

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.

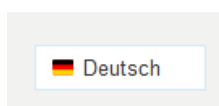
Required Documents

- Your undergraduate **diploma** (bachelor's or equivalent), if already available,
- Your undergraduate **transcript of records** 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
- A **curriculum vitae** or résumé
- An APS certificate (only for applicants who have studied in China or Vietnam)

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 scrolling down and clicking on the following tab at the bottom right hand corner of the page

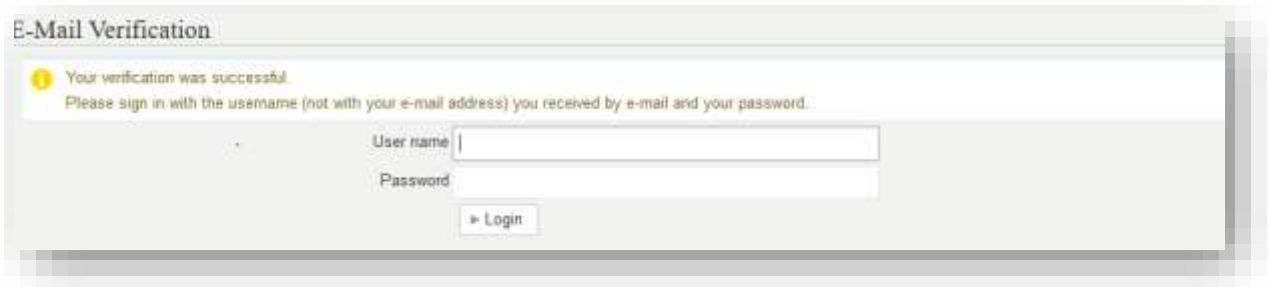


- Select: Application > Self Registration



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



E-Mail Verification

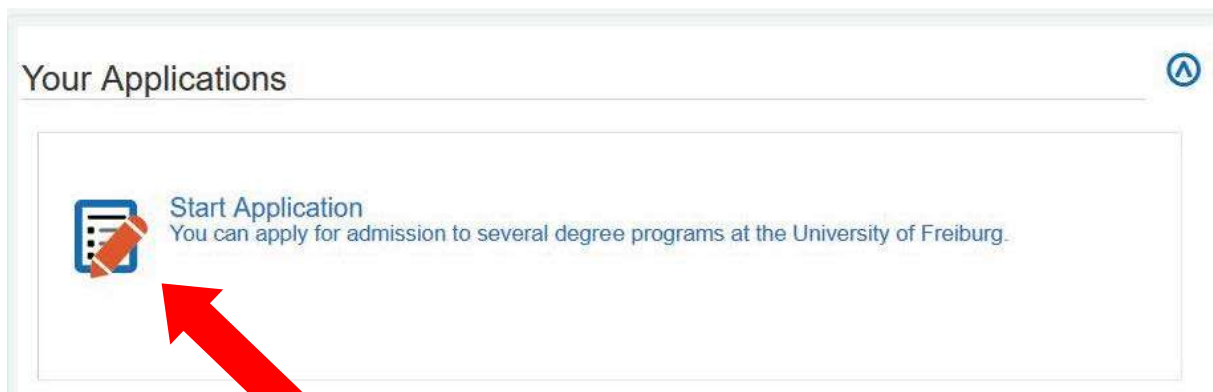
! Your verification was successful.
Please sign in with the username (not with your e-mail address) you received by e-mail and your password.

User name


Password

Fill in the online application form

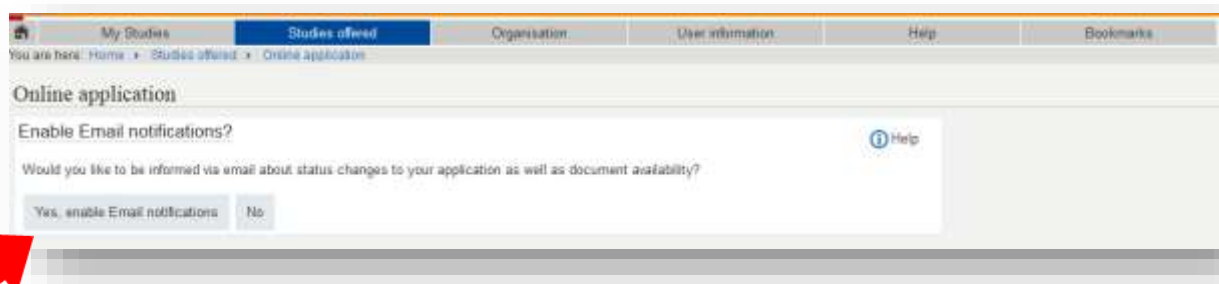
- Select: Start Application



Your Applications

 **Start Application**
You can apply for admission to several degree programs at the University of Freiburg.

- Enable email notifications if you wish to receive notifications by email (Highly recommended).



My Studies | **Studies offered** | Organisation | User information | Help | Bookmarks

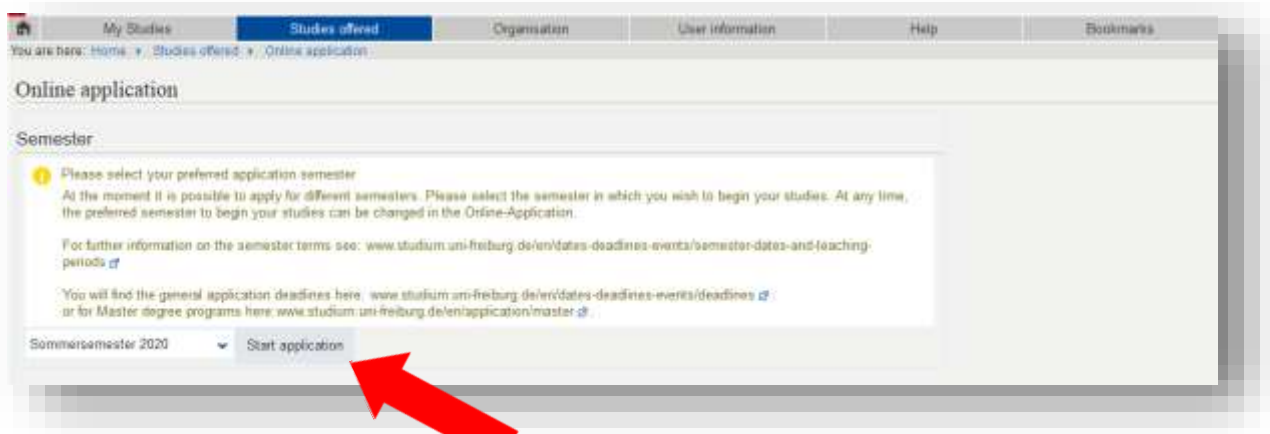
You are here: Home > Studies offered > Online application

Online application

Enable Email notifications? [Help](#)

Would you like to be informed via email about status changes to your application as well as document availability?

- 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 15 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: Embedded Systems Engineering
 (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.

The screenshot shows the 'Previous university studies' section of an online application. The page title is '1. Request: Master of Science, Embedded Systems Engineering, Hauptfach, PO 2012'. Below the title, there is a section for 'Previous university studies (Master of Science, Embedded Systems Engineering, Hauptfach, PO 2012 1. FS)'. The form contains several input fields: 'Study course', 'University or college', 'Studies from' (with a note that the value must be month/year in MM/YYYY format, e.g., 08/2015), 'to', 'Degree', and 'Other'. There are also 'Back' and 'Next' buttons at the bottom of the form.

- 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

The screenshot shows the 'Current state of university degree' section of an online application. The page title is '1. Request: Master of Science, Embedded Systems Engineering, Hauptfach, PO 2012'. Below the title, there is a section for 'Current state of university degree (Master of Science, Embedded Systems Engineering, Hauptfach, PO 2012 1. FS)'. The form contains several input fields and sections:

1. 'Current state of university degree' (dropdown menu)
2. 'Please name the degree and subject(s) you study/studied' (text input), '(Expected) date of completion' (text input), 'Name of University / Higher Education Institution' (text input), and 'Country' (dropdown menu).
3. 'Grade' section with three input fields: 'Final grade or current grade average according to the German grading system (0 = not applicable or grade not yet available)', 'Final Grade or current grade average in an international grading system if applicable', and 'Please add the grading scale of your international grading system from the highest possible mark to the minimum pass mark'.
4. 'Please upload the following documents here!' section with four document upload areas, each with a 'Durchsuchen...' button and a 'Keine Datei ausgewählt.' message:
 - Current or final Transcript of Records including a course list with the corresponding grades (The document must be in German, English or French. Otherwise, please upload additionally an officially certified translation into German or English below).
 - Translation of current or final Transcript of Records including course list with corresponding grades - ONLY if the original Transcript of Records is not in German, English or French!
 - Original diploma certificate if available (The document must be in German, English or French. Otherwise, please upload additionally an officially certified translation into German or English below).
 - Translation of current or final diploma certificate - ONLY if the original diploma certificate is not in German, English or French!

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 and (if available) your diploma.

Variation A: Previous studies have been finished, diploma has been issued

- In this case you have to upload your transcript of records AND your diploma.

Variation B: Previous studies have been finished, but the diploma has not been issued 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)

My Studies | **Studies offered** | Organisation | User information | Help | Bookmarks

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Online application

1. Request: Master of Science, Embedded Systems Engineering, Hauptfach, PO 2012 [Go to overview](#)

Previous study has been finished but the diploma hasn't been issued yet - further documents (upload): (Master of Science, Embedded Systems Engineering, Hauptfach, PO 2012 1. FS)

⚠ If you do not obtain a diploma, you must upload the following documents:

Confirmation from the university confirming the completion of the study programme and the final grade (if not stated in the transcript of records)

⚠ No documents found

Variation C: Previous studies have not been finished yet

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

My Studies | Studied offered | Organization | User information | Help | Bookmarks

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Online application

1. Request: Master of Science; Embedded Systems Engineering, Hauptfach, PO 2012 [Go to overview](#)

Previous studies have not been finished yet – further documents: (Master of Science, Embedded Systems Engineering, Hauptfach, PO 2012 1. FS)

1 If you have not completed your previous studies yet, please upload the following documents, **ONLY** if not stated in the transcript of records

Confirmation from the university about the total number of credits obtained so far (if not stated in the transcript of records) Keine Datei ausgewählt.

1 No documents found.

Confirmation from the university about the grading of the final thesis (if applicable and if not stated in the transcript of records) Keine Datei ausgewählt.

1 No documents found.

Confirmation from the university about submission, declaration or registration of the final thesis (if applicable and if not stated in the transcript of records) Keine Datei ausgewählt.

1 No documents found.

- 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 or Vietnamese degree, you need to upload your APS certificate.

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.
- If you are a native English speaker, please select *native speaker* in the first two fields and upload a copy of your passport.

The screenshot shows an online application form for the Master of Science program in Embedded Systems Engineering. The form is titled "English Language skills (with upload)" and includes a dropdown menu for the CEFR level, a list of certified proof options (TOEFL, IELTS, etc.), and a file upload section for a language certificate. The "Language certificate" field is currently empty, showing "Keine Datei ausgewählt".

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.

The screenshot shows an online application form for German language skills. It includes a dropdown menu for the CEFR level, a list of officially authenticated language certificates (such as "deutsches Sprachdiplom", "telc C1 Hochschule", etc.), and a file upload section for a language certificate. The "Language certificate" field is currently empty, showing "Keine Datei ausgewählt".

Other Application Documents

The screenshot shows a web interface for uploading documents. It is divided into three sections, each with a red box containing a number:

- 1.** A section titled "Now please upload the following documents:" with a sub-label "* Curriculum vitae or resumé". It contains a file selection button "Datei auswählen" and the text "Keine ausgewählt".
- 2.** A section titled "Other documents (optional), for example recommendation letter, motivation letter, GRE score, ranking certificate." It contains a file selection button "Datei auswählen" and the text "Keine ausgewählt".
- 3.** A section titled "Declaration by the applicant:" with a sub-label "* I declare that all statements concerning study periods and degrees are correct:". It contains a dropdown menu.

At the bottom, there are "Back" and "Next" buttons.

1. **Upload CV:** The following field is to upload your CV (mandatory).
2. **Other documents:** Here you can upload some optional application documents, such as a 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.

The screenshot shows the "Confirmation of your data" step in the application process. It includes the following elements:

- Page title: "Online application"
- Step indicator: "1. Request, Master of Science, Embedded Systems Engineering, Hauptfach, PO 2012" with a "Go to overview" link.
- Section title: "Confirmation of your data (Master of Science, Embedded Systems Engineering, Hauptfach, PO 2012 1. FS)"
- Instruction: "Please download the following document: [Confirmation of the applicant \(PDF\)](#)" with a red arrow pointing to the link.
- Instruction: "and carry out the following steps:" followed by a list: "print", "fill", "sign", "scan", "upload".
- File selection: "* Upload signed form" with a "Durchsuchen..." button and the text "Keine Datei ausgewählt".
- Footer: "No documents found" and "Back" / "Next" buttons.

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***



Confirm statements and submit application form for admission

I hereby confirm that the data entered is correct.

Back Submit application

A red arrow points to the checked checkbox.

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



Submitted applications Help

Application Application status: submitted

Master of Science (M. Sc.), Embedded Systems Engineering, Major Field, PO 2012, 1. subject related semester With special prerequisites for admission Status: submitted

[Print data control sheet \[PDF\]](#) [Show details](#) [Cancel and edit application](#) [Cancel application](#)

A red arrow points to the 'Print data control sheet [PDF]' link.

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.