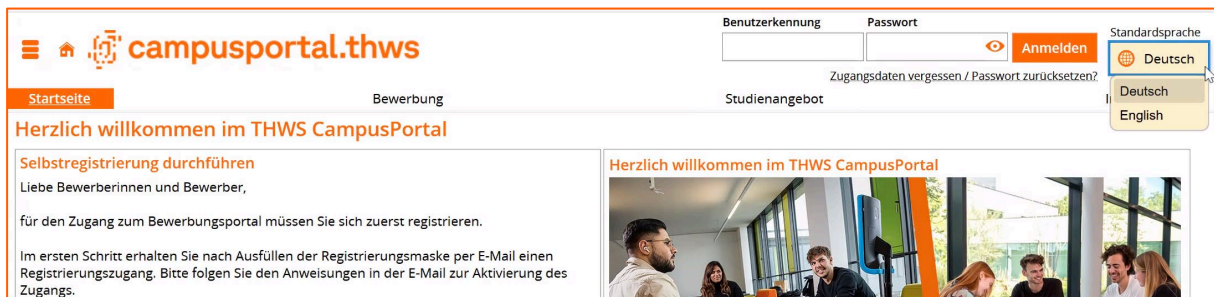


Guide - Exchange student enrolment process

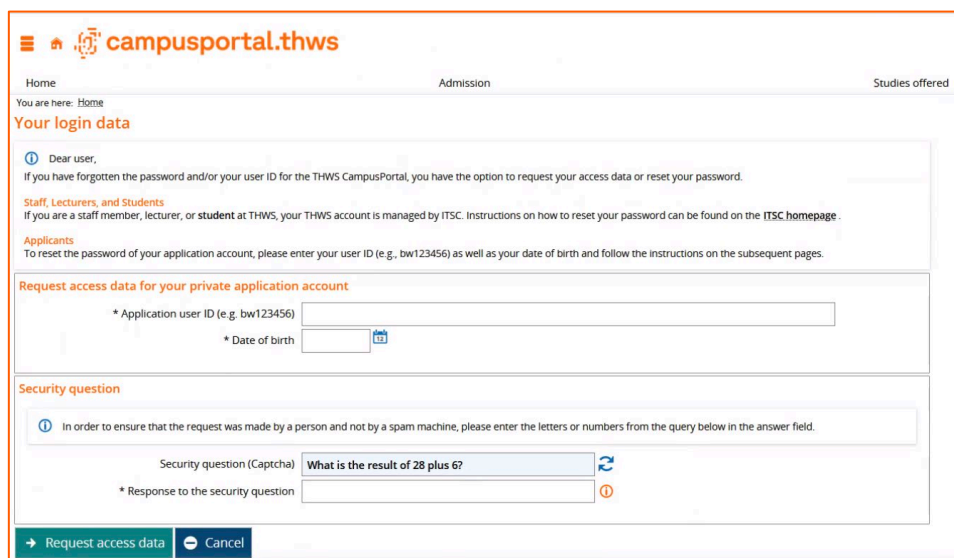
As soon as you receive an email with the subject line “**Statusänderung Ihrer Bewerbung**” you can begin the enrolment process.

I. First, you need access to your account:

1. Visit [campusportal.thws](https://campusportal.thws.de).
 - Switch to English.
 - Click “forgot login details/Reset password?”.




2. **Your login data:** Now enter your Application User ID, your date of birth, and answer the security question.
 - **Note:** The Application User ID was sent to you in the email with the subject line „**Statusänderung Ihrer Bewerbung**“.
 - Click the button “→ Request access data”.
 - The page will refresh, and a security code will be displayed.
 - **Please write the security code down.**



3. **Request login data:** You will receive another email with the subject line “Your access to the THWS CampusPortal”. Click the link in the email.
 - Enter your security code.
 - Create a new password and click the button “**Change password**”.

Request login data

Please enter your security code and your new password.

Set a new password

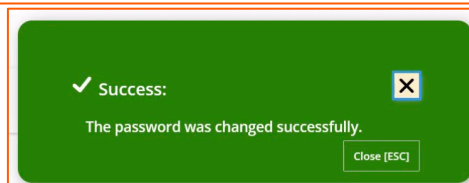
Username

* Security code

ⓘ Your password must be at least 8 characters long and consist of upper and lower case letters as well as at least a digit and a special character. A special character is any character that is not a letter, underscore (_), space or digit.

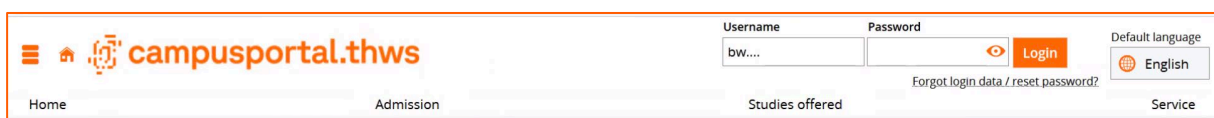
* New password

* Repeat password



II. Now, you can start your enrolment process:

1. You can now log in to the [Campusportal.thws](https://campusportal.thws.de) using your User ID (BW number) in the “Username” field and your newly created password.



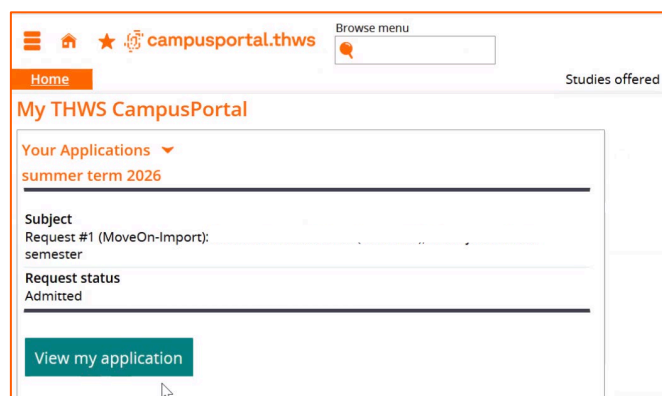
campusportal.thws

Username Password

Default language

Home Admission Studies offered Service

2. **Your Applications:** Click the button „**View my application**”.



campusportal.thws

Home Studies offered

My THWS CampusPortal

Your Applications ▾

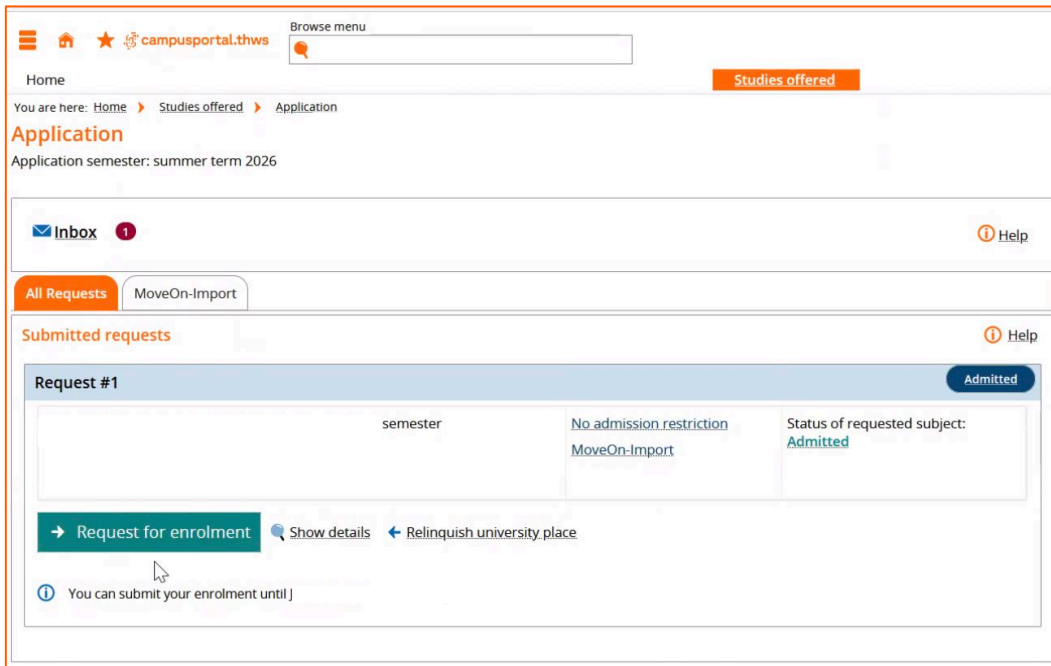
summer term 2026

Subject
Request #1 (MoveOn-Import):
semester

Request status
Admitted

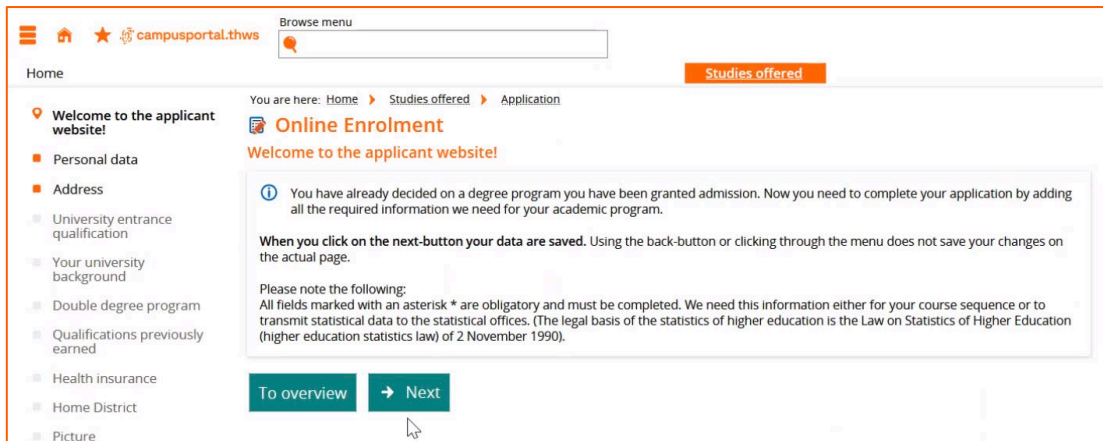
3. **Applicaton:** Click the button „→ Request for enrolment“.

 - **Note:** Please ignore the Inbox. You have already received your letter of admission, so the document there is not needed.



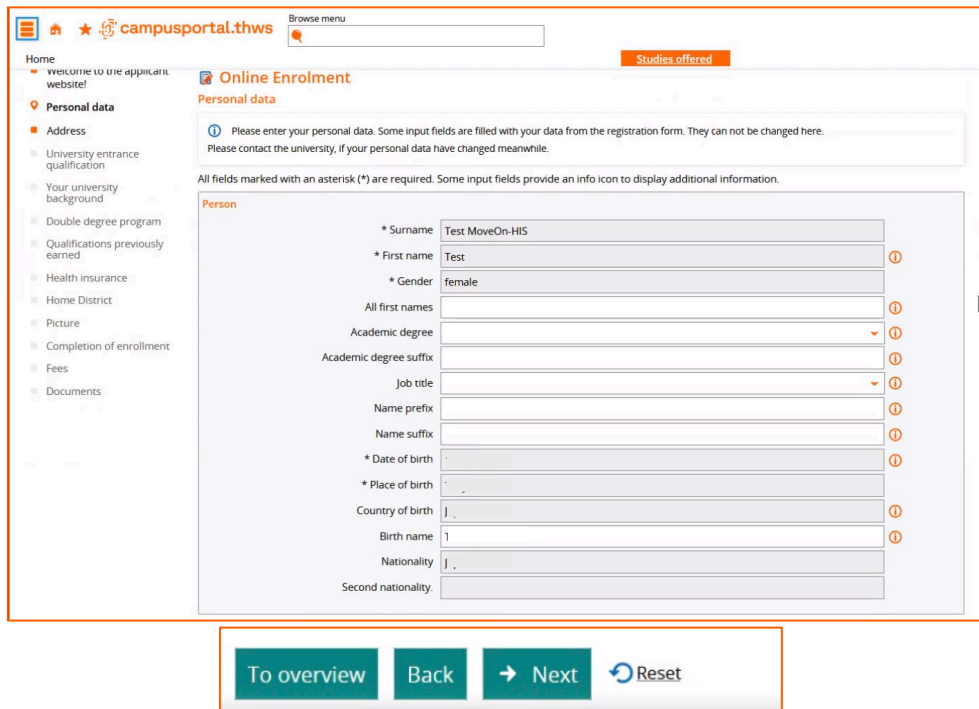
The screenshot shows the 'Application' page for the summer term 2026. It features a navigation bar with 'Home', 'Studies offered', and 'Application'. Below the navigation, there is an 'Inbox' section with a notification icon and a 'Help' link. The main content area is titled 'Submitted requests' and shows a table with one entry: 'Request #1' with a status of 'Admitted'. The table includes columns for 'semester', 'No admission restriction', and 'Status of requested subject: Admitted'. Below the table, there are three buttons: 'Request for enrolment' (highlighted with a mouse cursor), 'Show details', and 'Relinquish university place'. A notification at the bottom states: 'You can submit your enrolment until J'.

4. **Online Enrolment: Welcome to the applicant website:** Click the button „→Next“



The screenshot shows the 'Online Enrolment' page. It features a navigation bar with 'Home', 'Studies offered', and 'Application'. Below the navigation, there is a 'Welcome to the applicant website!' message. A sidebar on the left lists various sections: 'Personal data', 'Address', 'University entrance qualification', 'Your university background', 'Double degree program', 'Qualifications previously earned', 'Health insurance', 'Home District', and 'Picture'. The main content area contains a message: 'You have already decided on a degree program you have been granted admission. Now you need to complete your application by adding all the required information we need for your academic program.' Below this message, there are two buttons: 'To overview' and 'Next' (highlighted with a mouse cursor).

5. **Online Enrolment: Personal data:** You can see your personal data. You don't need to add anything. Click the button „→ Next“.

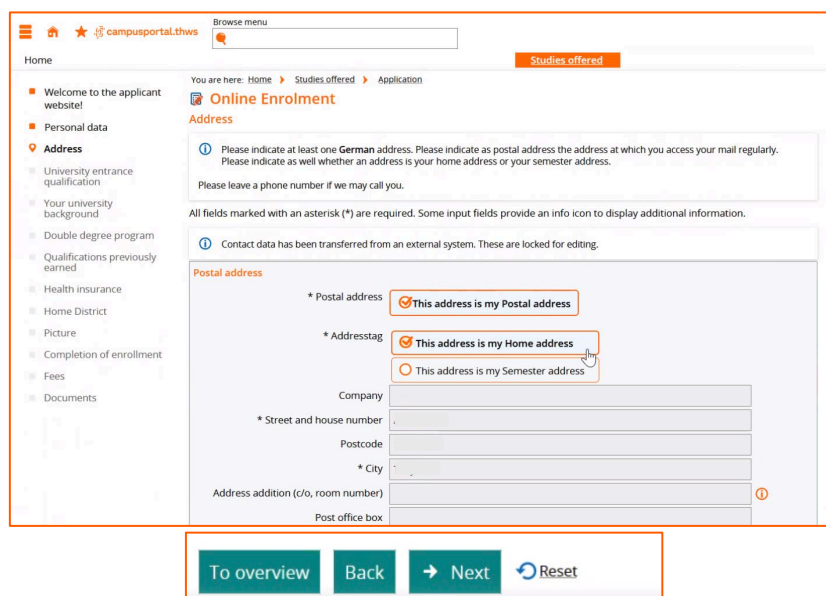


The screenshot shows the 'Online Enrolment' page for 'Personal data'. The form contains the following fields:

- * Surname: Test MoveOn-HIS
- * First name: Test
- * Gender: female
- All first names: (empty)
- Academic degree: (dropdown menu)
- Academic degree suffix: (empty)
- Job title: (dropdown menu)
- Name prefix: (empty)
- Name suffix: (empty)
- * Date of birth: (empty)
- * Place of birth: (empty)
- Country of birth: (dropdown menu)
- Birth name: (empty)
- Nationality: (dropdown menu)
- Second nationality: (empty)

At the bottom of the form, there are four buttons: 'To overview', 'Back', '→ Next', and 'Reset'. The '→ Next' button is highlighted with a red box.

6. **Online Enrolment: Address:** You can see your home address, click “This address is my Home address”.
- In case you already have a German semester address, click “+ New Address”. Select “This address is my semester address” And fill in your semester address
- Note:** if you don't have a semester address yet, don't worry, you can add it later.
- Click the button „→Next“.



The screenshot shows the 'Online Enrolment' page for 'Address'. The form contains the following fields:

- * Postal address: (empty)
- * Address tag: (empty)
- * Street and house number: (empty)
- Postcode: (empty)
- * City: (empty)
- Address addition (c/o, room number): (empty)
- Post office box: (empty)

At the bottom of the form, there are four buttons: 'To overview', 'Back', '→ Next', and 'Reset'. The '→ Next' button is highlighted with a red box.

* Postal address This address is my Postal address

* Adresstag This address is my Home address
 This address is my Semester address

Company

* Street and house number

* Postcode

* City

Address addition (c/o, room number) ⓘ

Post office box

* Country

Delete address

[To overview](#) [Back](#) [Next](#) [Reset](#)

7. Online Enrolment: University entrance qualification: Enter your entrance qualification.

- Choose Type of Entrance Qualification: “The higher education qualification was obtained by other means (**general higher** education qualification)”.
- Enter “**4.0**” for your average grade. The average grade is irrelevant. All exchange students must enter 4.0 as a default value.
- Year of University Entrance Qualification, fill in the year of your university entrance qualification (The university entrance qualification entitles you to study and is usually obtained through the school leaving certificate, e.g. from a high school or technical high school. A vocational qualification can also prove a university entrance qualification.)
- Click the button „→ **Next**“.

Home My Studies studies offered

Further information: [Site](#): /pages/online/enrolment/wizardpages/entranceQualificationPage.xhtml | [Flow](#): online/enrollments-flow | [State](#): entranceQualificationPage

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

Online Enrolment
University entrance qualification

ⓘ During application, you have already indicated the relevant data regarding your higher education entrance qualification. It is displayed here again for your information.
If you studied in the past subject to a higher education entrance qualification (Hochschulzugangsberechtigung, HZB) deviating from the one already indicated, please add the former one by clicking add higher education entrance qualification.
The official statistics demand indication of the higher education entrance qualification valid for your first studies.

All fields marked with an asterisk (*) are **required**. Some input fields provide an info icon to display additional information.

Entrance qualification

* Acquired in

Country

* Type of Entrance Qualification ⓘ

Average grade

* Year of University Entrance Qualification (UEQ)

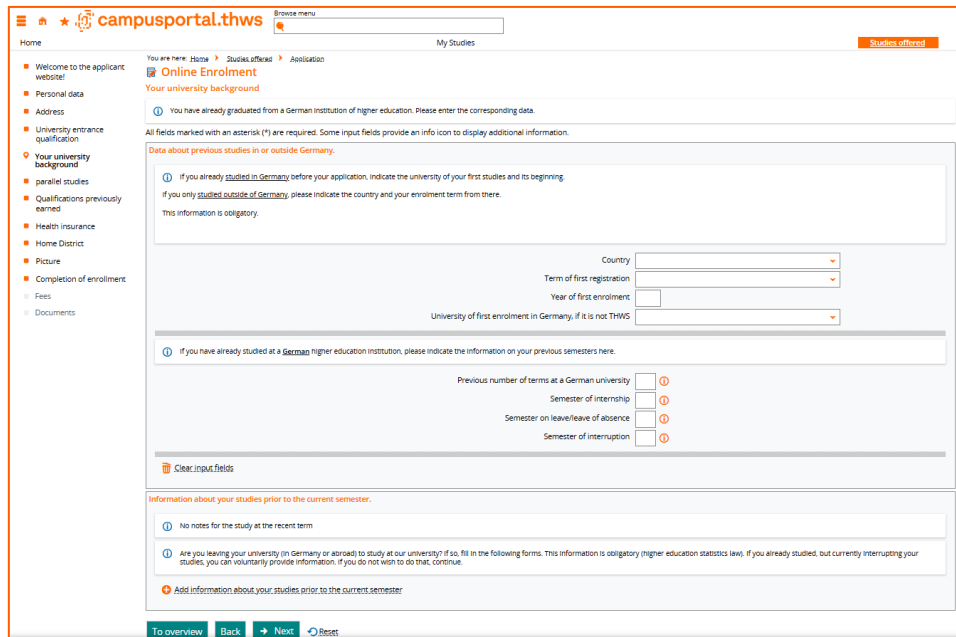
[Add entrance qualification](#)

[To overview](#) [Back](#) [Next](#) [Reset](#)

8. Online Enrolment: Your university background:

- **Data about previous studies in or outside Germany:** If you have studied at a university before (in or outside Germany), please enter the required information in the first section.
- **Information about your studies prior to the current semester:** Please don't add information about your studies prior to the current semester. This section should remain empty.

Then click the button "→ Next".

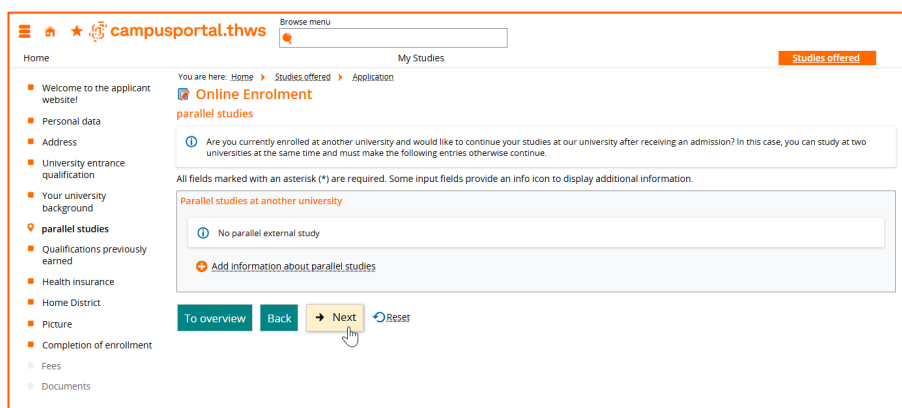


The screenshot shows the 'Your university background' section of the online enrolment portal. The page title is 'Online Enrolment' and the sub-section is 'Your university background'. There are two main sections:

- Data about previous studies in or outside Germany:** This section contains a text input field for 'You have already graduated from a German institution of higher education. Please enter the corresponding data.' Below this, there are instructions: 'All fields marked with an asterisk (*) are required. Some input fields provide an info icon to display additional information.' The form includes:
 - A dropdown menu for 'Country'.
 - A dropdown menu for 'Term of first registration'.
 - A text input field for 'Year of first enrolment'.
 - A dropdown menu for 'University of first enrolment in Germany, if it is not THWS'.
 - Four checkboxes with asterisks: 'Previous number of terms at a German university', 'Semester of internship', 'Semester on leave/leave of absence', and 'Semester of interruption'.
- Information about your studies prior to the current semester:** This section contains:
 - A text input field for 'No notes for the study at the recent term'.
 - A text input field for 'Are you leaving your university (in Germany or abroad) to study at our university? If so, fill in the following forms. This information is obligatory (higher education statistics law). If you already studied, but currently interrupting your studies, you can voluntarily provide information, if you do not wish to do that, continue.'
 - A button: 'Add information about your studies prior to the current semester'.

At the bottom of the form, there are navigation buttons: 'To overview', 'Back', 'Next', and 'Reset'.

9. Online Enrolment: parallel studies: Please do not fill in anything. Click directly the button „→ Next“.



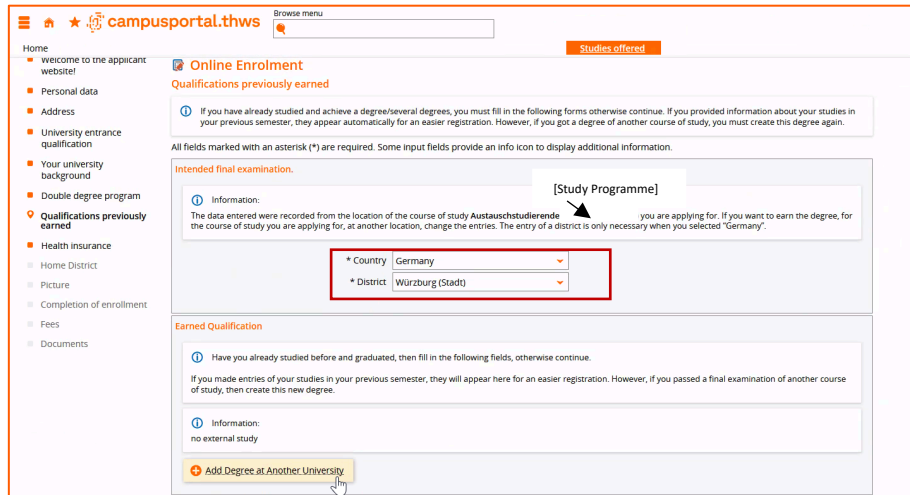
The screenshot shows the 'parallel studies' section of the online enrolment portal. The page title is 'Online Enrolment' and the sub-section is 'parallel studies'. There is one main section:

- Parallel studies at another university:** This section contains:
 - A text input field for 'No parallel external study'.
 - A button: 'Add information about parallel studies'.

At the bottom of the form, there are navigation buttons: 'To overview', 'Back', 'Next', and 'Reset'. A mouse cursor is pointing at the 'Next' button.

10. Online Enrolment: Qualifications previously earned:

- **Intended final examination:** The information of your study location is already filled in based on your study programme. Please do not change this information.



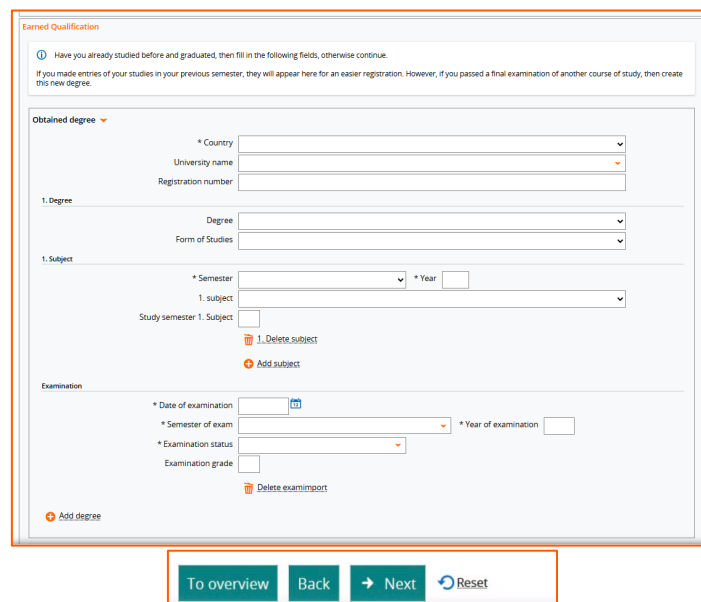
The screenshot shows the 'Online Enrolment' page. The 'Intended final examination' section contains the following information:

- Information: The data entered were recorded from the location of the course of study Austauschstudierende. If you are applying for a degree of another course of study, you must create this degree again.
- * Country: Germany
- * District: Würzburg (Stadt)

The 'Earned Qualification' section contains the following information:

- Information: no external study
- + Add Degree at Another University

- **Earned Qualification:**
 - If you already obtained a degree, please click on “+ Add Degree at Another University” and enter the information in the fields. E.g. if you are a Master’s student please enter your Bachelor’s degree.
 - If you have not obtained a degree yet, this section should remain empty. Click the button “→Next”.



The 'Earned Qualification' form contains the following sections and fields:

- Obtained degree:** * Country, University name, Registration number
- 1. Degree:** Degree, Form of Studies
- 1. Subject:** * Semester, * Year, 1. subject, Study semester 1. Subject, 1. Delete subject, + Add subject
- Examination:** * Date of examination, * Semester of exam, * Year of examination, * Examination status, Examination grade, Delete examination

At the bottom of the form, there are buttons: To overview, Back, Next, and Reset.

11. Online Enrolment: Health insurance:

IMPORTANT: You need a health insurance that is valid in Germany during your stay. You already received an email from welcome@thws.de with more information about the required health insurance.

- If you already have a health insurance for your stay in Germany, click **“liable to health insurance”** and fill in the fields.

Details for health insurance

* Status of insurance **liable to health insurance** ⓘ

exempted

* Insurance number available? **Yes, I already have an insurance number**

No, I do not have an insurance number

* Health insurance number ⓘ

Health insurance ⓘ

Other health insurance ⓘ

- If you still don't have a health insurance for your stay in Germany, click **“exempted”**.
- Note:** You need a health insurance before the semester begins.

campusportal.thws

Home

Online Enrolment

Health insurance

You must provide information about your health insurance according to the German Social Welfare Code (Sozialgesetzbuch V §199a Abs. 2). You are not permitted to enrol at German higher education institutions without health insurance.

You need to request the proof of student health insurance from your health insurance company prior to enrolment.

I have statutory health insurance in Germany:

Please contact your health insurance provider and let them know that you would like to enrol at the Technical University of Applied Sciences Würzburg-Schweinfurt (THWS). You do not need to do anything else. Your health insurance provider will send us a digital message, which we confirm and send back electronically. We cannot accept printed copies of confirmations of health insurance. Our number is H0001495.

I have private health insurance in Germany:

Please contact any statutory health insurance provider in Germany with your health insurance documents. Please inform the health insurance provider that you would like to enrol at the Technical University of Applied Sciences Würzburg-Schweinfurt (THWS), and would like to continue your private health insurance. You do not need to do anything else. The health insurance provider will send us a digital message confirming that you are exempt from the statutory health insurance obligation. We cannot accept your confirmation of membership in the private health insurance. Our number is H0001495.

You can find contacts of German statutory health insurance companies in step 5 on our website.

I do not have German health insurance:

Please contact any statutory health insurance provider in Germany with your health insurance documents. Please inform the health insurance provider that you would like to enrol at the Technical University of Applied Sciences Würzburg-Schweinfurt (THWS). You do not need to do anything else. The health insurance provider will send us a digital message confirming that you are exempt from the statutory health insurance obligation. We cannot accept printed copies of confirmations of health insurance. Our number is H0001495.

You can find contacts of German statutory health insurance companies in step 5 on our website.

All fields marked with an asterisk (*) are required. Some input fields provide an info icon to display additional information.

Details for health insurance

* Status of insurance liable to health insurance ⓘ

exempted

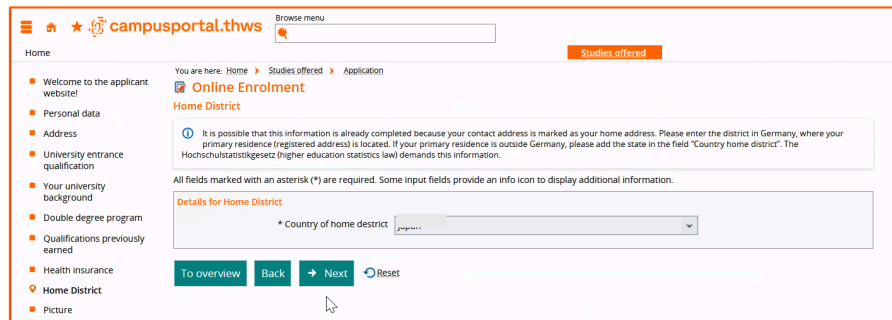
ⓘ Your insurance confirmation is not yet available.

[To overview](#) [Back](#) [Next](#) [Reset](#)

- Click the button **„→ Next“**.

12. Online Enrolment: Home District: You can see your home country.

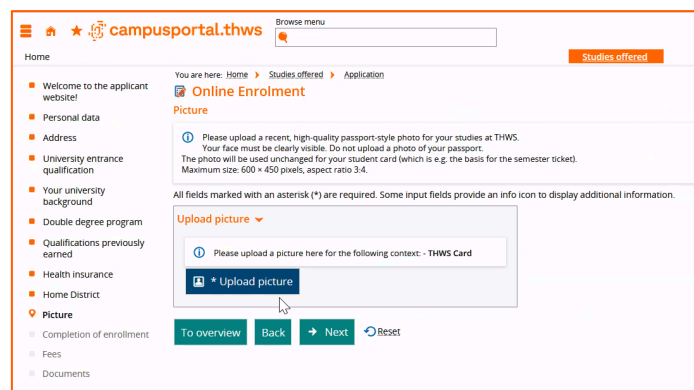
- Click the button „→ Next“.



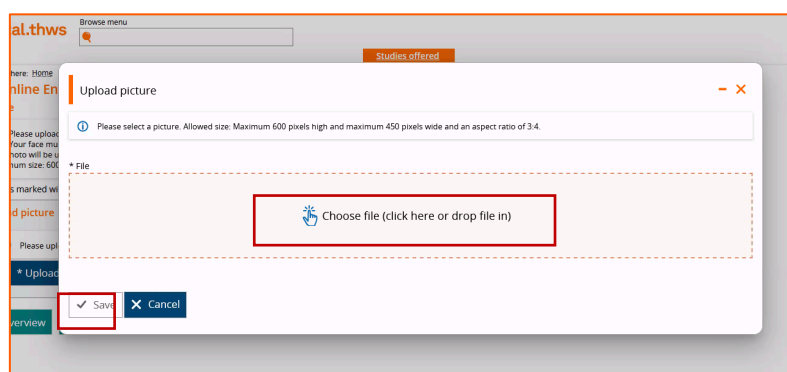
The screenshot shows the 'Home District' step of the online enrolment process. The page title is 'Online Enrolment' and the sub-section is 'Home District'. A message states: 'It is possible that this information is already completed because your contact address is marked as your home address. Please enter the district in Germany, where your primary residence (registered address) is located. If your primary residence is outside Germany, please add the state in the field "Country home district". The Hochschulstatistikgesetz (higher education statistics law) demands this information.' Below this, a dropdown menu is labeled '* Country of home district'. At the bottom, there are buttons for 'To overview', 'Back', 'Next', and 'Reset'.

13. Online Enrolment: Picture: Please upload a picture.

- Click the button “Upload a picture”. Important: the picture must be in a 3:4 ratio.
- Click the button “Save”.
- Click the button „→Next“.



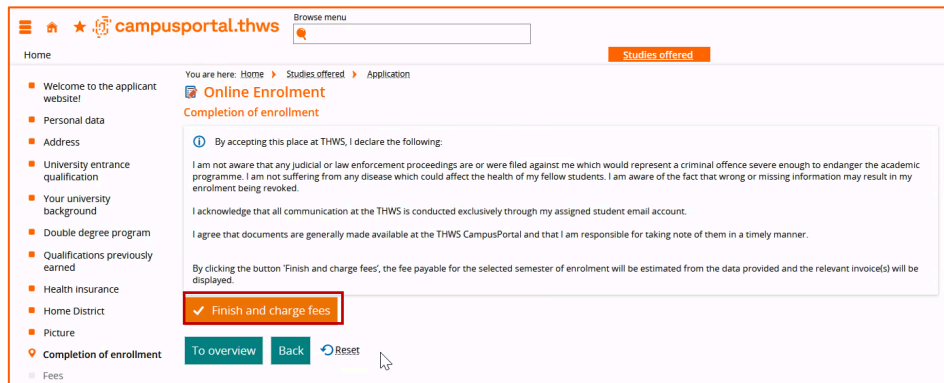
The screenshot shows the 'Picture' step of the online enrolment process. The page title is 'Online Enrolment' and the sub-section is 'Picture'. A message states: 'Please upload a recent, high-quality passport-style photo for your studies at THWS. Your face must be clearly visible. Do not upload a photo of your passport. The photo will be used unchanged for your student card (which is e.g. the basis for the semester ticket). Maximum size: 600 x 450 pixels, aspect: ratio 3:4.' Below this, there is a dropdown menu labeled 'Upload picture'. A button labeled '* Upload picture' is highlighted. At the bottom, there are buttons for 'To overview', 'Back', 'Next', and 'Reset'.



The screenshot shows the 'Upload picture' dialog box. The title is 'Upload picture'. The message states: 'Please select a picture. Allowed size: Maximum 600 pixels high and maximum 450 pixels wide and an aspect ratio of 3:4.' Below this, there is a dashed box containing a button labeled 'Choose file (click here or drop file in)'. At the bottom, there are buttons for 'Save' and 'Cancel'.

14. Online Enrolment: Completion of enrolment: Read the terms

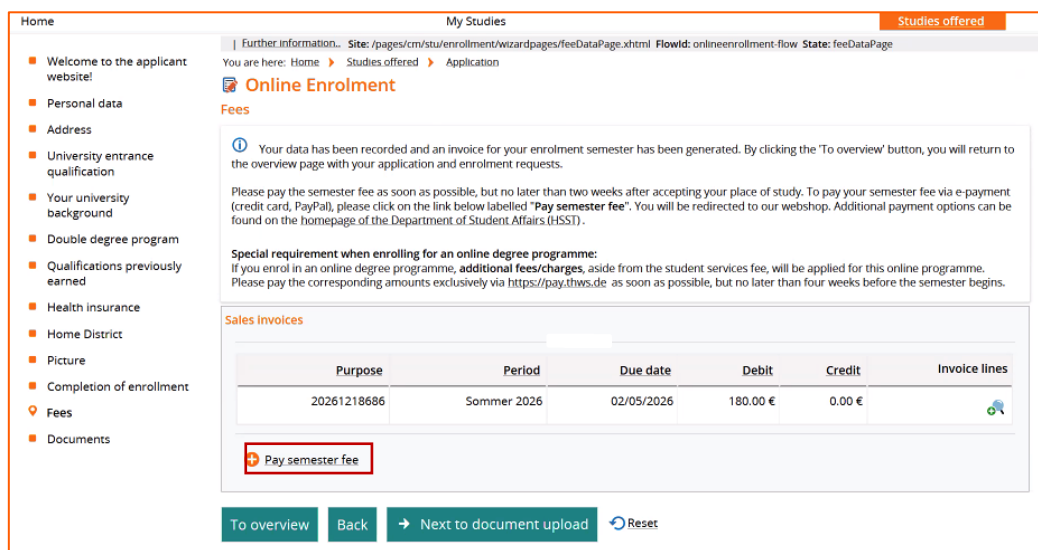
- Click the button **“Finish and charge fees”**.



You will receive an email with the subject line **“Status change on your application - Enrolment requested”**.

15. Online Enrolment: Fees: You can use e-payment to pay the required fees.

- Click **“Pay semester fee”**.
Afterwards, follow the on-screen payment instructions.
- Click the button **“Next to document upload”**.



In case you cannot pay now, you can also start the payment procedure under **My Studies** -> **Student Service** -> **tab "Payments**. This information is visible only after you logged out and logged in again. Please be aware of the payment deadline: **(for summer semester: 15 February; for winter semester: 15 August)**.

16. **Online Enrolment: Documents:** Please upload a scan of the first page of the passport which shows your photo. This upload is necessary for your enrolment to be processed.

- Click the button **“Yes”** in the pop-up window.
- Click the button **“To overview”**.

Further information: [See: page/onlineenrolment/cards/pages/documentDataPage.xhtml](#) [FlowId: onlineenrolment-flow](#) [Seite: documentDataPage](#)
You are here: [Home](#) > [Status/offer/aid](#) > [Application](#)

Online Enrolment

Documents

Upload documents

Please upload here the documents required for enrolment that you have not yet submitted (e.g. language certificate, certificate of pre-study internship). Please click [here](#) to find out which documents are required for enrolment in the selected degree programme.

Please note that the Department of Student Affairs will only be able to further process your documents to proceed with your enrolment after you have clicked the 'Submit documents' button. You can add notes to a document as a comment. It will be taken into account when checking the document. After completing the review of your documents, you will receive comments from us, if necessary, as status comments on the overview page of the THWS CampusPortal.

If some documents are still missing, you can submit them at a later date after checking the documents already submitted.

If you select 'Cache changed' because you need to interrupt the upload of several documents, for example, please note that these documents are then only stored in a clipboard. To submit these documents to us for checking, you must select 'Submit documents'.

Please note that this is the only way to submit documents until you are enrolled and that e-mails will not be considered.

All fields marked with an asterisk (*) are required.

Document Upload 1 Choose file (click here or drop in here, max 5 file or files)
[Add comment](#)

Document Upload 2 Choose file (click here or drop in here, max 5 file or files)
[Add comment](#)

Document Upload 3 Choose file (click here or drop in here, max 5 file or files)
[Add comment](#)

[Explanation of the document status](#)

[Save changes temporarily](#) [Submit enrolment documents](#)

[To overview](#) [Back](#) [Reset](#)

Once your enrolment documents have been submitted, it is no longer possible to make changes or submit further documents. Do you really want to hand in the documents now?

Yes No

te after checking the documents already submitted.

Thank you for finishing your request for enrolment!
Your Team THWS