

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.

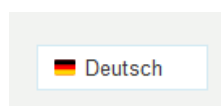
Required Documents

- **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**
- **Your English proficiency test score**
- **A curriculum vitae or résumé**
- **An APS certificate (only for applicants who have studied in China, Mongolia and Vietnam)**

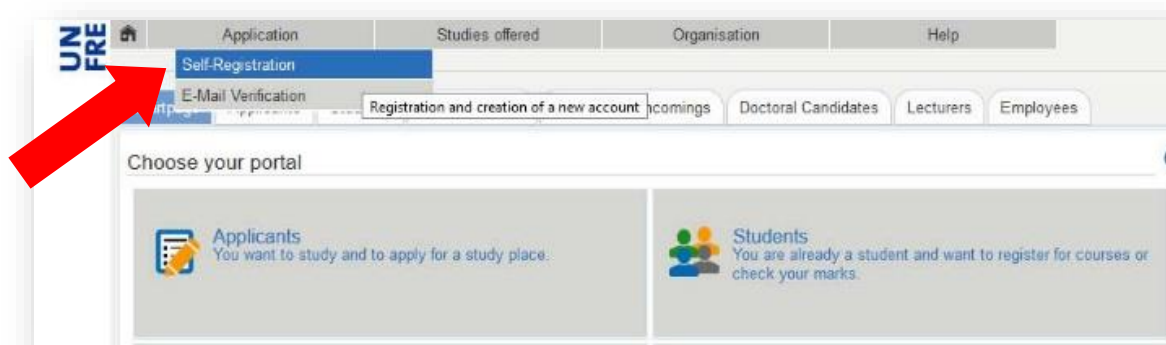
Make sure you have **jpg or pdf files** of these documents before starting with the online application. If you want to upload scanned documents, you'll have to scan them **in color**.

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

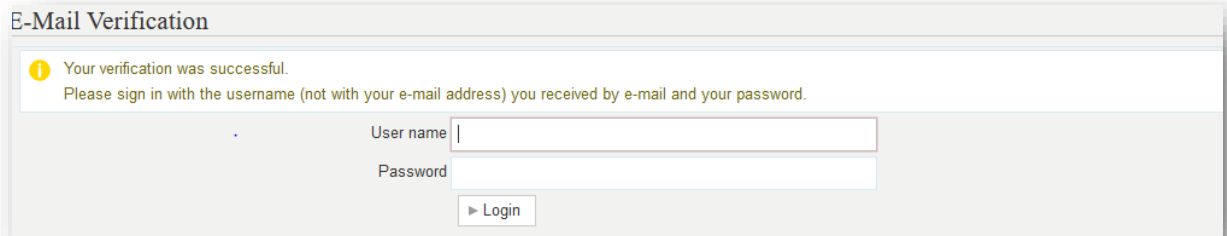


- Select: Application > Self Registration



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

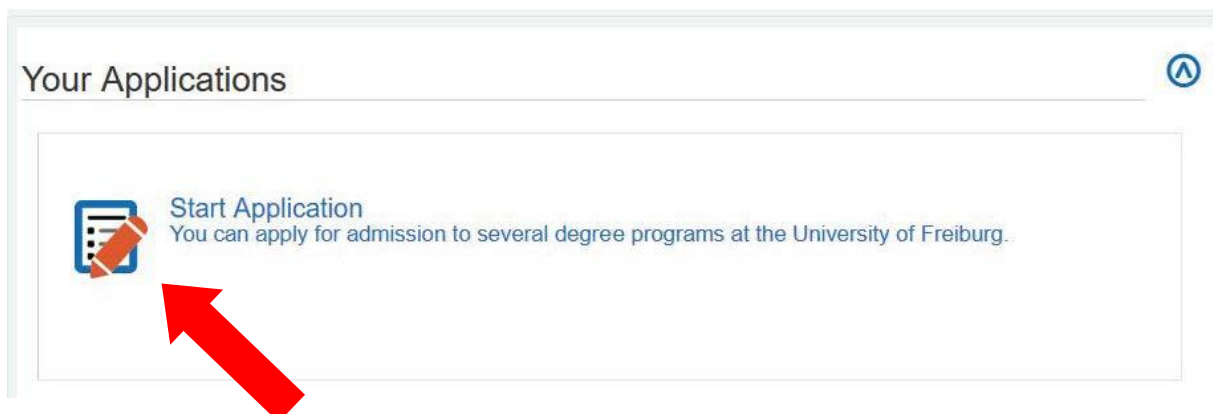
i Your verification was successful.
Please sign in with the username (not with your e-mail address) you received by e-mail and your password.

User name

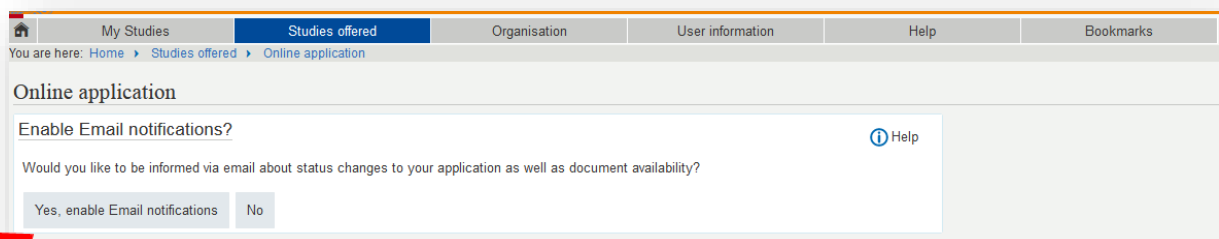
Password

Fill in the online application form

- Select: Start Application



- 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).

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Online application

Semester

i 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: www.studium.uni-freiburg.de/en/dates-deadlines-events/semester-dates-and-teaching-periods

You will find the general application deadlines here: www.studium.uni-freiburg.de/en/dates-deadlines-events/deadlines or for Master degree programs here: www.studium.uni-freiburg.de/en/application/master

Sommersemester 2020

- Select Add an application

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Online application

Application in progress **i** Help

i 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 right hand side of this page.**

- 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)

* Degree: Master of Science **i**

* Major/Minor: Major **i**

* Field of study: Embedded Systems Engineering **i**

* Form of studies: Consecutive Master programme **i**

* Course of study: Master of Science, Embedded Systems Engineering, Major, PO 2012. **i**

* Which study semester do you wish to begin your studies in? 1. subject related semester **i**

Type of Admission With special prerequisites for admission

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 'Online application' and the request is '1. Request: Master of Science, Embedded Systems Engineering, Hauptfach, PO 2012'. The form is titled 'Previous university studies (Master of Science, Embedded Systems Engineering, Hauptfach, PO 2012 1. FS)'. It contains several input fields: a text field for the study course, a text field for the university or college, a date field for 'Studies from' with a note that the value must be in MM/YYYY format, a date field for 'to', a dropdown menu for the degree type, and an 'Other' text field. There are 'Back' and 'Next' buttons at the bottom, along with a link to 'Add Previous university studies'.

- 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 'Online application' and the request is '1. Request: Master of Science, Embedded Systems Engineering, Hauptfach, PO 2012'. The form is titled 'Current state of university degree (Master of Science, Embedded Systems Engineering, Hauptfach, PO 2012 1. FS)'. It contains several input fields: a dropdown menu for the current state of the university degree, a text field for the degree and subject(s) studied, a date field for the expected date of completion, a text field for the name of the university, and a dropdown menu for the country. There are three red boxes highlighting specific sections: 1. The dropdown menu for the current state of the university degree. 2. The 'Grade' section, which includes fields for the final grade according to the German grading system, the final grade in an international grading system, and the grading scale of the international system. 3. The 'Please upload the following documents here!' section, which includes a text field for the current or final Transcript of Records, a text field for the translation of the Transcript of Records, a text field for the original diploma certificate, and a text field for the translation of the original diploma certificate. Each of these document upload sections has a 'Durchsuchen...' button and a 'Keine Datei ausgewählt.' message.

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)

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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)

1 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) Keine Datei ausgewählt.

1 No documents found.

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

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, 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)

i 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.

i 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.

i 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.

i 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 date of completion.

APS

- If you have a Chinese, Mongolian 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 the 'Online application' page for a Master of Science program. The section is titled 'English Language skills (with upload)'. It contains several input fields: a dropdown for CEFR level, a dropdown for certified proof of language proficiency (with options like TOEFL, IELTS, OOPT), a text field for 'Other (if not listed above)', and a text field for 'Test result'. Below these is an upload section for 'Language certificate' with a 'Durchsuchen...' button and the text 'Keine Datei ausgewählt.'. A message at the bottom states 'No documents found.' and 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 the 'German language proficiency' section of the application form. It includes a dropdown menu for '* Level' with 'none' selected. Below it is a dropdown for '* Officially authenticated language certificates' with 'none' selected. There are also text fields for 'Other language certificate (if not listed above)' and 'test result / grade'. An upload section for 'Language certificate' is present with a 'Durchsuchen...' button and the text 'Keine Datei ausgewählt.'. A message at the bottom states 'No documents found.' and there are 'Back' and 'Next' buttons.

Other Application Documents

The screenshot shows a web form titled "Other Application Documents". It contains three main sections, each with a red box and a number:

- 1.** A section for uploading the Curriculum vitae or résumé. It includes a label "* Curriculum vitae or résumé" and a file selection button "Datei auswählen" next to 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 label "Other documents (optional)", a file selection button "Datei auswählen", and the text "Keine ausgewählt".
- 3.** A section for a declaration by the applicant. It includes a label "Declaration by the applicant:" and a dropdown menu with the text "* I declare that all statements concerning study periods and degrees are correct." Below this are two text input fields: "How did you hear about this program?" and "How did you hear about this program? Web page:". At the bottom of 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 a web form titled "Confirmation of your data". It includes the following elements:

- A header "Online application" and a breadcrumb "1. Request: Master of Science, Embedded Systems Engineering, Hauptfach, PO 2012" with a "Go to overview" link.
- A sub-header "Confirmation of your data (Master of Science, Embedded Systems Engineering, Hauptfach, PO 2012 1. FS)".
- An information icon and text: "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 label "* Upload signed form" and a file selection button "Durchsuchen..." next to the text "Keine Datei ausgewählt".
- A message "No documents found." in a yellow box.
- "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***



Confirm statements and submit application form for admission

I hereby confirm that the data entered is correct.

Back 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



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](#)

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.