Overview

The entire application procedure is completed online and all application documents are uploaded on the website. This document serves to guide you through the online application process.

Required Documents

- Original undergraduate diploma (bachelor’s or equivalent) or certified copy - if already available,
- Original undergraduate transcript of records or certified copy showing all courses and credits taken and all grades/marks obtained as well as the final/current overall average grade,
- If applicable: letter or certificate issued by your university, stating one of the following: registration, submission or completion of your final thesis, or expected graduation date,
- Your English proficiency test score
- An APS certificate (only for applicants who have studied in China, India or Vietnam)

New! From 1 November 2022, candidates who have studied in India do also need an APS certificate. It is however sufficient to submit it to the German embassy when applying for the visa and to the university when enrolling at the university. In this case please upload a document stating that you will present the APS certificate upon enrollment.

Make sure you have jpg or pdf files of these documents before starting with the online application. If you want to upload scanned documents, you’ll have to scan them in color.

Register online

- Go to the Campus Management – HISinONE website of the University of Freiburg: https://campus.uni-freiburg.de
- Change the language preference of the website to English by clicking on the following tab at the top right hand corner of the page

Select: Application > Self Registration
E-Mail verification

- After you registered successfully, you will receive an e-mail with a verification link. Please click on the verification link.
- After clicking on the verification link you will get to the start page of the application portal where you have to enter
  - the user name stated in the verification e-mail
  - the password you chose during the registration

Fill in the online application form

- Select: Start Application

- Enable email notifications if you wish to receive notifications by email (highly recommended).
• Select the semester in which you would like to start your studies and click on Start Application.
(Non EU nationals can apply from 1 November to 15 December for the coming summer semester and from 1 April to 31 May for the coming winter semester; EU nationals can apply from 1 November to 15 January for the coming summer semester and from 1 April to 15 July for the coming winter semester).

• Select Add an application

• Select your desired degree program

**Degree**: Master of Science
**Field of Study**: Informatik/Computer Science
(the other fields on this page will be filled automatically)
Previous university studies

- Please enter the study field of your bachelor’s, the name of the university or college at which you studied your bachelor’s, the start and end dates of your bachelor’s, and the type of bachelor’s degree.

- If you have already completed (or started) several degree programs or changed the university, please click on *Add Previous university studies* to enter an additional stage of your university career.

Current state of university degree

1. Please select the current state of your university degree.

2. Enter the degree and subject(s) you are studying, and the expected date of completion.

3. Name of University / Higher Education Institution and Country.

4. Grade according to the German grading system (if unknown, please enter 6) and grading scale (highest possible mark and minimum pass mark).

5. If you have been matriculated at Uni Freiburg in the past, please enter your matriculation number.

6. Upload the following documents (if you got more than one transcript of records or diploma certificate, please upload each of them in only one PDF or JPG file):
   - Current or final transcript of records
   - Translation of transcript of records, if required
1. Select the **current state of completion** of your degree. Then, the degree, study field and university name have to be entered once again, because this section only refers to your most recent or currently ongoing degree.

2. **Grade**: If you did not obtain your degree from a German university enter 0 in the field “*Final grade or current grade average according to the German grading system*”. In the next field you can enter your grade in the grading systems used at your university. For the third field under Grade, please indicate your grading scale, i.e. the range of grades used at your previous university. The highest grade should come first and the lowest grade should come after (e.g. 4.0 – 1.0).

3. **Upload**: After that, please upload your current or final transcript of records.

**Variation A: I have finished my previous studies and I can upload my diploma**

- In this case you will be led to a page where you need to upload your diploma.

**Variation B: I have finished my previous studies, but I have not received my diploma yet**

- In this case you need to upload an additional document (e.g. letter from examinations office) from your university confirming the completion of study and your final grade (if not included in your transcript)
Variation C: I have not finished my previous studies

- If you selected *I have not finished my previous studies* you will be led to this page:

  In this case you have to upload a confirmation from your university (letter from the examinations office or registry) of the following information, ONLY if not stated on your transcript of records:
  
  - Confirmation about the total number of credits obtained so far
  - Confirmation about the grading of the final thesis
  - Confirmation about the submission, declaration or registration of the final thesis

  If your university does not provide this kind of information it is also sufficient to upload (to one of these fields) a confirmation letter from the university stating your expected graduation date.

APS

- If you have a Chinese, Indian or Vietnamese degree, you need to upload your APS certificate. If you don’t have the APS certificate when applying, you have to upload a statement, saying that you will present the APS certificate upon enrollment.
English language proficiency

- The required English proficiency level for this program is C1. If your English proficiency level should be lower than C1, you will need a C1 level in German. Select a test you have taken, enter the test score and upload the score card.
- If you are a native English speaker, please select native speaker in the first two fields and upload a copy of your passport.

German language proficiency

German proficiency is only required if your English proficiency is lower than C1.

- If you don’t have any German proficiency or don’t know your CEFR level, just select none (in both fields!) and click next.
- If your English proficiency should be lower than C1, you will need to enter your German proficiency level here and upload a German language certificate.
1. **Selection – specialization:** Choose the specialization which interests you most (the choice is not binding).

2. **Other documents:** Here you can upload some optional application documents, such as a CV, motivation letter, recommendation letters, a GRE score etc. Please note that you can only upload **ONE** file. That means, if you want to upload several optional documents, you will have to merge them into one file.

3. Declare that all your statements are correct.

**Confirmation of your data**

- **Important!** Download the document *Confirmation of the applicant*, print it out and sign it. Scan and upload the signed form.
- We will not be able to process your application without the signed uploaded form.
Submit application

- You will now see a page with an overview of your application.
- **Scroll down** and make sure all your data and documents are correct.
- Confirm that your application is correct by checking the box and select *submit application*

![Submit application form]

Submitted applications

- Well done! You have successfully completed your application
- You can print a copy of your application for your own records by selecting the *pdf print data control sheet* tab

![Application data control sheet]

Further admission procedure

You do not have to send any documents by post or e-mail.

Once the coordinator has reviewed your online application, she will confirm whether it is complete.

The admissions committee usually meets 4-5 weeks after the application deadline. You will be informed about the result of your application by e-mail at latest a week after the meeting of the admissions committee.

If you should have any questions or doubts, please feel free to contact studienkoordination@tf.uni-freiburg.de.