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FAQ on the Application for Admission for Full or Partial Cross-Registered Students

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What is a full cross-registration?

- You are enrolled as a full-time student at another university and you start a full study program at Hamm-Lippstadt University of Applied Sciences in addition. → Participation in modules, exams, and all regular study procedures
- **Purpose**: to earn a second full degree

What is a partial cross-registration?

- You are enrolled at another university and take individual courses or modules at Hamm-Lippstadt University of Applied Sciences as a partial cross-registered student.
- Useful if certain courses are not offered at your home university.
- You may complete assessments/exams; these may be credited at your home university if applicable.
- Recognition should be clarified in advance with your home university.
- No degree is awarded by the second university.
- **Purpose**: to take individual modules that can potentially be credited at your home university.

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Do I have to meet any admission requirements?

- For exam-based coursework, the regular admission requirements of the study program apply:
  - **Bachelor**: open admission → a valid higher education entrance qualification is required
  - **Master**: subject-specific prerequisites must be met and may be reviewed
- Information on admission requirements for individual study programs: Study programs

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Is there a fee for cross-registration?

- First semester: **free**
- Each additional semester: **€100 fee**; payable at the start of the semester

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When do classes take place?

- Lecture hours: Monday to Friday between 8:00 a.m. and 6:00 p.m.
- Semester periods:
  - Summer: 1 March – 31 August
  - Winter: 1 September – 28/29 February
- Courses do not run for the entire semester but only during lecture periods
- Official lecture periods: hshl.de/all-semester-dates
- Modules are not offered every semester → check the module manual in good time

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Where do classes take place?

- Study programs are assigned to a campus:
  - **Hamm Campus**
  - **Lippstadt Campus**
- Example: business administration courses (BWL) are offered only in Lippstadt
- Information on the locations:
  - Hamm Campus
  - Lippstadt Campus

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How do I apply?

- Apply during the regular application period
    - **Full cross-registration:** apply via the HSHL online portal
    - **Partial cross-registration:** apply using the "Application for Admission as a Partial Cross-Registered Student" form (⇨ Download from the website)
        - ↳ Submit the application by email to: admission@hshl.de
- More info & portal access: Online-Application HSHL.
- Documents you must submit:
    1. Higher education entrance qualification
    2. Photo
    3. Current certificate of study from the university where you are primarily enrolled
    4. Current Transcript of Records

How long is the registration valid?

- **Full cross-registration:**
    - You must submit the current certificate of study from your home university at the start of each semester

    → Re-registration by timely payment of the semester fee
- **Partial cross-registration:**
    - Partial cross-registration is valid for **one semester only**

    → You must submit a new application form each semester

Where can I get more information?

- Student Services advising and opening hours: Student Services

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