## 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
- A curriculum vitae or résumé (optional, but maybe helpful)
- An APS certificate (only for applicants who have studied in China, India or Vietnam)

If you want to upload additional documents (e.g. GRE score, GATE score, syllabus, statement of purpose, recommendation letter), please merge them into one pdf and upload it under "further documents".

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**.

## 1. 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 > Registration
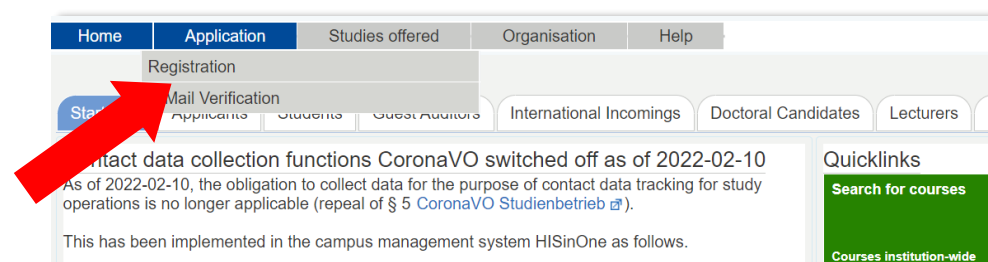
Read the introduction and click OK:

Do you already have an application-account or UniAccount?

If you have already applied to Albert-Ludwigs-Universität Freiburg and the last use of your account was less than a year ago or you are already enrolled at Albert-Ludwigs-Universität Freiburg, please do not complete another online registration:

- If you have an active application account at the Albert-Ludwigs-University (typically: "Given name.Surname"), you can apply directly after registering with the system under **Studies offered | Online application**.
- Registered students of the Albert-Ludwigs-Universität can apply directly for another course of study with their UniAccount ⧉ UniAccount (typically "xy1234") in the role Studying under **Studies offered | Online application**.

All other groups of people automatically receive an application account after self-registration: School leavers, students from other universities, guest students, future doctoral students, students registered at the Albert-Ludwigs-Universität who are not enrolled, former students of the Albert-Ludwigs-Universität. The application account will be sent to them automatically after self-registration. **Important: if you already have an active application account, a new registration is not possible.**

**Please do not try to register more than once!** Multiple registrations lead to errors.

Application data is regularly deleted by the Albert-Ludwigs-University for data protection reasons (typically twice a year). Application accounts and master data are also automatically deleted 1 year after the last use of the account. If you can log in with your application account, your account is still active. If you have forgotten the password of your application account, please use the function Lost login data? Forgotten password for students with UniAccount works via myAccount ⧉.

[ ✓ OK ]  [ ✕ Cancel ]

Enter your personal details and contact information, select a password, reply to the security question, accept the privacy policy and click on "Register":

**Personal data**

| | |
|---|---|
| * Surname | |
| * Given name | |
| * Gender | ▼ |
| * Date of birth (mm/dd/yyyy) | mm/dd/yyyy 📅 ⓘ |
| * Place of birth | |
| Country of birth | ▼ |
| Different surname of birth | |
| * Nationality | ▼ ⓘ |
| 2. Nationality | ▼ |

**Contact information**

| | |
|---|---|
| * Country | Germany ▼ |
| Additional address information | ⓘ |
| * Street and number | ⓘ |
| * Postcode | |
| * City | ⓘ |
| Phone | +49 123 4567890 ⓘ |
| Mobile Phone | +49 123 4567890 ⓘ |
| * E-mail | |
| * Repeat e-mail | |

**Password**

ⓘ Your password must be at least 10 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 t

| | |
|---|---|
| * Password | 👁 ⓘ |
| * Repeat password | 👁 ⓘ |

**Security question**

ⓘ In order to ensure that the request was made by a person and not by a spam machine, please enter the letters or numbers from the query below in the answer field.

| | |
|---|---|
| Security question (Captcha) | **Count the letters in: DOBBIN** ⟳ |
| * Response to the security question | ⓘ |

**Data privacy policy**

☑ * I have read and accept the data privacy policies listed at the beginning of this page.
→ To the data privacy policies.

[ Register ]

## 2. 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 | |

▶ Login

## 3. Fill in the online application form

- Select: Applicants

Choose your portal - applicant ▼

📄 **Applicants**
You want to study and to apply for a study place. This is the right page. >

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

### Application : e-mail notifications and consents
Fields marked with * are mandatory.

**Enable e-mail notifications?**

You will receive updates about your application or the provision of new documents by e-mail.

The e-mail notifications will provide updates about the status of your application and further details. You will be informed about deadlines.

Would you like to be informed about changes concerning your application and studies by e-mail?
Additional information...

* Enable e-mail notifications?

◯ Yes, enable e-mail notifications

◯ No, I inform myself independently

Save selection

**Semester**

- 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 15 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 15 April to 15 July for the coming winter semester).

**Semester**

ⓘ Please select your preferred application semester

At the moment it is possible to apply for different semesters. Please select the semester in which you wish to begin your studies. At any time, the preferred semester to begin your studies can be changed in the Online-Application.

For further information on the semester terms see here ⧉

You will find the general application deadlines here ⧉
or for Master degree programs here ⧉

* Semester  [ winter semester 2025/26  ▾ ]

[ Start application ]

- Select *Add an application*

**Application in progress**                                                    ⓘ Help

ⓘ To apply to the University of Freiburg, click on "Add an application." Fields marked with * are mandatory.
   If you have already applied for a previous semester please select the semester that you are now applying for, **on the top of this page**.

ⓘ Chosen application term: **winter semester 2025/26**

[ ⊕ Add an application ]

- Select your desired degree program

  > *Degree*: Master of Science
  > *Field of Study*: Informatik/Computer Science
  > *Which study semester do you wish to begin your studies in*: 1. Subject related semester
  > (the other fields on this page will be filled automatically)

| * Degree | Master of Science | ▾ ⓘ |
|---|---|---|
| * Major/Minor | Major | ▾ |
| * Field of study | Informatik/Computer Science | ▾ ⓘ |
| * Course of study | Master of Science, Informatik/Computer Science, Hauptfach, PO 2020 | ▾ ⓘ |
| * Which study semester do you wish to begin your studies in? | 1. subject related semester  ▾ ⓘ | |
| Type of admission | With special prerequisites for admission | |

[ → Next ]

**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.

**University degree qualifying for admission to the master's programme**



1. In the first drop down menu, please 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 second (e.g. 4.0 – 1.0). Under total number of credits required for graduation please enter the total number of credits needed at your university to complete the degree.

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

### *Variation A: Degree has been completed and the degree certificate is available - further documents*

In this case you will be led to a page where you need to upload your diploma and (if the diploma is not in English or German) a translation of the same.

**I have finished my previous studies and I can upload my diploma - further documents**

| | |
|---|---|
| * Original diploma certificate | Upload file (click here or drop in here, max 1 file or files) ⓘ |
| Translation of current or final diploma certificate, if required | Upload file (click here or drop in here, max 1 file or files) ⓘ |

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### *Variation B: Degree has been completed but the degree certificate has not been issued yet – further documents:*

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)

**Degree has been completed but the degree certificate has not been issued yet – further documents:**

ⓘ If the degree certificate has not been issued yet, please upload the following document(s):

| | |
|---|---|
| Confirmation from the university that the degree was completed, stating the final grade (if not stated in the transcript of records) | Choose file (click here or drop in here, max 1 file or files) |

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### *Variation C: Degree has not yet been completed*

If you selected ***Degree has not yet been completed*** you will be led to this page:

**Degree has not yet been completed – further documents:**

ⓘ  If you have not completed the degree yet, please upload the following documents instead of the degree certificate, **ONLY if not stated in the transcript of records**:

Confirmation from the university, including grades and informa-
tion on credits acquired (if not stated in the transcript already
provided)

🖑 Choose file (click here or drop in here, max 1 file or files)

ⓘ  and

Confirmation from the university of the grade of the final thesis
(if not stated in the transcript already provided)

🖑 Choose file (click here or drop in here, max 1 file or files)

ⓘ  or

Alternatively the confirmation of the university of the submission
or at least the registration of the final thesis or the expected
completion date of the degree programme (if not stated in the
transcript already provided)

🖑 Choose file (click here or drop in here, max 1 file or files)

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- 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 registration, grading or submission of the final thesis

If your university does not provide this kind of information it is also sufficient to upload a confirmation letter from the university stating your expected date of completion.

**APS**

- If you have a Chinese, Indian or Vietnamese degree, you need to upload your APS certificate. The APS certificate has to be uploaded at latest by the end of the application period.
- 

**APS**

ⓘ  Please upload your APS document here.
The APS certificate must be submitted by the application deadline.

* APS   🖑 Choose file (click here or drop in here, max 1 file or files)

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### English language skills (with upload)

- 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 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.

## Other Application Documents + Curricula



1. For applicants from India only: Please enter the name of your college.
2. **Selection – specialization:** Choose the specialization which interests you most (the choice is not binding).
3. **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.
4. **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.
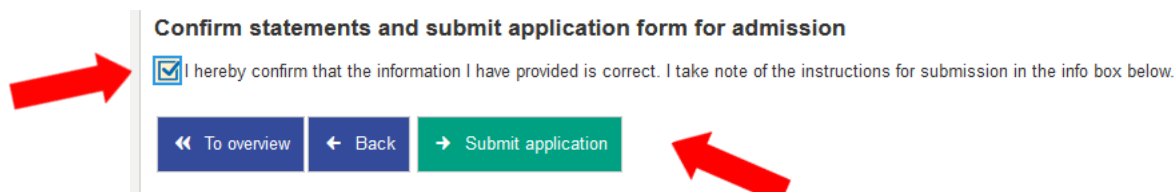
## Submit application

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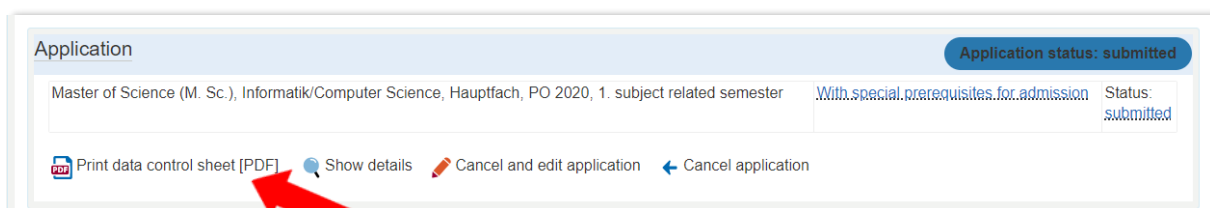


## Submitted applications

- 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.

The admissions committee usually meets 3-4 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.