

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.

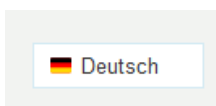
Required Documents

- 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

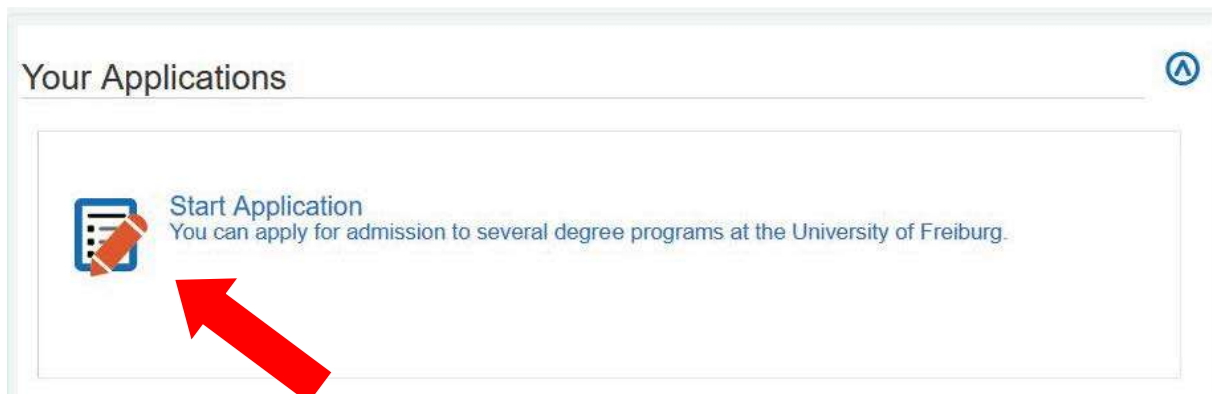


E-Mail verification

- 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

Fill in the online application form

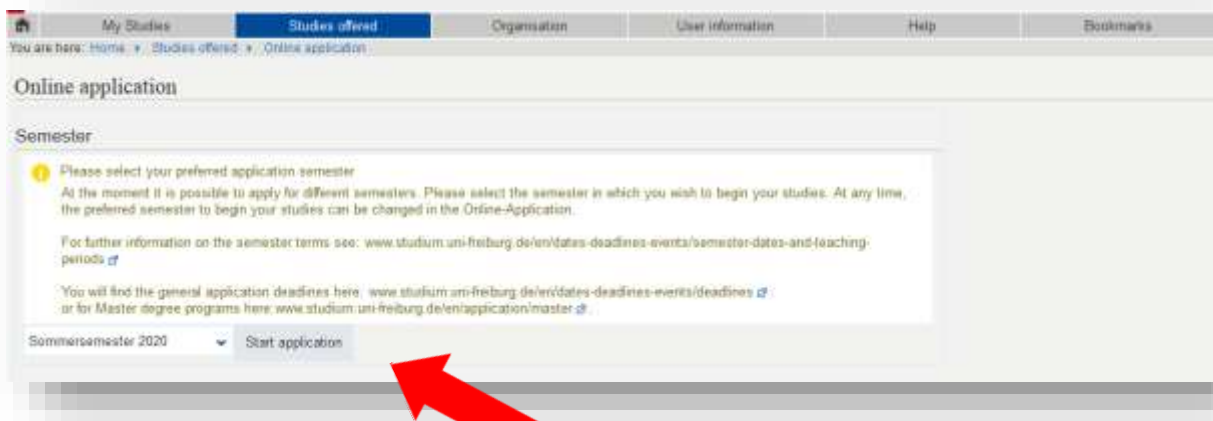
- Select: Start Application



- 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).



The screenshot shows the 'Online application' page with a navigation bar at the top containing 'My Studies', 'Studies offered', 'Organisation', 'User information', 'Help', and 'Bookmarks'. Below the navigation bar, there is a breadcrumb trail: 'You are here: Home > Studies offered > Online application'. The main heading is 'Online application'. Underneath, there is a section titled 'Semester' with a dropdown menu currently set to 'Sommersemester 2020'. To the right of the dropdown is a button labeled 'Start application'. A red arrow points from the bottom right towards this button. Above the dropdown, there is a yellow information box with a question mark icon, containing instructions to select a preferred application semester and links for further information.

- Select Add an application



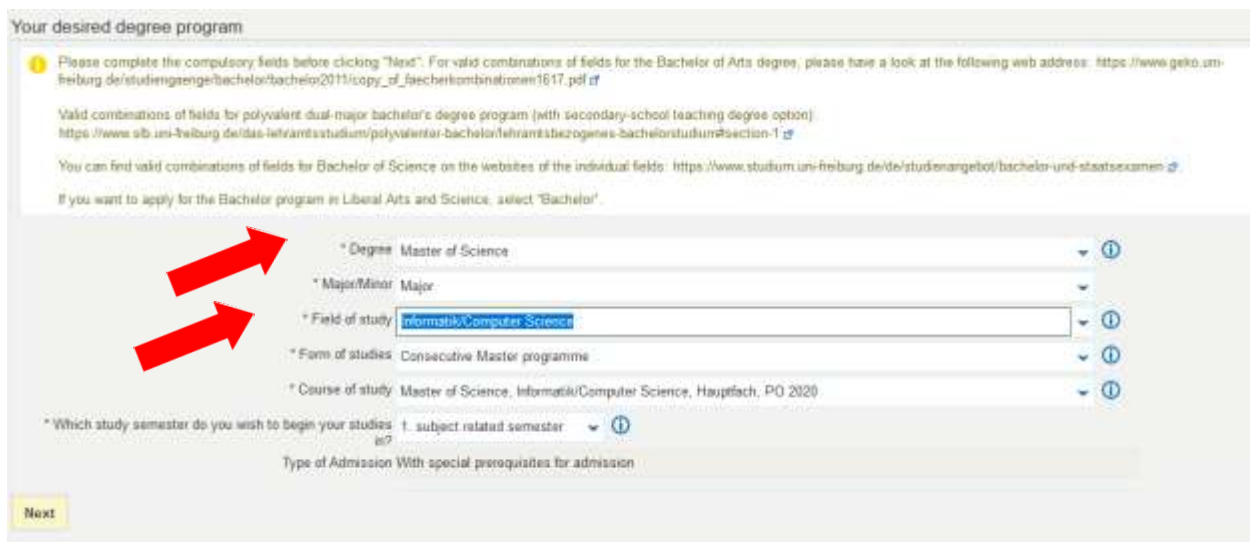
The screenshot shows the 'Online application' page with the same navigation bar. Below the navigation bar, there is a breadcrumb trail: 'You are here: Home > Studies offered > Online application'. The main heading is 'Online application'. Underneath, there is a section titled 'Application in progress' with a 'Help' icon. Below this, there is a yellow information box with a question mark icon, containing instructions to click on 'Add an application' and to select the semester if already applied for a previous semester. Below the information box is a yellow button labeled 'Add an application'. A red arrow points from the left towards this button.

- 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)



The screenshot shows the 'Your desired degree program' page with a yellow information box at the top containing instructions to complete compulsory fields and links for valid combinations of fields. Below the information box, there are several dropdown menus: '* Degree' set to 'Master of Science', '* Major/Minor' set to 'Major', '* Field of study' set to 'Informatik/Computer Science', '* Form of studies' set to 'Consecutive Master programme', and '* Course of study' set to 'Master of Science, Informatik/Computer Science, Hauptfach, PO 2020'. Below these dropdowns is a dropdown for '* Which study semester do you wish to begin your studies?' set to 'subject related semester'. At the bottom left is a yellow button labeled 'Next'. Two red arrows point from the left towards the 'Degree' and 'Field of study' dropdowns.

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 request is for a 'Master of Science, Informatik/Computer Science, Hauptfach, PO 2020'. The form includes fields for:

- * Study course
- * University or college
- * Studies from (with a note: 'value must be month/year (MM/YYYY) for example 08/2015')
- * to
- * Degree (with a dropdown menu)
- Other

 There is a 'Go to preview' link and a 'Back Next' button at the bottom.

- 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 the online application. The request is for a 'Master of Science, Informatik/Computer Science, Hauptfach, PO 2020'. The form includes fields for:

- * Current state of university degree (annotated with a red box '1.')
- * Please name the degree and subject(s) you study/studied (Expected) date of completion (annotated with a red box '2.')
- * Name of University / Higher Education Institution
- * Country
- Grade (annotated with a red box '3.')
- * Final grade or current grade average according to the German grading system (if not applicable or grade not (yet) available)
- * Final Grade or current grade average in an international grading system if applicable
- Please add the grading scale of your international grading system from the highest possible mark to the minimum pass mark
- Please upload the following documents here!
 - 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)
 - * Current or final Transcript of Records: Keine Datei ausgewählt.
 - No documents found.
 - 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.
 - Translation of Transcript of Records, if required: Keine Datei ausgewählt.
 - No documents found.
 - 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)
 - Original diploma certificate, if available: Keine Datei ausgewählt.
 - No documents found.
 - Translation of current or final diploma certificate – ONLY if the original diploma certificate is not in German, English or French.
 - Translation of current or final diploma certificate, 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 and (if available) your diploma.

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

- In this case you can just 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)



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:

Online application

1. Request: Master of Science, Informatik/Computer Science, Hauptfach, PO 2020 [Go to overview](#)

Previous studies have not been finished yet – further documents (Master of Science, Informatik/Computer Science, Hauptfach, PO 2020 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

[Back](#) [Next](#)

- 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 titled "English Language skills (with upload) (Master of Science, Informatik/Computer Science, Hauptfach, PO 2020 1 FS)". The form includes a dropdown menu for "Level of proficiency according to the Common European Reference Frame (CEFR)" and another for "Certified proof of language proficiency (multiple choice is possible)" with options: TOEFL (internet-based), TOEFL (computer-based), TOEFL (paper-based), IELTS, and OOPT. There is also a text field for "Other (if not listed above)" and a "Test result" field. A section for document uploads shows a "Language certificate" field with a "Durchsuchen..." button and the text "Keine Datei ausgewählt." Below this, it says "No documents found." At the bottom, there are "Back" and "Next" buttons.

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 titled "German proficiency (Master of Science, Embedded Systems Engineering, Hauptfach, PO 2012 1 FS)". It includes a dropdown menu for "Level" currently set to "none" and another for "Officially authenticated language certificates" with options: USU - deutsches Sprachdiplom der Kultusministerkonferenz, telc C1 Hochschule, German higher education entrance qualification, Other, Native Language, and none. There is also a text field for "Other language certificate (if not listed above)" and a "test result / grade" field. A section for document uploads shows a "Language certificate" field with a "Durchsuchen..." button and the text "Keine Datei ausgewählt." Below this, it says "No documents found." At the bottom, there are "Back" and "Next" buttons.

Other Application Documents

The screenshot shows a web form for uploading application documents. It is divided into three main sections, each highlighted with a red box and a number:

- 1.** A section for uploading the Curriculum vitae or resume. It contains a text input field with a "Datei auswählen" button and the text "Keine ausgewählt".
- 2.** A section for uploading other documents (optional), such as recommendation letters, motivation letters, GRE scores, or ranking certificates. It includes a text input field with a "Datei auswählen" button and "Keine ausgewählt", a "No documents found" message, and a "How did you hear about this program?" dropdown menu.
- 3.** A section for a declaration by the applicant, with a text input field containing the text: "* I declare that all statements concerning study periods and degrees are correct." Below the form 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" page in the application system. The page title is "Confirmation of your data (Master of Science, Informatik/Computer Science, Hauptfach, PO 2020 1. FS)". It contains the following information:

- A message: "Please download the following document: [Confirmation of the applicant \(PDF\)](#)". A red arrow points to this link.
- A list of steps: "and carry out the following steps:" followed by a bulleted list: "• print", "• fill", "• sign", "• scan", "• upload".
- A text input field for uploading the signed form, with a "Durchsuchen..." button and "Keine Datei ausgewählt".
- A "No documents found" message.
- "Back" and "Next" buttons at the bottom.

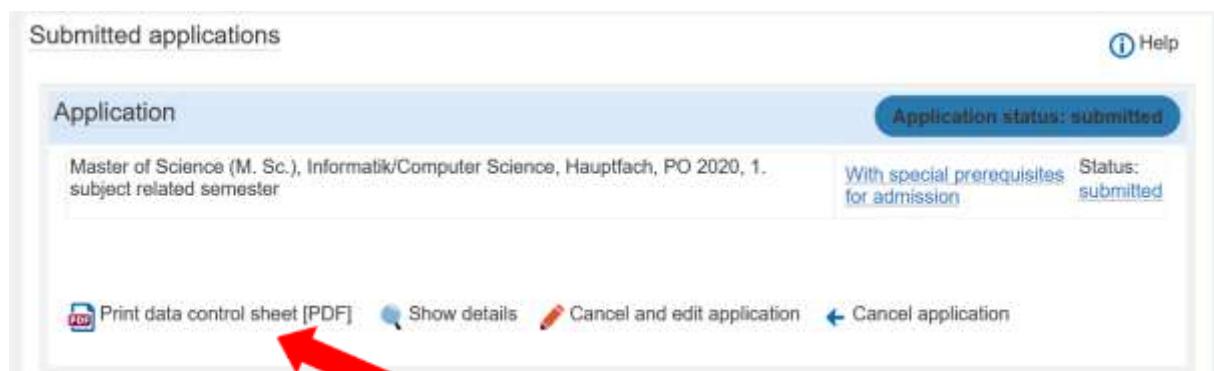
Submit application

- 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**



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



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.