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
- A statement of purpose
- A recommendation letter
- 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), please merge them with your recommendation letter(s) 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.

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”:

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<th>Personal data</th>
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<td>* Surname</td>
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<td>* Given name</td>
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<td>* Gender</td>
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<td>* Date of birth (mm/dd/yyyy)</td>
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<td>Different surname of birth</td>
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<td>2. Nationality</td>
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<th>Contact information</th>
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<td>Additional address information</td>
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<th>Password</th>
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<td>Your password must be at least 10 characters long and consist of upper and lowercase letters as well as at least a digit and a special character. A special character is any character other than a digit or a letter.</td>
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<td>* Password</td>
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<td>* Repeat password</td>
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<th>Security question</th>
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<tr>
<td>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.</td>
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<tr>
<td>Security question (Captcha)</td>
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<tr>
<td>* Response to the security question</td>
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</tbody>
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Data privacy policy

- I have read and accept the data privacy policies listed at the beginning of this page.
- To view the data privacy policies, [click here](#).
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: 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 March to 31 May for the coming winter semester; EU nationals can apply from 1 March to 15 July for the coming winter semester).

- Select *Add an application*

- Select your desired degree program

  * **Degree:** Master of Science
  * **Field of Study:** Microsystems Engineering
  * **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.

Current state of university degree

1. Current state of university degree
   - Please name the degree and subject(s) you study/studied
   - (Expected) date of completion
   - * Name of University / Higher Education Institution
   - * Country

2. Grade
   - * Grade according to the German grading system (if unknown please enter 0)
   - If applicable: grade in an international grading system
   - Grading scale (highest possible mark and minimum pass mark)
   - Total number of credits obtained

If you have been matriculated at the University of Freiburg in the past, please enter your matriculation number here:

Existing matriculation number at Uni Freiburg

Please upload the following documents here:
(if you have several transcripts of records or degree certificates, please upload them together in 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 beneath *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 and (if the transcript has not been issued in German or English) a translation of the same.

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

- In this case you can just upload your diploma and (if the diploma is not in English or German) a translation of the same.

**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 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 have to upload your APS certificate. The APS certificate has to be uploaded at latest by the end of the application period.
English language proficiency

- The required English proficiency level for this program is C1. If your English proficiency level is 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.
Other Application Documents

1. For applicants from India only: Please enter the name of your college.
2. Upload CV: The following field is to upload your CV (mandatory).
3. Upload statement of purpose (motivation letter) (mandatory)
4. Other documents: Here you may upload some optional application documents, such as a recommendation letter, 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.

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 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.

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.