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)

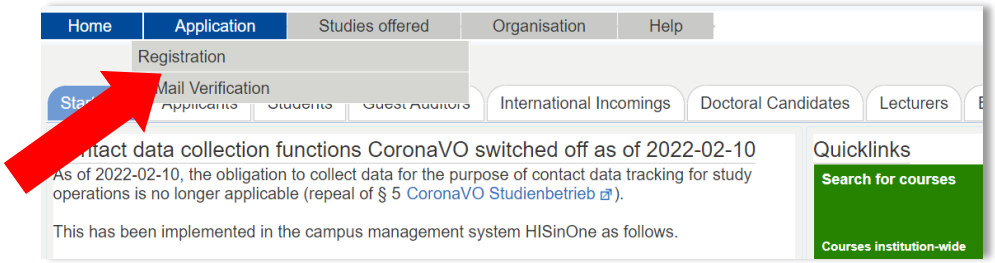
If you want to upload additional documents (e.g. GRE score, GATE score, syllabus, statement of purpose, recommendation letter), please merge them into one pdf and upload it under "further documents".

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**.

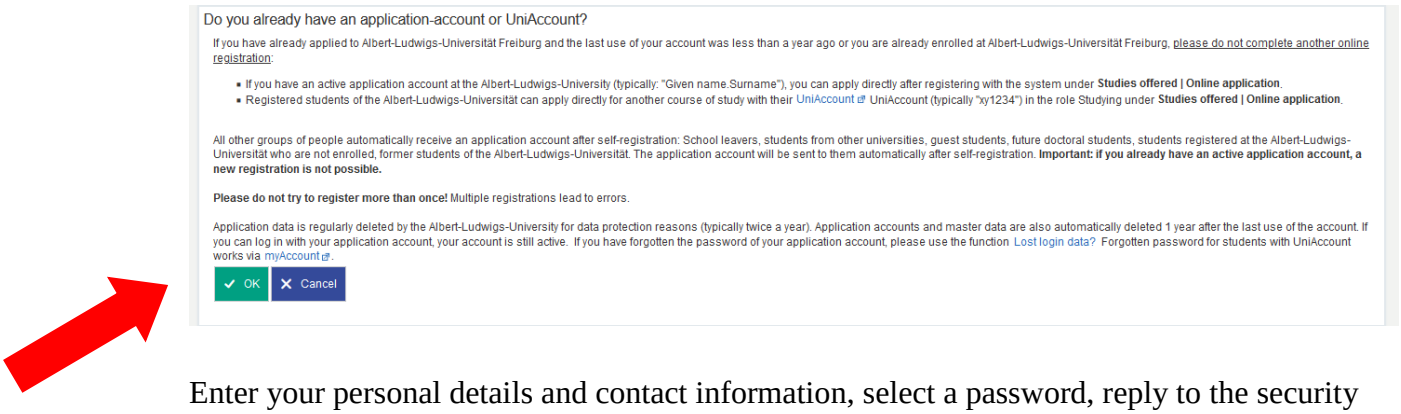
1. Register online

- 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

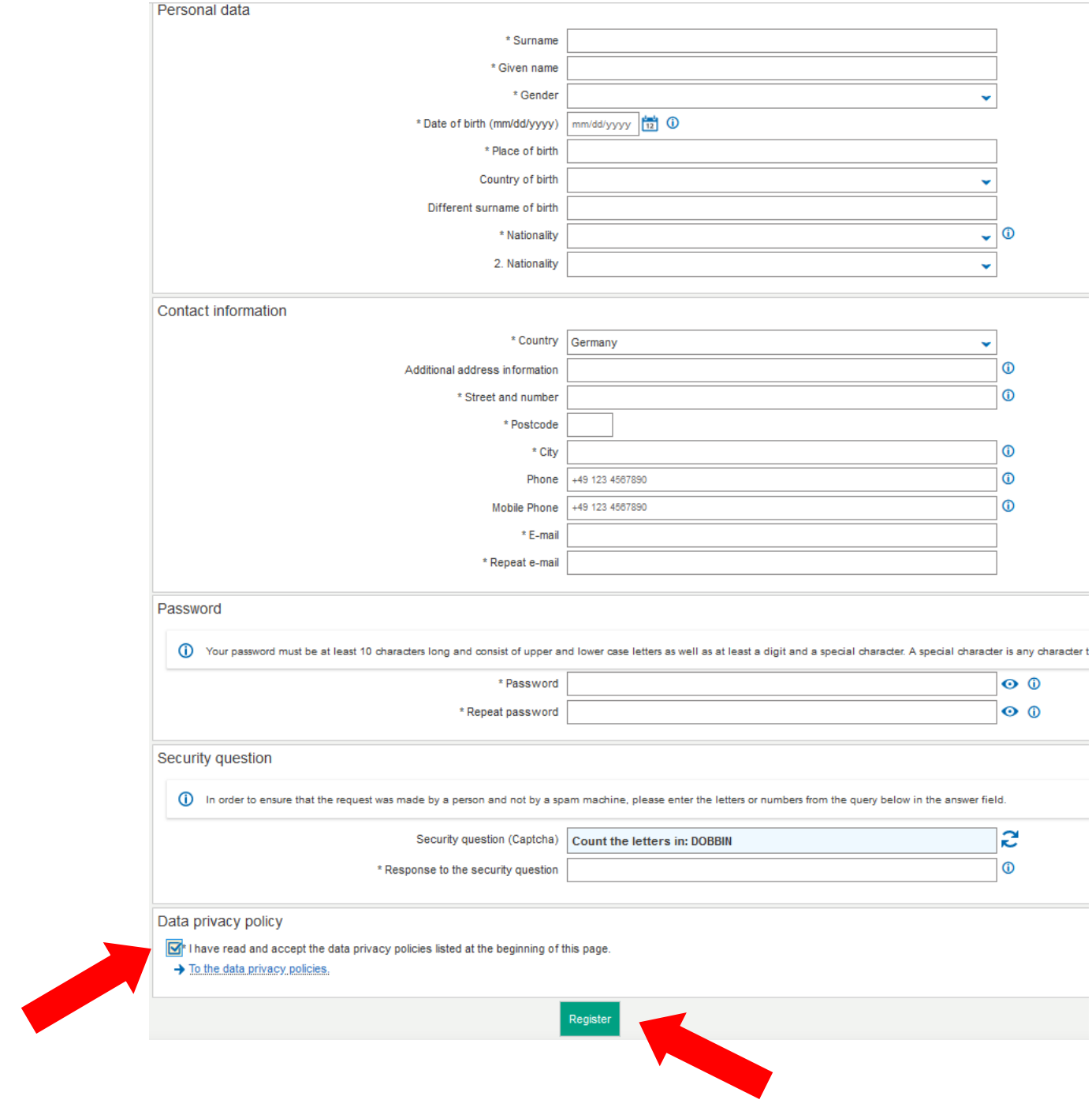
Select: Application > Registration



Read the introduction and click OK:

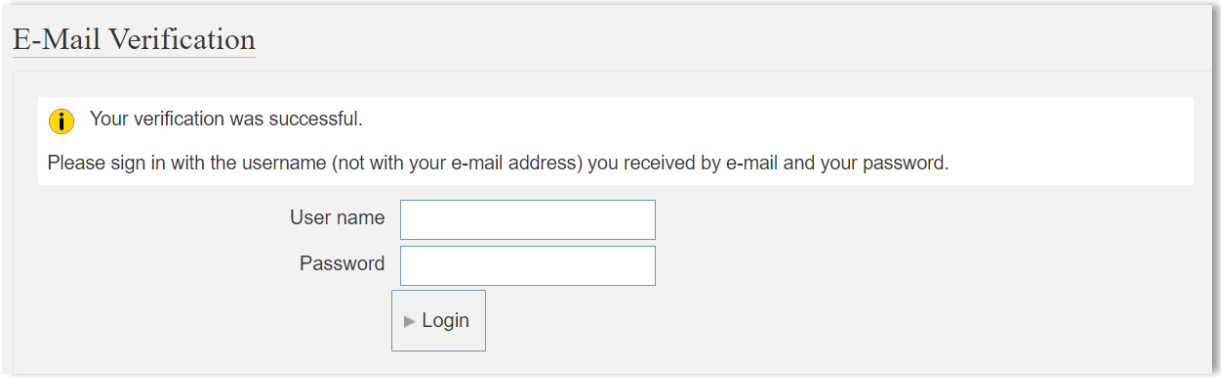


Enter your personal details and contact information, select a password, reply to the security question, accept the privacy policy and click on “Register”:



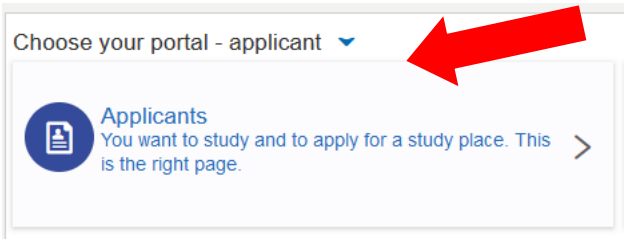
2. E-Mail verification

- 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

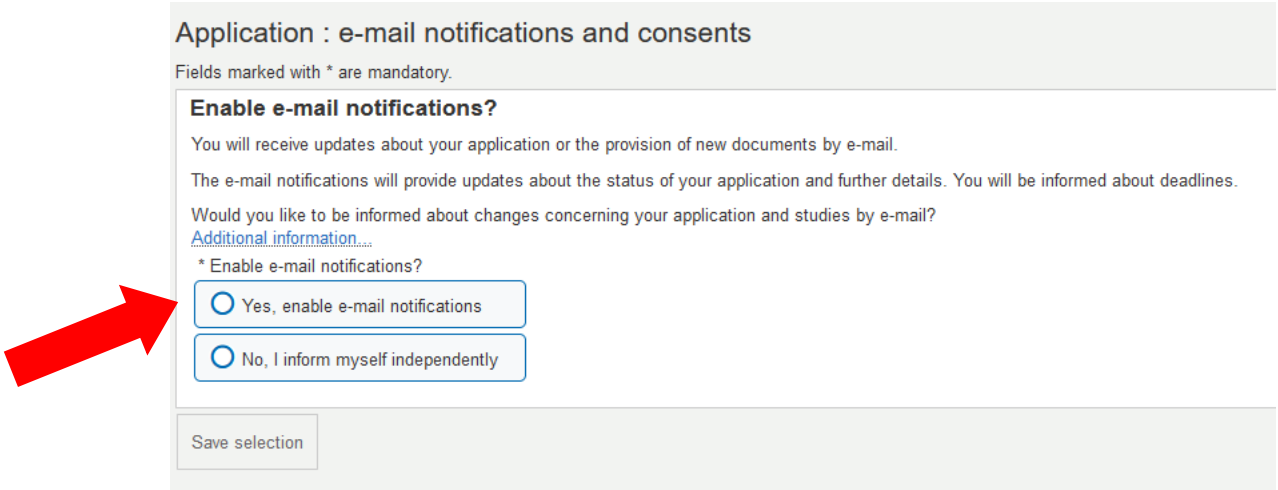


3. Fill in the online application form

- Select: Applicants

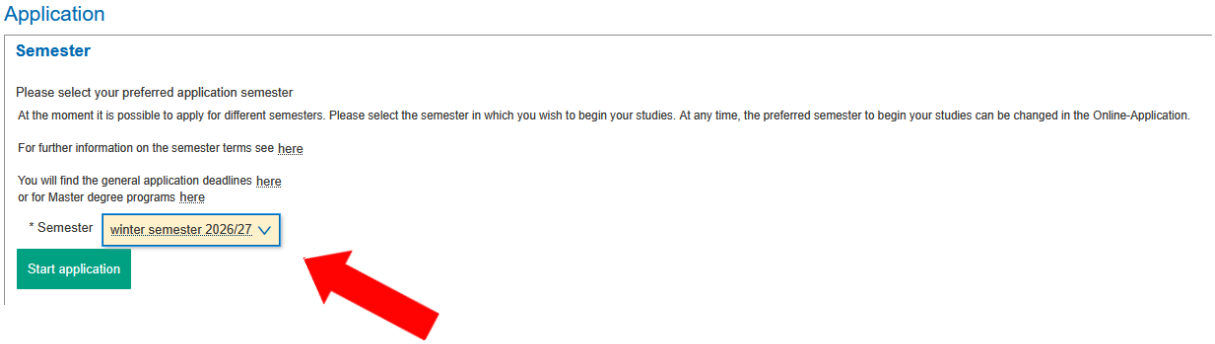


- Enable email notifications if you wish to receive notifications by email (highly recommended).

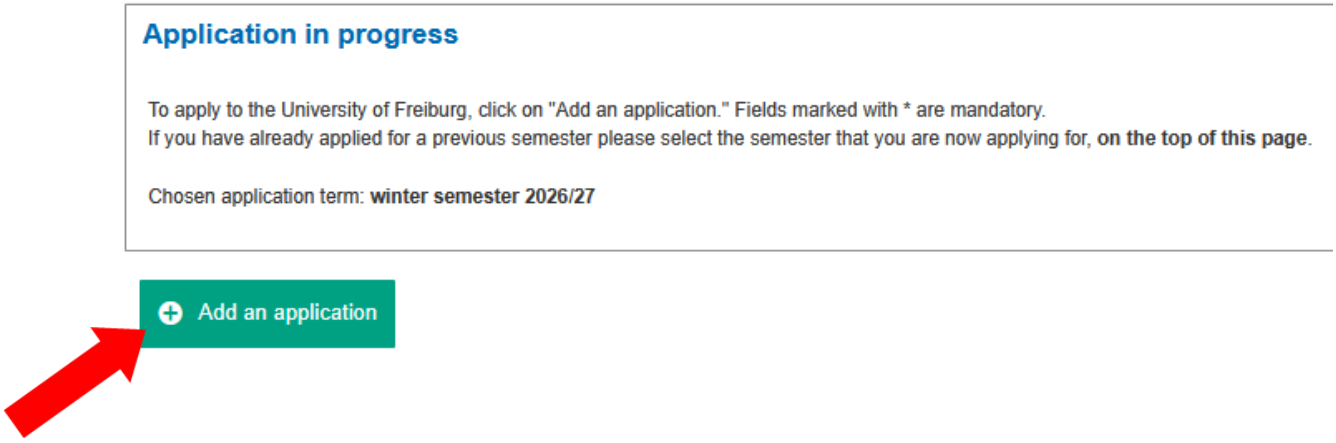


Semester

- 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).

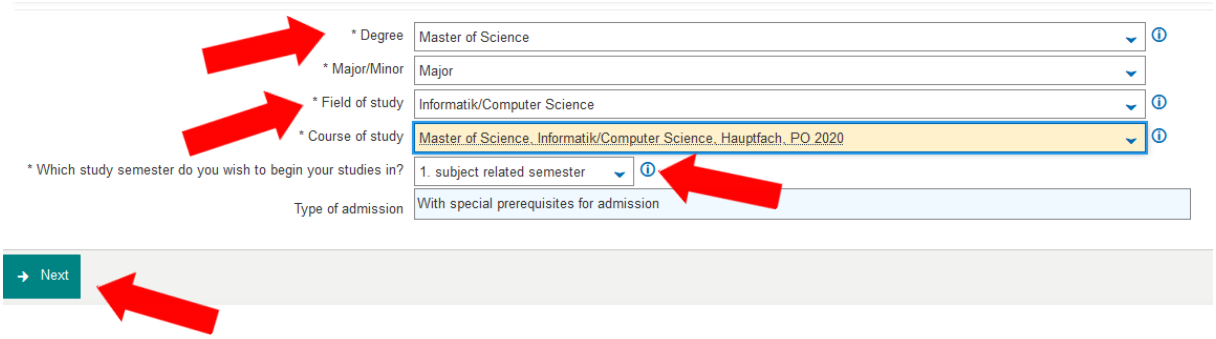


- Select *Add an application*



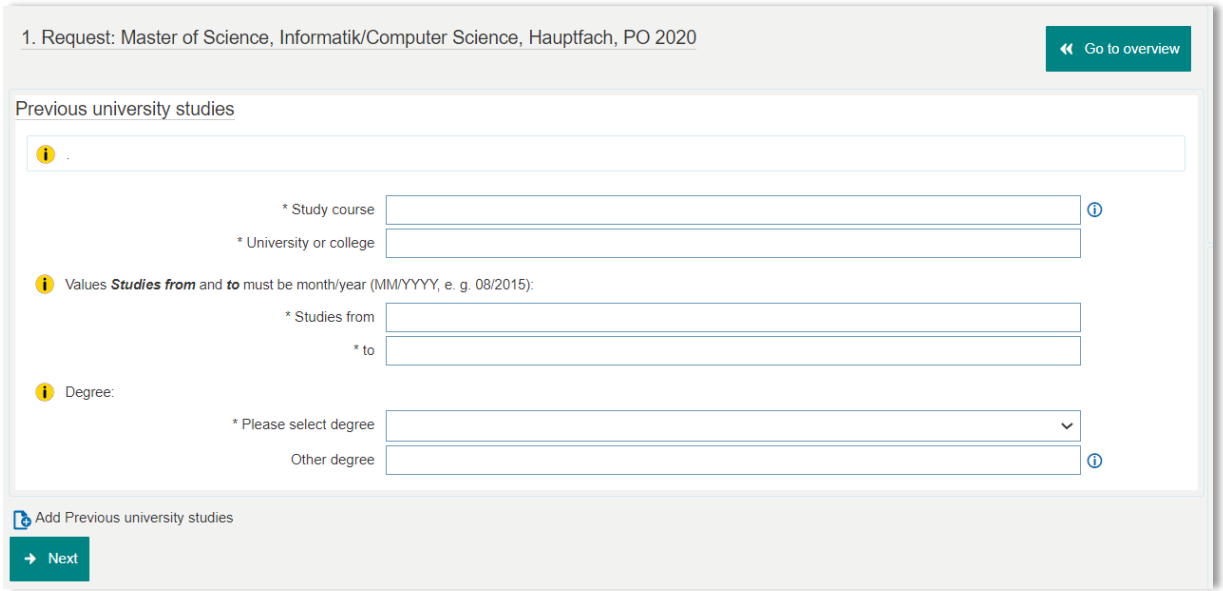
- Select course of study

  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)



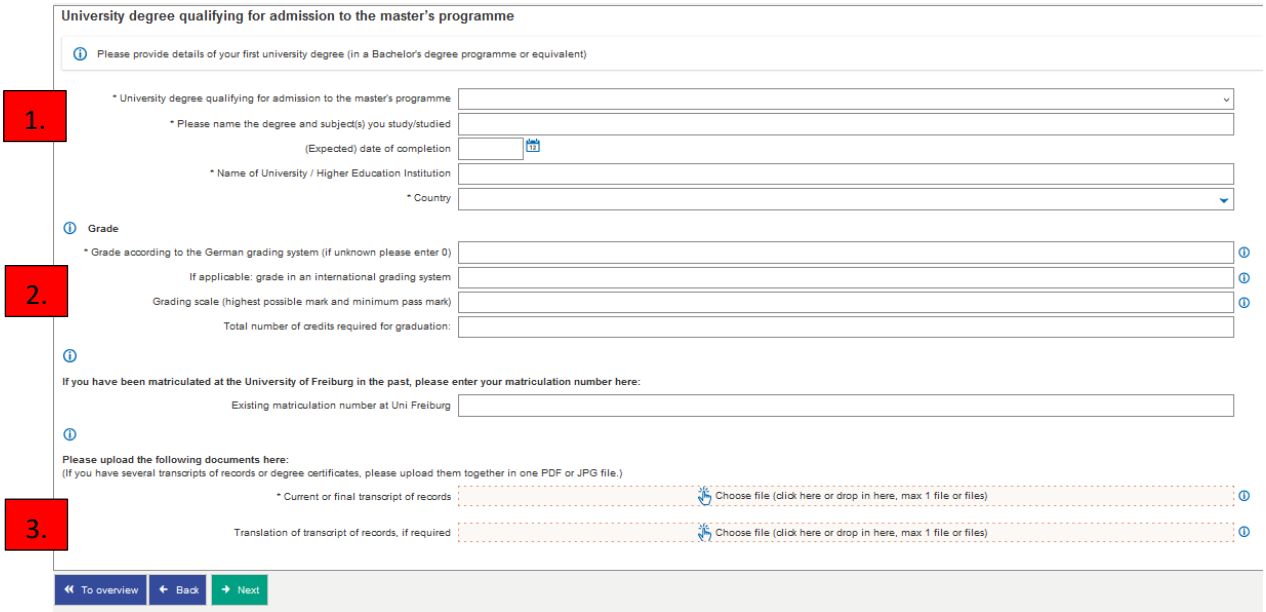
Previous university studies

- 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.

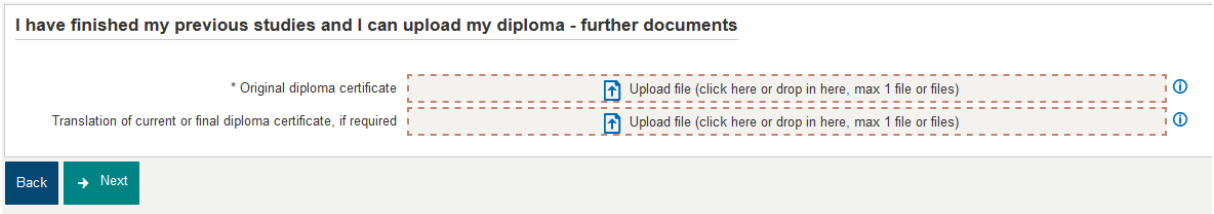
University degree qualifying for admission to the master's programme



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.

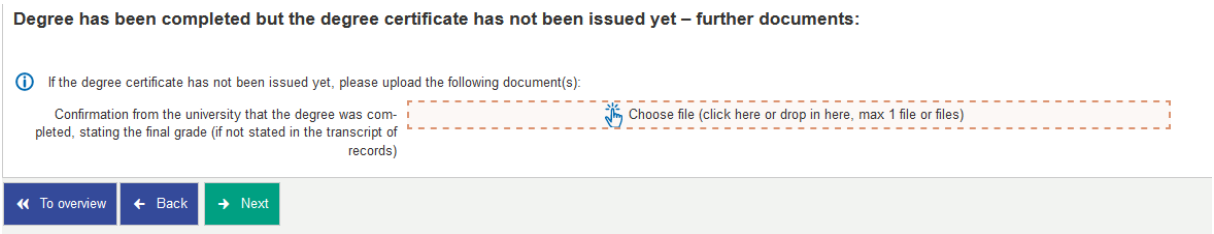
Variation A*: *Degree has been completed and the degree certificate is available - further documents

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.



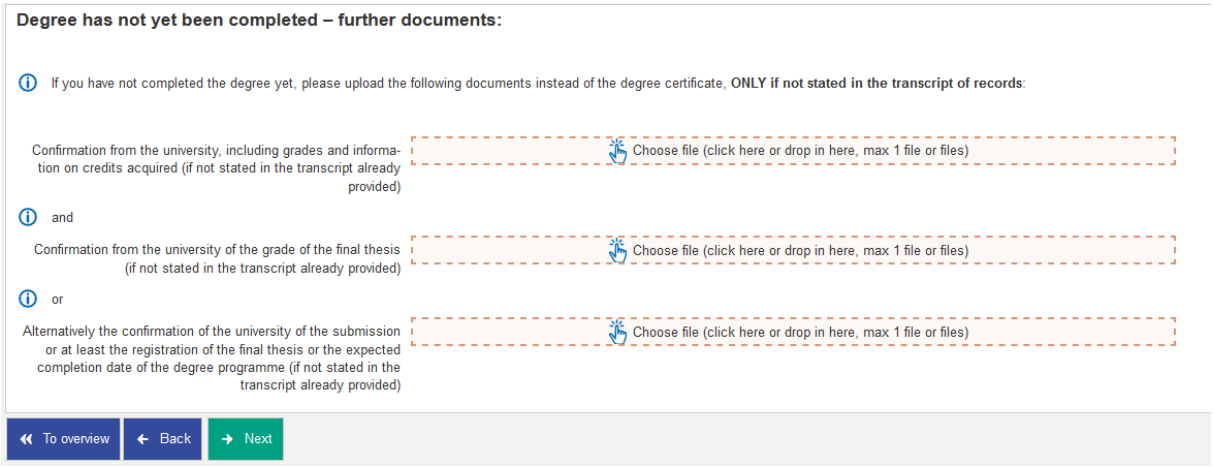
Variation B: Degree has been completed but the degree certificate has not been issued yet – further documents:

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)



Variation C: Degree has not yet been completed

If you selected ***Degree has not yet been completed*** 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 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.
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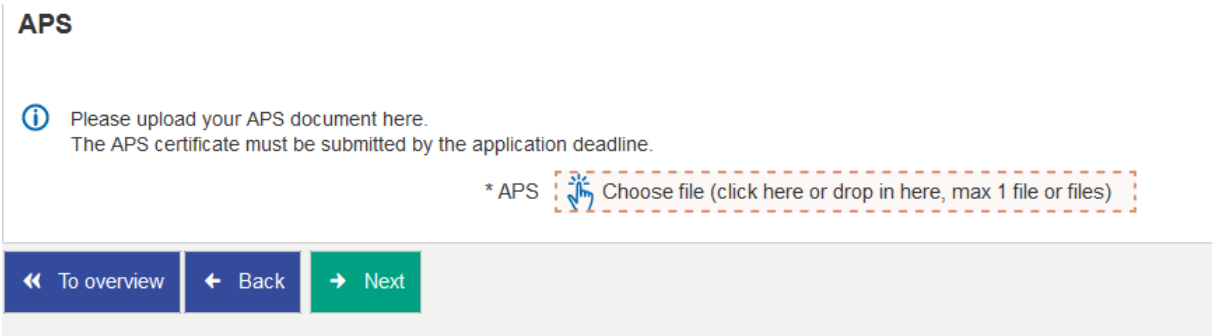
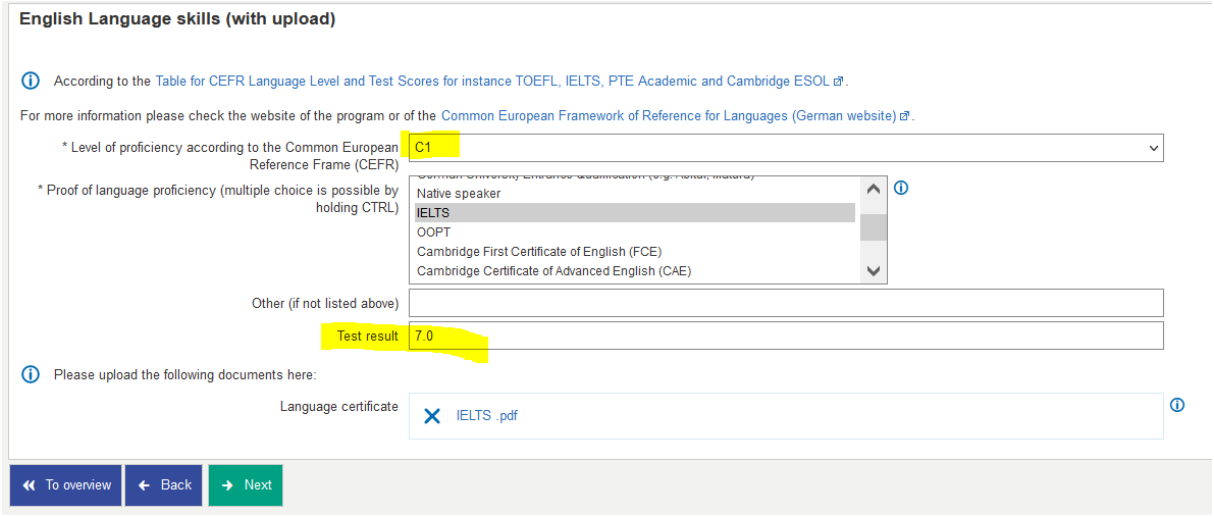


English language skills (with upload)

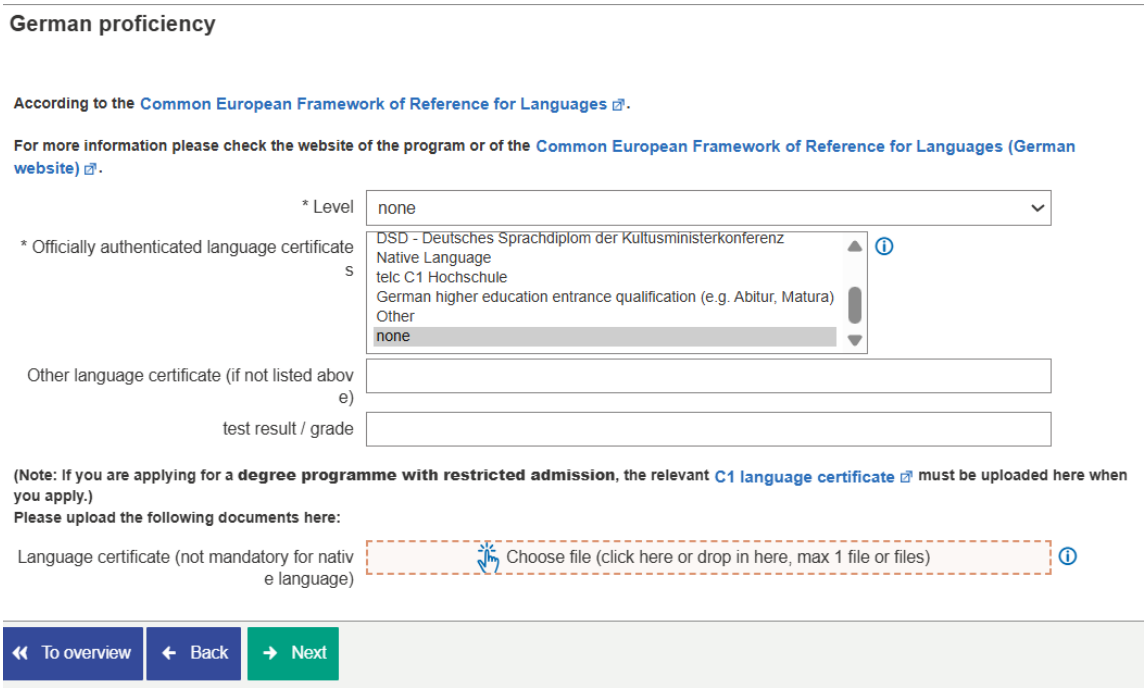
- The required English proficiency level for this program is C1. If your English proficiency level should be lower than C1, you will need a C1 level in German**.** Select a test you have taken, enter the test score and upload the score card.
- If you are a native English speaker, please select *native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



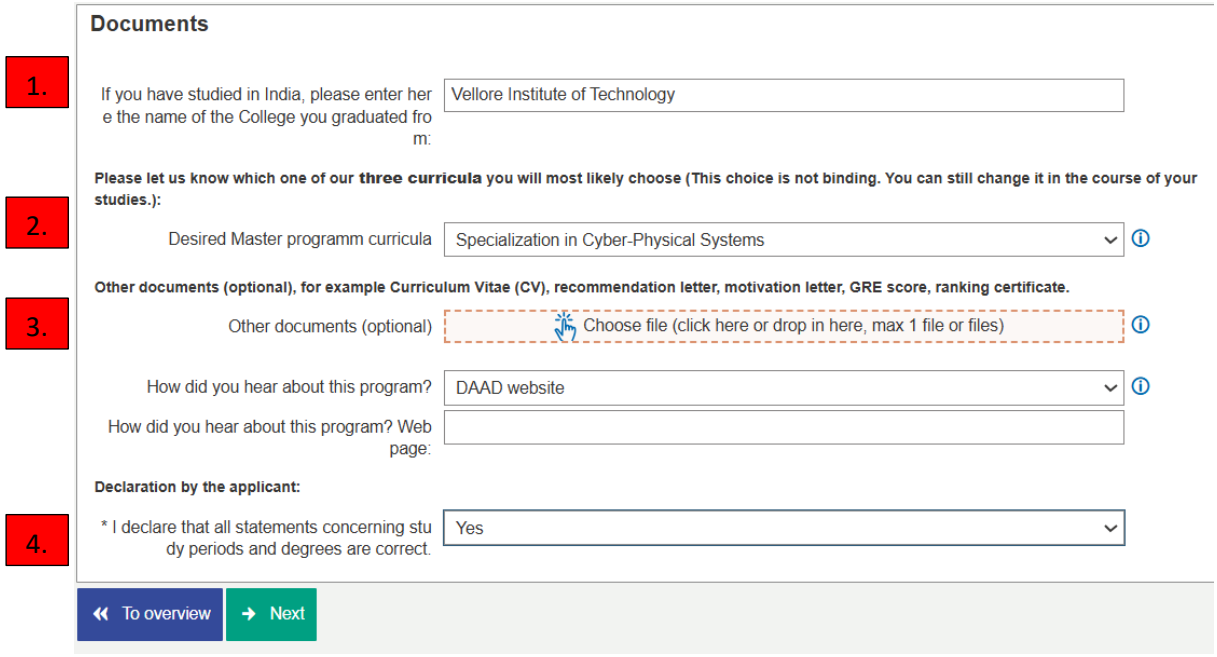
German proficiency

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.



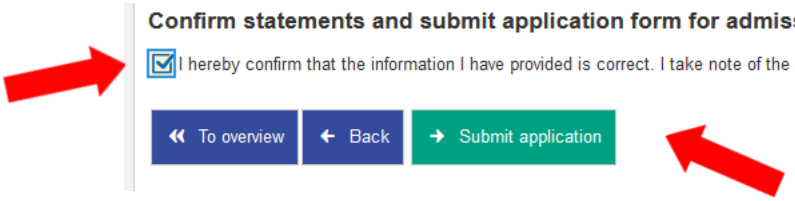
Other Application Documents + Curricula



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.

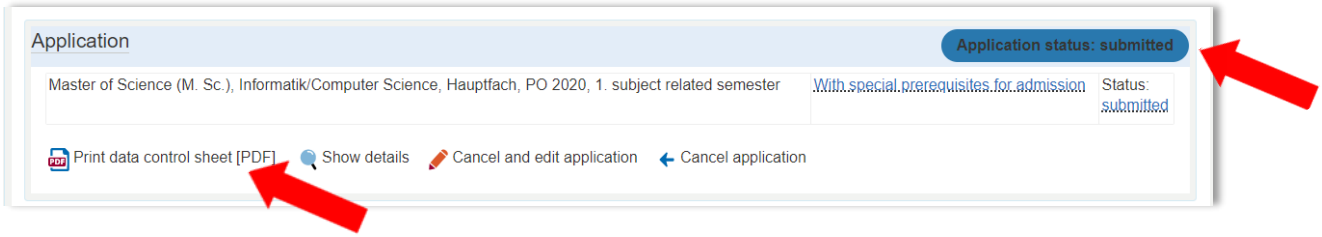
Submit application

- 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.