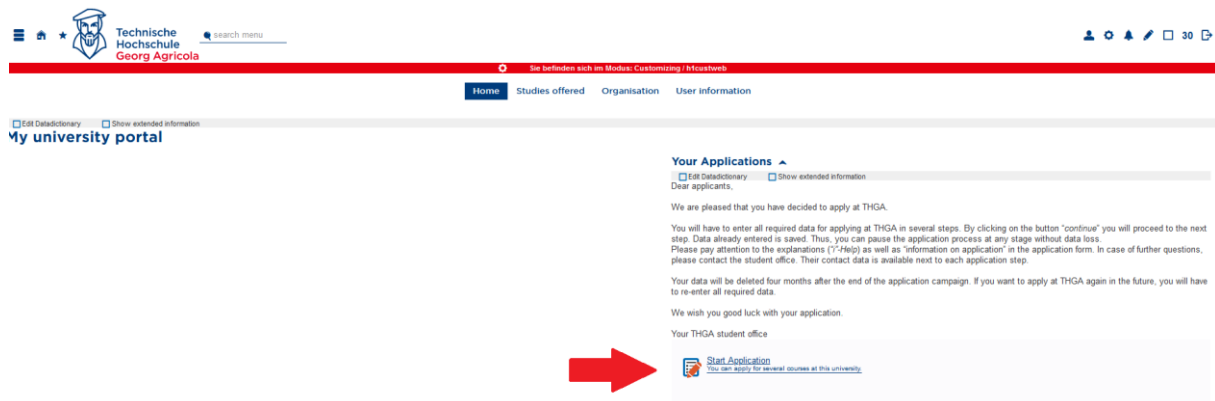
If you receive an error message at this point, please contact the study service via phone (0234/9683223) or via e-mail (info@thga.de) and tell them your *error ID*.



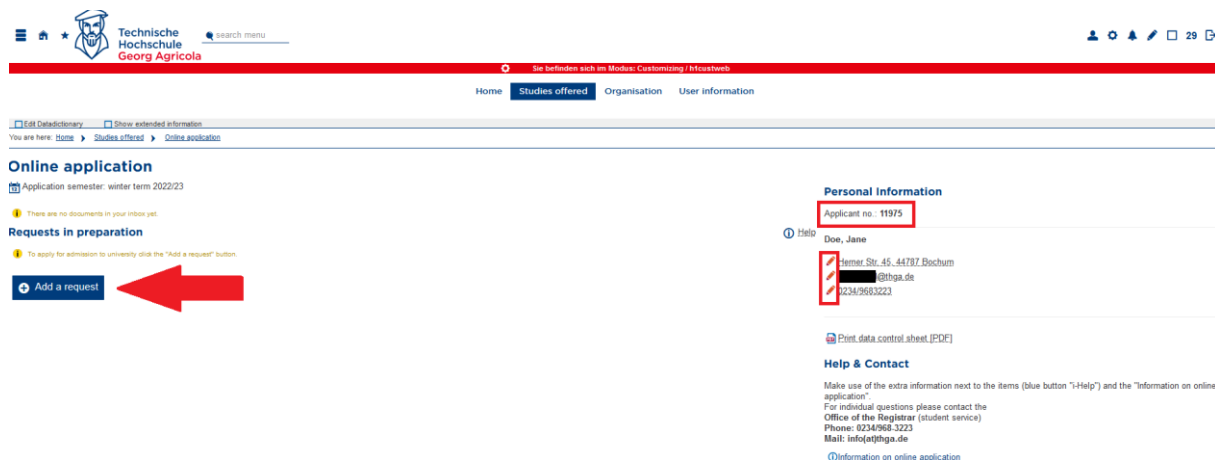
When you have successfully registered and verified your account, you can start your online application. Please enter your *username* and your *password* in order to log in. If you have forgotten your password, please click on *Lost login data?* and follow the steps.



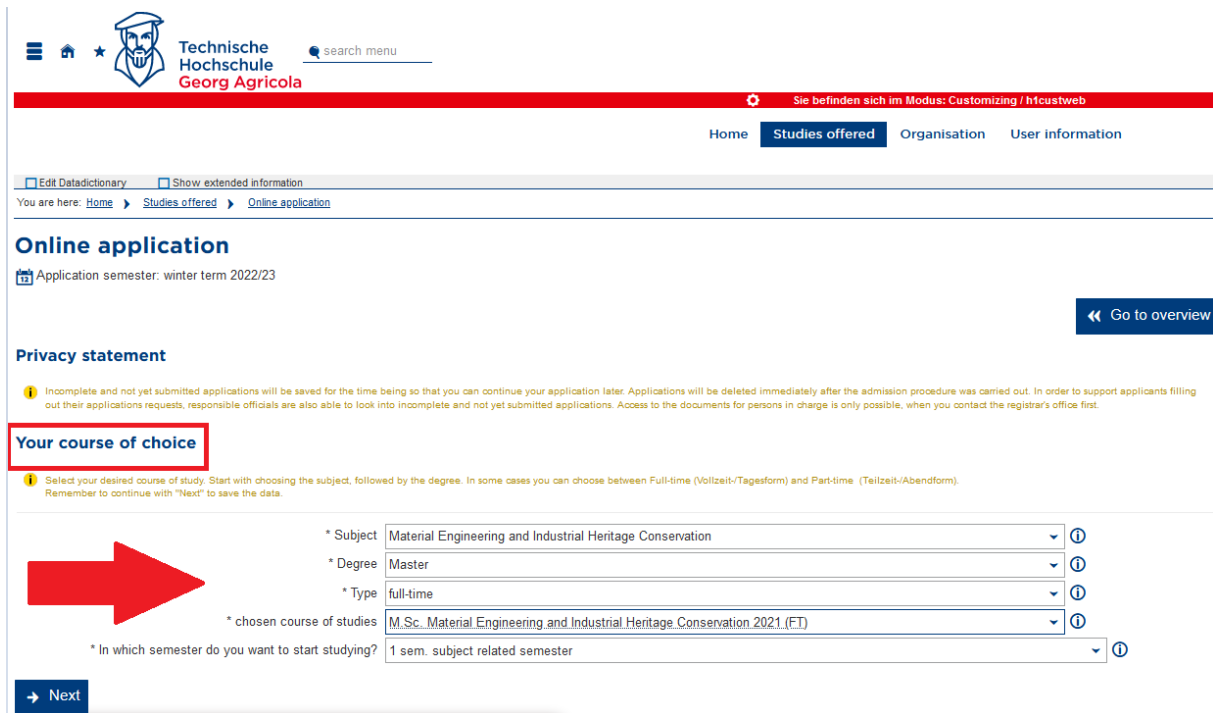
Next, click on *Start Application*:



In the field *Studies offered*, you can change your *personal information* (apart from your name). You can also see your *applicant number* there. If you contact the study service, make sure to have your applicant number at hand. You can now *add a request*:



Use the drop down menu to choose your desired *degree program*, your desired *subject* and your desired *study form*:



Technische Hochschule Georg Agricola

Sie befinden sich im Modus: Customizing / hfcustweb

Home Studies offered Organisation User information

Online application

Application semester: winter term 2022/23

Privacy statement

Your course of choice

Select your desired course of study. Start with choosing the subject, followed by the degree. In some cases you can choose between Full-time (Vollzeit-/Tagesform) and Part-time (Teilzeit-/Abendform). Remember to continue with "Next" to save the data.

* Subject: Material Engineering and Industrial Heritage Conservation

* Degree: Master

* Type: full-time

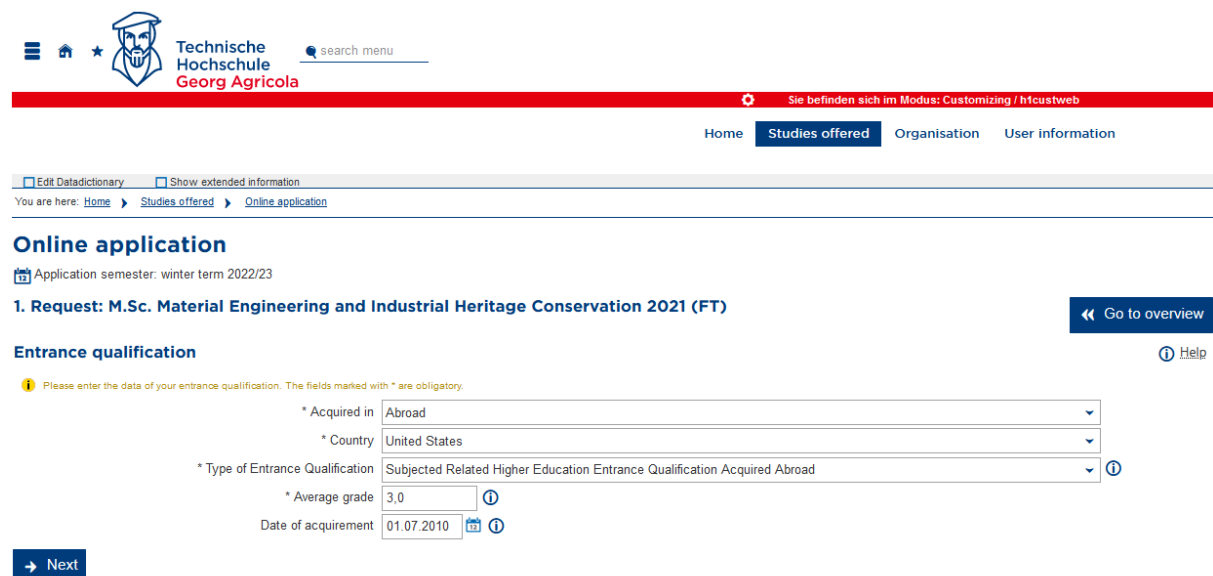
* chosen course of studies: M.Sc. Material Engineering and Industrial Heritage Conservation 2021 (FT)

* In which semester do you want to start studying?: 1 sem. subject related semester

Next

(You can only start studying in the first semester. If you have already completed courses at other universities, you may file a request for credit recognition with the examination board after your enrolment has been completed.)

In the next step, enter the information of your entrance qualification:



Technische Hochschule Georg Agricola

Sie befinden sich im Modus: Customizing / hfcustweb

Home Studies offered Organisation User information

Online application

Application semester: winter term 2022/23

1. Request: M.Sc. Material Engineering and Industrial Heritage Conservation 2021 (FT)

Entrance qualification

Please enter the data of your entrance qualification. The fields marked with * are obligatory.

* Acquired in: Abroad

* Country: United States

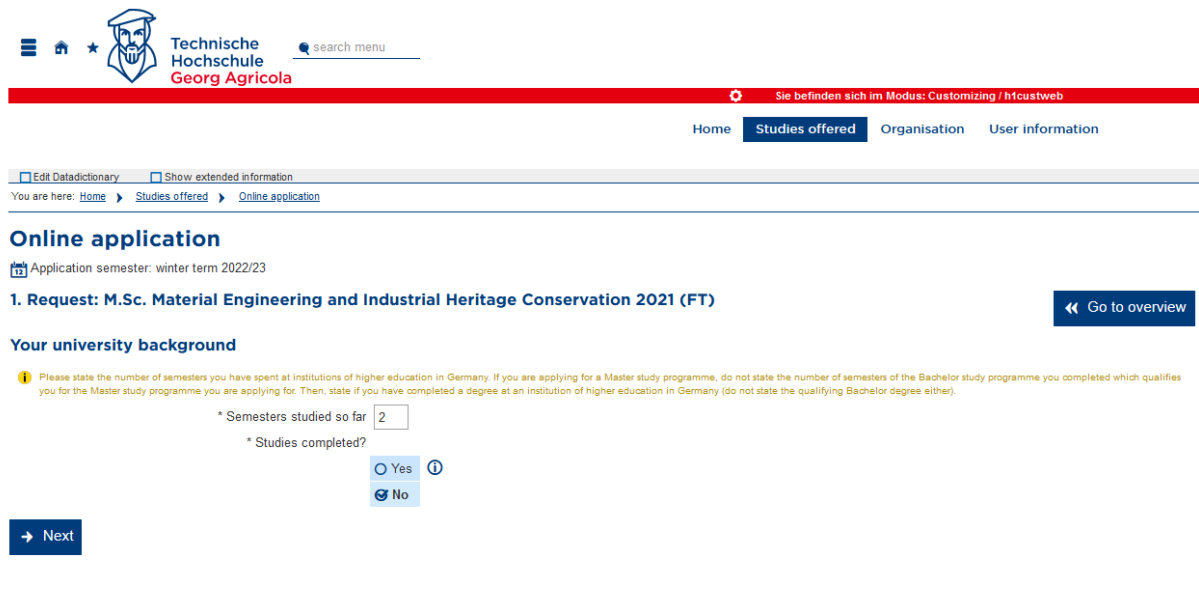
* Type of Entrance Qualification: Subjected Related Higher Education Entrance Qualification Acquired Abroad

* Average grade: 3,0

Date of acquisition: 01.07.2010

Next

If you have already studied at a **German** institution of higher education, please submit the *number of semesters* of your studies, as well as, if applicable, a *completed degree program*, here:



Technische Hochschule Georg Agricola

Sie befinden sich im Modus: Customizing / hmcustweb

Home Studies offered Organisation User information

Edit Datadictionary Show extended information

You are here: Home > Studies offered > Online application

Online application

Application semester: winter term 2022/23

1. Request: M.Sc. Material Engineering and Industrial Heritage Conservation 2021 (FT)

Go to overview

Your university background

Please state the number of semesters you have spent at institutions of higher education in Germany. If you are applying for a Master study programme, do not state the number of semesters of the Bachelor study programme you completed which qualifies you for the Master study programme you are applying for. Then, state if you have completed a degree at an institution of higher education in Germany (do not state the qualifying Bachelor degree either).

* Semesters studied so far

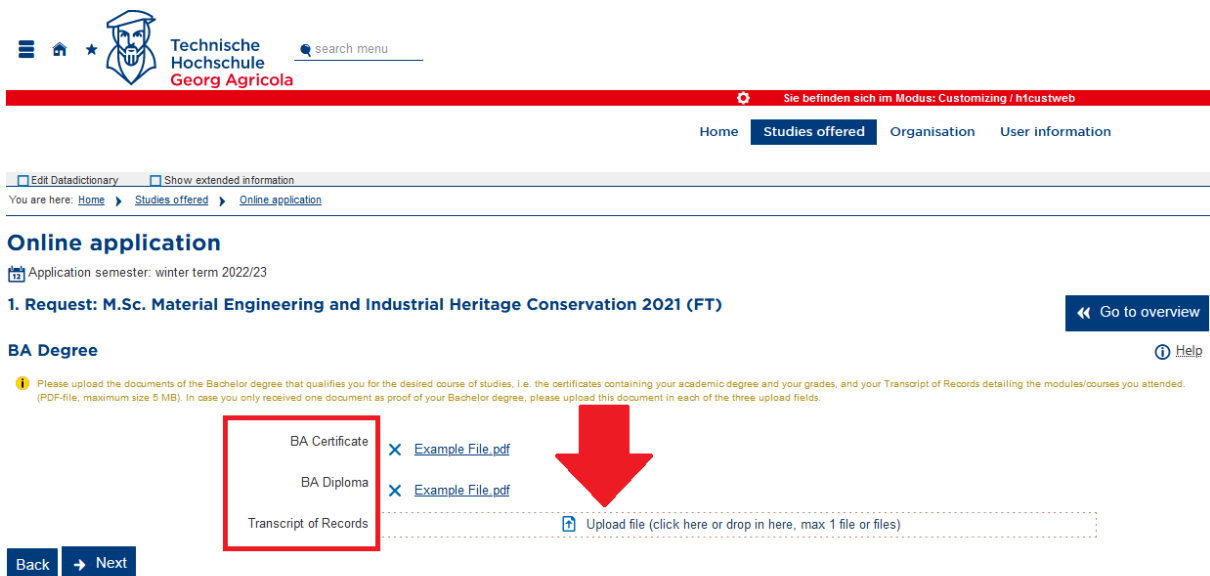
* Studies completed?

Yes [?]

No

Next

Then, upload your bachelor's degree records (PDF file, maximum of 5 mb). If you have only received one diploma, please upload the same file in each of the boxes as you cannot complete your application without uploading a file to each box:



Technische Hochschule Georg Agricola

Sie befinden sich im Modus: Customizing / hmcustweb

Home Studies offered Organisation User information

Edit Datadictionary Show extended information

You are here: Home > Studies offered > Online application

Online application

Application semester: winter term 2022/23

1. Request: M.Sc. Material Engineering and Industrial Heritage Conservation 2021 (FT)

Go to overview

BA Degree

Please upload the documents of the Bachelor degree that qualifies you for the desired course of studies, i.e. the certificates containing your academic degree and your grades, and your Transcript of Records detailing the modules/courses you attended. (PDF-file, maximum size 5 MB). In case you only received one document as proof of your Bachelor degree, please upload this document in each of the three upload fields.

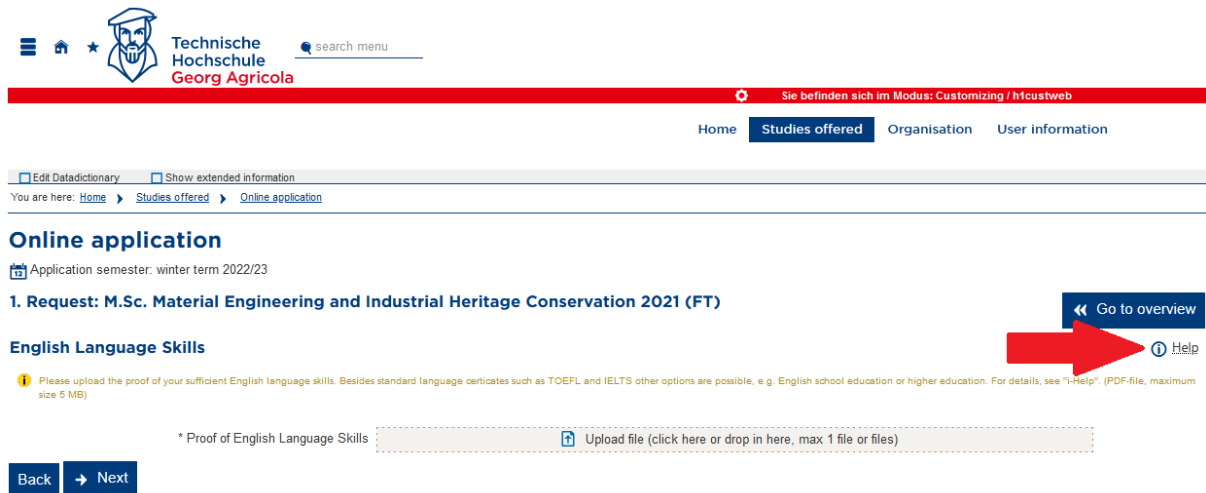
BA Certificate

BA Diploma

Transcript of Records

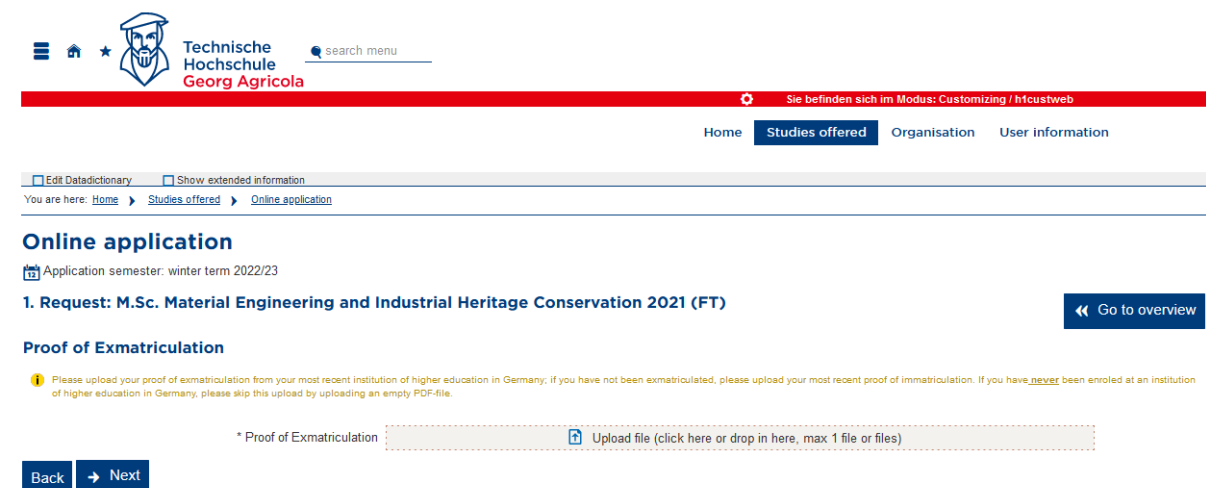
Back Next

You will also have to provide proof of your English language skills. (For some degree programs, also for your German language skills). Please click on i-help for further information:



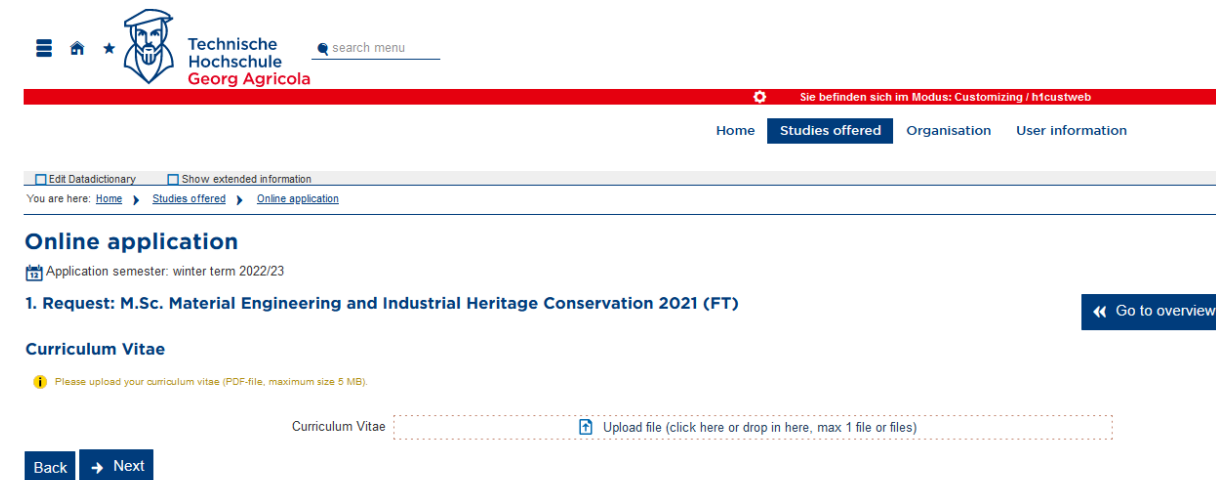
The screenshot shows the 'Online application' page for the '1. Request: M.Sc. Material Engineering and Industrial Heritage Conservation 2021 (FT)'. The page is titled 'English Language Skills' and includes a red arrow pointing to a 'Help' icon. Below the title, there is a text box for uploading a proof of English language skills, with a 'Back' button on the left and a 'Next' button on the right. The page also features a navigation bar with 'Home', 'Studies offered', 'Organisation', and 'User information'.

If you have been enrolled at a German institution of higher education in the past, please provide *proof of exmatriculation*; if you are still currently enrolled, please provide your *latest proof of immatriculation*. If you have never been enrolled at a German institution of higher education, please upload an **empty PDF** file.



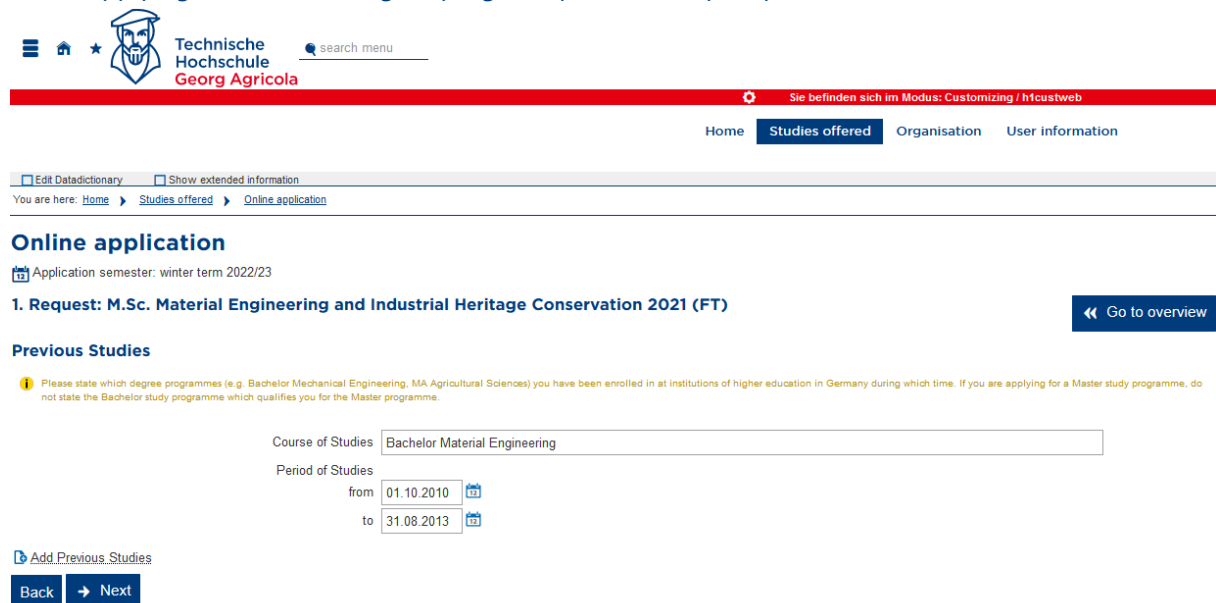
The screenshot shows the 'Online application' page for the '1. Request: M.Sc. Material Engineering and Industrial Heritage Conservation 2021 (FT)'. The page is titled 'Proof of Exmatriculation' and includes a 'Go to overview' button. Below the title, there is a text box for uploading a proof of exmatriculation, with a 'Back' button on the left and a 'Next' button on the right. The page also features a navigation bar with 'Home', 'Studies offered', 'Organisation', and 'User information'.

You will also have to provide your *curriculum vitae*:



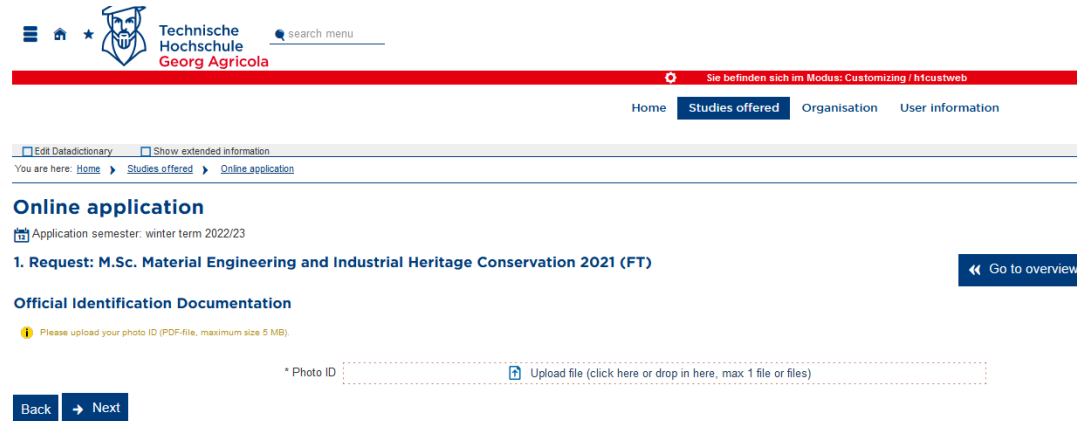
The screenshot shows the 'Online application' page for the '1. Request: M.Sc. Material Engineering and Industrial Heritage Conservation 2021 (FT)'. Under the 'Curriculum Vitae' section, there is a message: 'Please upload your curriculum vitae (PDF-file, maximum size 5 MB)'. Below this is a dashed box labeled 'Curriculum Vitae' with an 'Upload file' button and the text 'Upload file (click here or drop in here, max 1 file or files)'. Navigation buttons 'Back' and 'Next' are visible at the bottom left.

When applying for a master degree program, please note your *previous studies*:



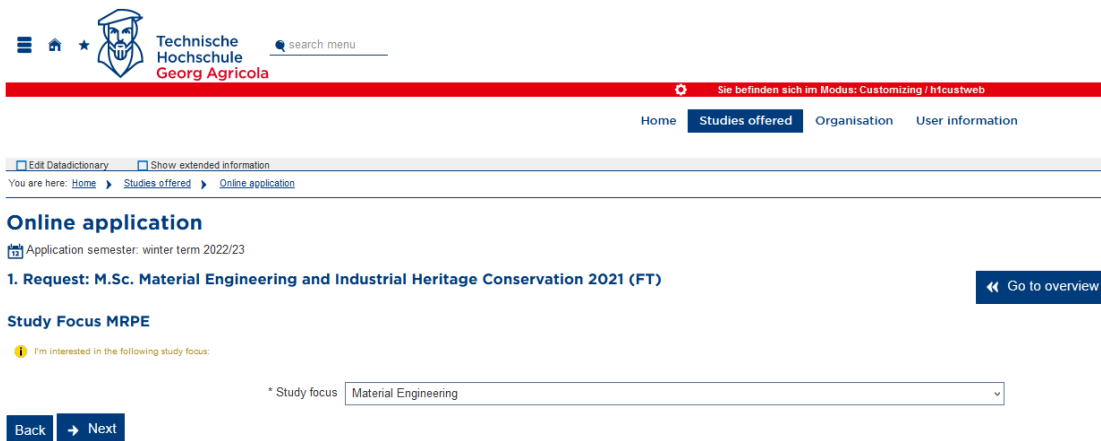
The screenshot shows the 'Online application' page for the '1. Request: M.Sc. Material Engineering and Industrial Heritage Conservation 2021 (FT)'. Under the 'Previous Studies' section, there is a message: 'Please state which degree programmes (e.g. Bachelor Mechanical Engineering, MA Agricultural Sciences) you have been enrolled in at institutions of higher education in Germany during which time. If you are applying for a Master study programme, do not state the Bachelor study programme which qualifies you for the Master programme.' Below this is a form with a text input field for 'Course of Studies' containing 'Bachelor Material Engineering', and a date range for 'Period of Studies' from '01.10.2010' to '31.08.2013'. A link 'Add Previous Studies' is visible. Navigation buttons 'Back' and 'Next' are visible at the bottom left.

Please upload an official document of identification:



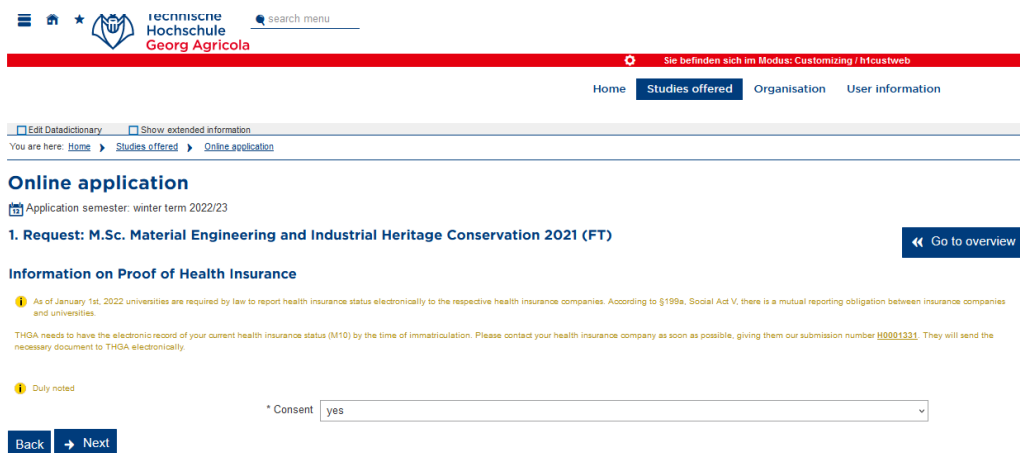
The screenshot shows the 'Online application' page for the '1. Request: M.Sc. Material Engineering and Industrial Heritage Conservation 2021 (FT)'. Under the 'Official Identification Documentation' section, there is a message: 'Please upload your photo ID (PDF-file, maximum size 5 MB)'. Below this, a 'Photo ID' field is shown with an 'Upload file' button and a note: '(click here or drop in here, max. 1 file or files)'. At the bottom left, there are 'Back' and 'Next' buttons.

Depending on which program you are applying for, you might have to declare which study focus you are interested in:







The screenshot shows the 'Online application' page for the '1. Request: M.Sc. Material Engineering and Industrial Heritage Conservation 2021 (FT)'. Under the 'Study Focus MRPE' section, there is a message: 'I'm interested in the following study focus:'. Below this, a dropdown menu is shown with 'Material Engineering' selected. At the bottom left, there are 'Back' and 'Next' buttons.

Please read the information on the proof of health insurance carefully:



The screenshot shows the 'Online application' page for the '1. Request: M.Sc. Material Engineering and Industrial Heritage Conservation 2021 (FT)'. Under the 'Information on Proof of Health Insurance' section, there is a message: 'Duty noted'. Below this, a 'Consent' dropdown menu is shown with 'yes' selected. At the bottom left, there are 'Back' and 'Next' buttons.

When you have completed all of the different parts of the application, you have to confirm the *statements* and can then *submit your application request*:

Technische Hochschule
Georg Agricola

Sie befinden sich im Modus: Customizing / Ifrcustweb

[Home](#)
[Studies offered](#)
[Organisation](#)
[User information](#)

Edit Datadictionary
 Show extended information

You are here: [Home](#) > [Studies offered](#) > [Online application](#)

Online application

📅 Application semester: winter term 2022/23

Your application request - Request #1

[← Go to overview](#)

! Many Thanks. You have entered all the information required for your application. Please check your data before submitting. If your entries are complete and correct, you can submit the request at the bottom of the page using the "Submit request" button. ⓘ

! You can submit your application by Jul 15, 2022. ⓘ

Request #1

Request Status: In preparation

| | | | | | |
|--|---|------------------|----------------|--------------------|---|
| M.Sc. Material Engineering and Industrial Heritage Conservation 2021 (FT), 1 sem. subject related semester | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><u>Admission</u></td> <td>Requestsubject</td> </tr> <tr> <td><u>Restriction</u></td> <td style="text-align: center;">status: In preparation</td> </tr> </table> | <u>Admission</u> | Requestsubject | <u>Restriction</u> | status: In preparation |
| <u>Admission</u> | Requestsubject | | | | |
| <u>Restriction</u> | status: In preparation | | | | |

Entrance qualification

| | |
|--------------------------------|---|
| Type of Entrance Qualification | Subjected Related Higher Education Entrance Qualification Acquired Abroad |
| Average grade | 3.0 |
| Date of acquirement | 07/01/2010 |
| Acquired in | United States |

Your university background

| | |
|---|----|
| Previous semesters in higher education. | 2 |
| Studies completed? | No |

Further career particulars

| | |
|-----------------------|----|
| Further specification | No |
| Further specification | No |


BA Degree

[? Help](#)

! Please upload the documents of the Bachelor degree that qualifies you for the desired course of studies, i.e. the certificates containing your academic degree and your grades, and your Transcript of Records detailing the modules/courses you attended. (PDF-file, maximum size 5 MB). In case you only received one document as proof of your Bachelor degree, please upload this document in each of the three upload fields.


| | |
|-----------------------|----------------------------------|
| BA Certificate | Example File.pdf |
| BA Diploma | Example File.pdf |
| Transcript of Records | Example File.pdf |

Confirm statements and submit application request

I hereby confirm that the data entered is correct. I agree to the data to be saved and processed. I acknowledge and accept the rules of immatriculation of THGA. 

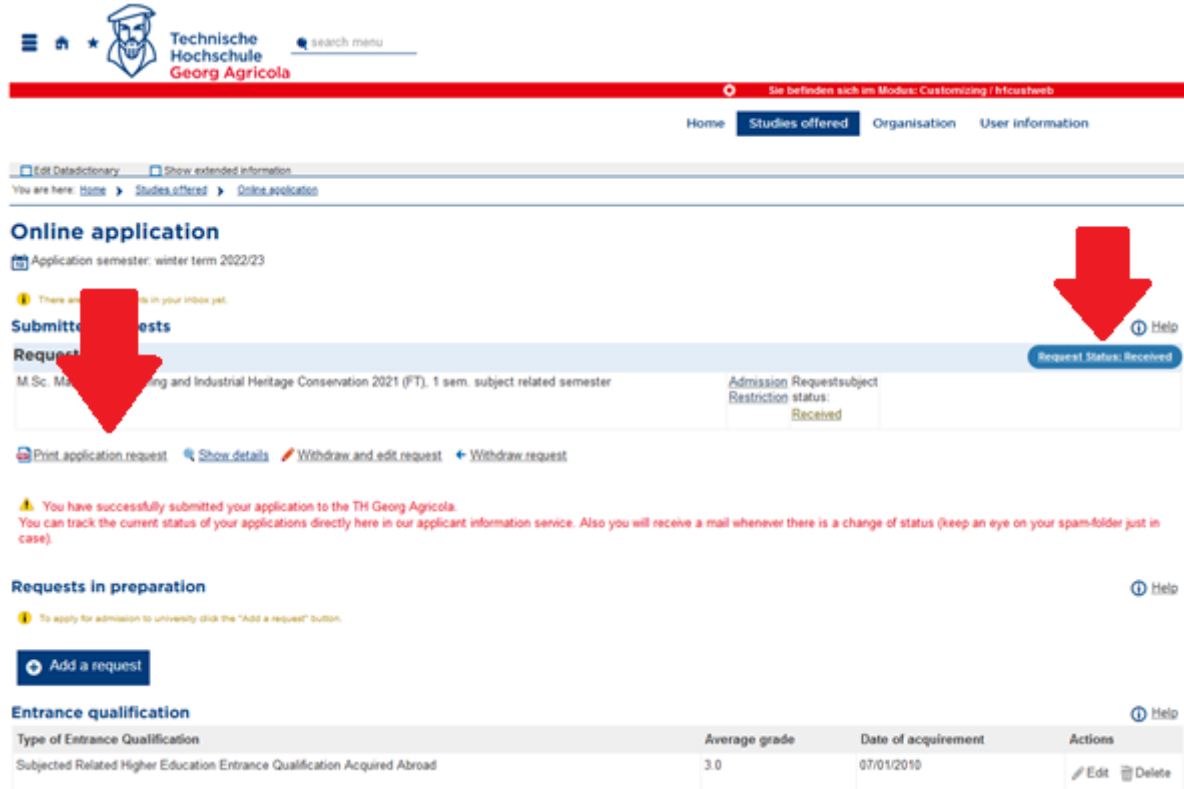
Back

→ Submit request



! You can submit your application by Jul 15, 2022. ⓘ

You will see the notification in red about your *successful application* and can print your *application request*:

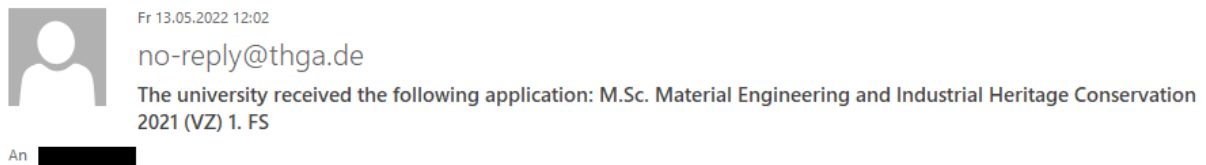


The screenshot shows the 'Online application' section of the portal. A red arrow points to a notification: 'You have successfully submitted your application to the TH Georg Agricola. You can track the current status of your applications directly here in our applicant information service. Also you will receive a mail whenever there is a change of status (keep an eye on your spam-folder just in case)'. Below this, a table lists the submitted request:

| Request | Admission Request | subject Restriction | status |
|--|-------------------|---------------------|----------|
| M.Sc. Material Engineering and Industrial Heritage Conservation 2021 (FT), 1 sem. subject related semester | Received | Received | Received |

Buttons for 'Print application request', 'Show details', 'Withdraw and edit request', and 'Withdraw request' are visible. A 'Requests in preparation' section with an 'Add a request' button is also present.

You will also receive a confirmation e-mail:



The email header shows the sender as 'no-reply@thga.de' and the subject as 'The university received the following application: M.Sc. Material Engineering and Industrial Heritage Conservation 2021 (VZ) 1. FS'. The recipient is listed as 'An [redacted]'.

Dear Ms. Jane Doe,

You received a new message from your Campus-Management-System:

"The university received the following application: M.Sc. Material Engineering and Industrial Heritage Conservation 2021 (VZ) 1. FS"

Please log in with your access data, to learn more about it.

No further notifications to the topic "Bewerbungsdaten sind eingegangen" will be sent until you visit your Campus-Management-System again.

With best regards

Technische Hochschule Georg Agricola

This e-mail was generated automatically, please do not respond to this e-mail.



Once you have submitted your application, the study service will start to work on it. If anything changes about the status of your application, you will receive an e-mail. Make sure to keep an eye on the infobox after logging in:

Antworten Allen antworten Weiterleiten



Fr 13.05.2022 12:08

no-reply@thga.de

The status of your online application in the university portal changed.

An

Dear Ms. Jane Doe,

You received a new message from your Campus-Management-System:
"The status of your online application in the university portal changed."

Please log in with your access data, to learn more about it.

No further notifications to the topic "Statusänderung der Studienbewerbung" will be sent until you visit your Campus-Management-System again.

With best regards

Technische Hochschule Georg Agricola

This e-mail was generated automatically, please do not respond to this e-mail.



Ste befinden sich im Modus: Customizing / h1custweb

Home Studies offered Organisation User information

Your Applications

Edit Datadictionary Show extended information

winter term 2022

Please send the missing proof of exmatriculation to info@thga.de. Thank you.

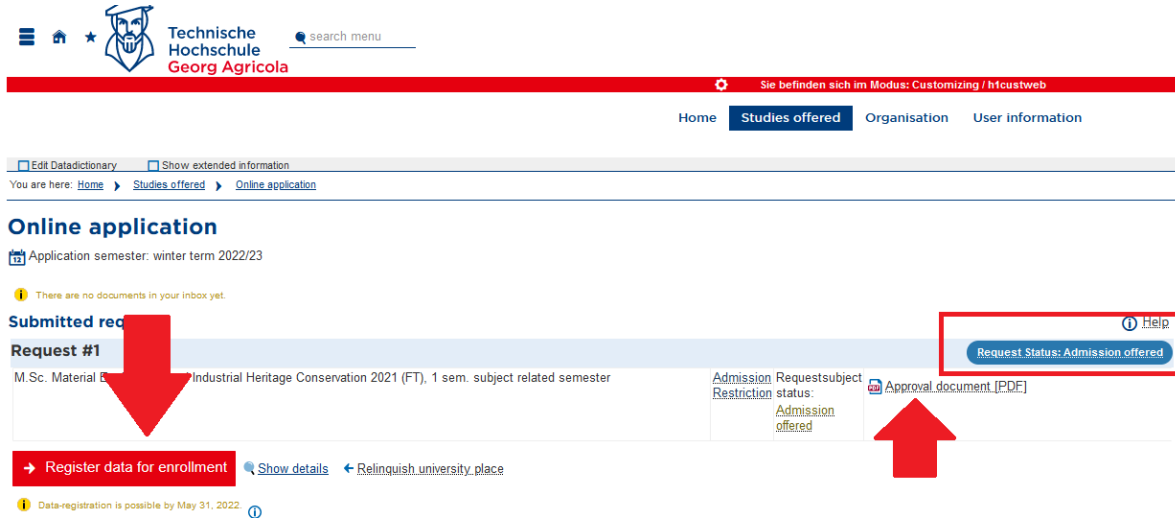
| Subject | Request Status |
|---|----------------|
| Request #1: M.Sc. Material Engineering and Industrial Heritage Conservation 2021 (FT) | In process |

[View my application](#)

Missing document(s) related to the subject
Please note: Your application is not complete! The following subject-related documents are still missing:

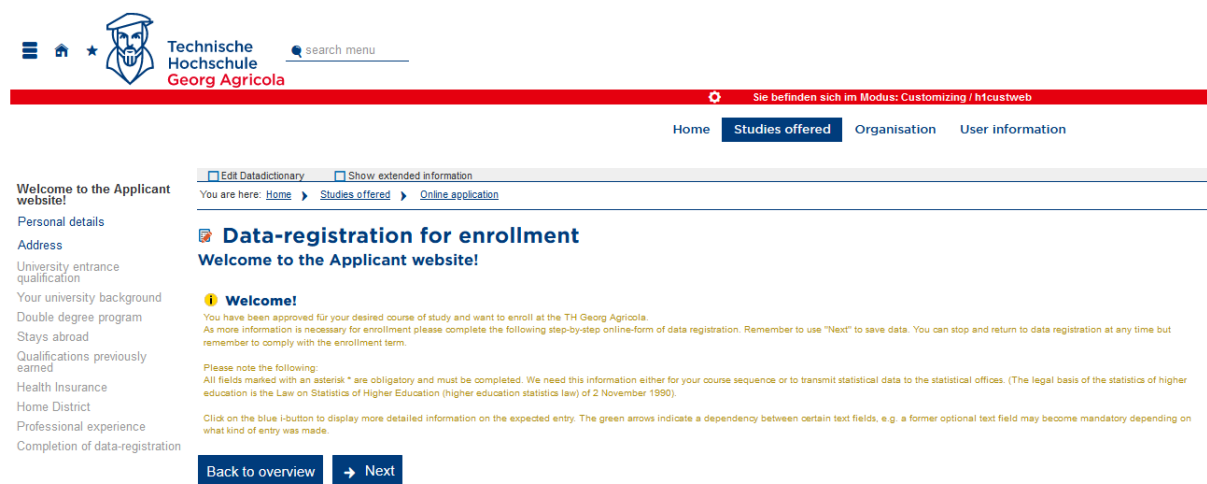
- M.Sc. Material Engineering and Industrial Heritage Conservation 2021 (VZ)
 - Proof of Exmatriculation -- No consequence

When you have been admitted to a degree program, you will be informed via e-mail about the change of your status. You can then download the approval document. **Important:** please make sure to register your data for your enrolment!



The screenshot shows the 'Online application' section of the portal. A table lists a submitted request for 'M.Sc. Material B... Industrial Heritage Conservation 2021 (FT), 1 sem. subject related semester'. The 'Admission Restriction' status is 'Admission offered', and an 'Approval document (PDF)' is available for download. A red arrow points to the 'Register data for enrollment' button, and another red arrow points to the 'Approval document (PDF)' link. A red box highlights the 'Request Status: Admission offered' button.

Read through each step of the data-registration for enrolment carefully and enter all information necessary.



The screenshot shows the 'Data-registration for enrollment' page. It includes a sidebar with navigation options like 'Personal details', 'Address', and 'University entrance qualification'. The main content area has a 'Welcome!' message and instructions for data registration. At the bottom, there are 'Back to overview' and 'Next' buttons.

Further information with regard to your immatriculation will subsequently be provided by the study service.