

## 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.*

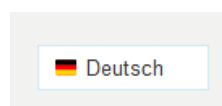
## Required Documents

- **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**
- **A statement of purpose**
- **A recommendation letter**
- **An APS certificate (only for applicants who have studied in China, Mongolia and Vietnam)**

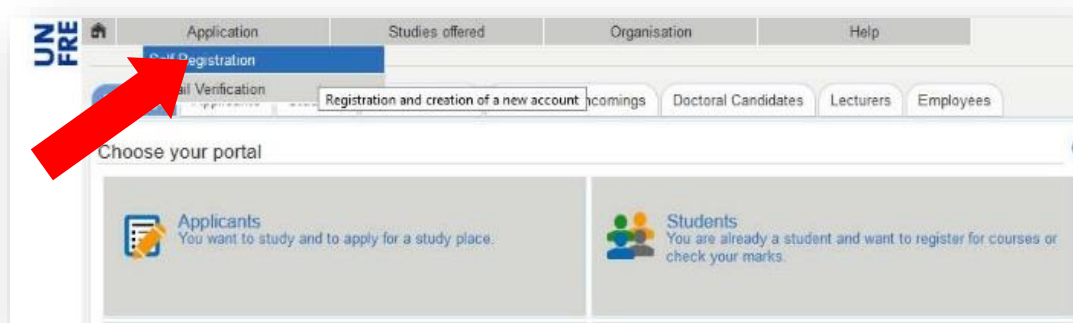
Make sure you have **jpg or pdf files** of these documents before starting with the online application. If you want to upload scanned documents, you'll have to scan them **in color**.

## 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

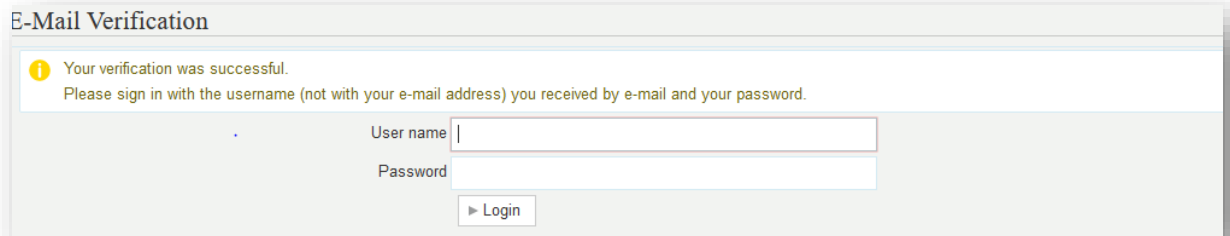


- Select: Application > Self Registration



## 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

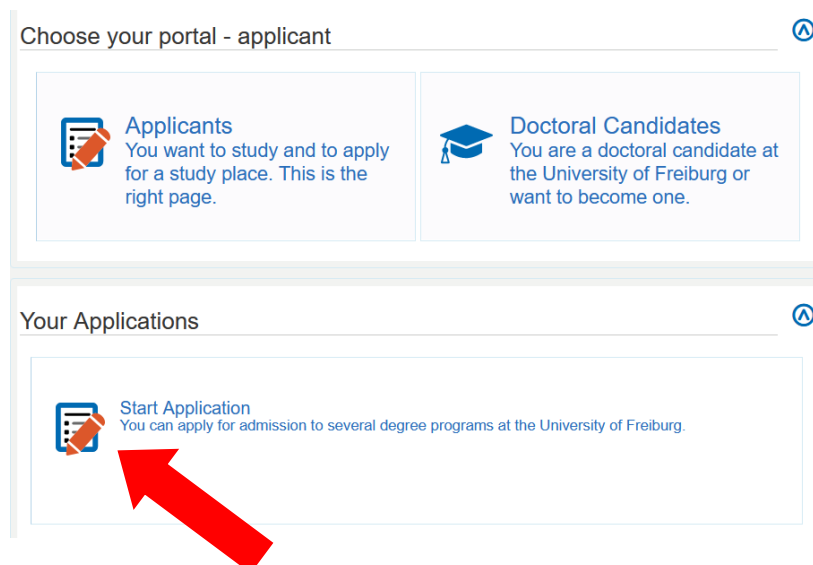
**i** Your verification was successful.  
Please sign in with the username (not with your e-mail address) you received by e-mail and your password.

User name

Password

## Fill in the online application form

- Select: Start Application



Choose your portal - applicant

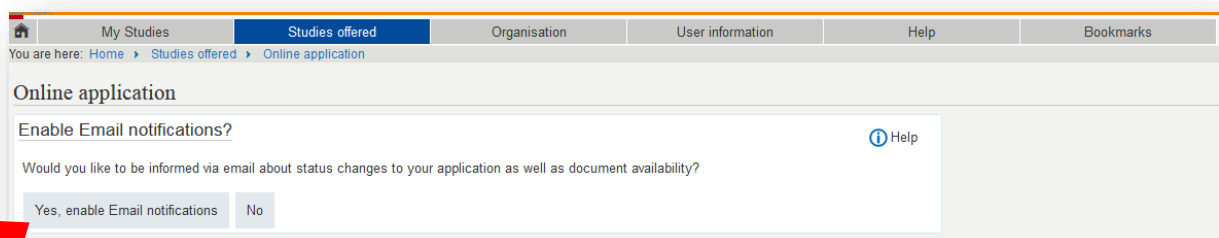
**Applicants**  
You want to study and to apply for a study place. This is the right page.

**Doctoral Candidates**  
You are a doctoral candidate at the University of Freiburg or want to become one.

Your Applications

**Start Application**  
You can apply for admission to several degree programs at the University of Freiburg.

- 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

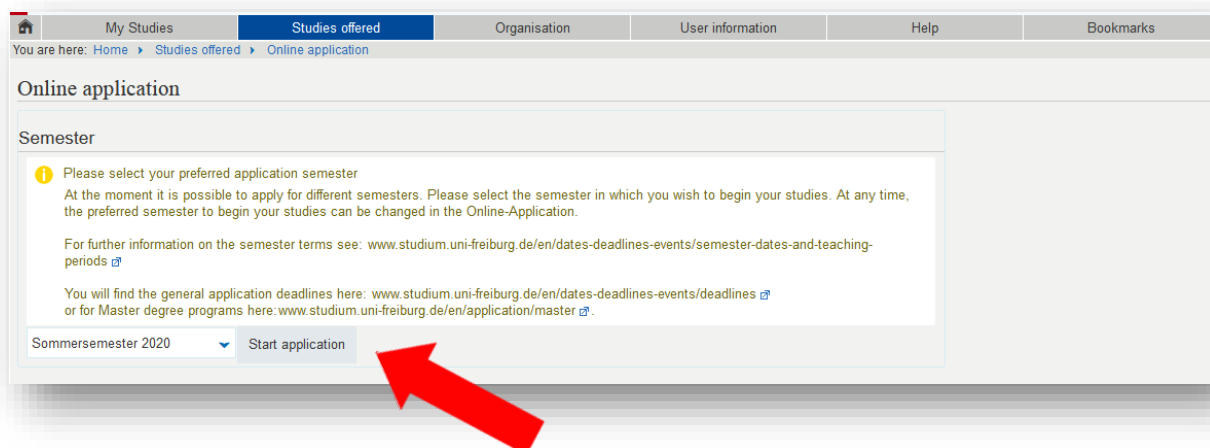
Online application

Enable Email notifications? **i** Help

Would you like to be informed via email about status changes to your application as well as document availability?

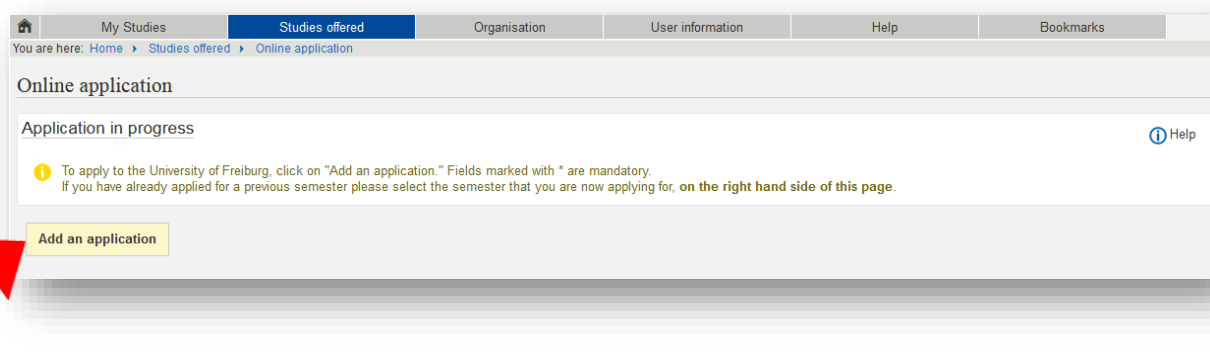
Yes, enable Email notifications No

Select the semester in which you would like to start your studies and click on *Start Application*. (Non EU nationals can apply from 1 April to 31 May for the coming winter semester; EU nationals can apply 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 'Semester' section with an information icon and text: '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](http://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](http://www.studium.uni-freiburg.de/en/dates-deadlines-events/deadlines) or for Master degree programs here: [www.studium.uni-freiburg.de/en/application/master](http://www.studium.uni-freiburg.de/en/application/master). At the bottom of this section, there is a dropdown menu set to 'Sommersemester 2020' and a 'Start application' button, which is highlighted by a red arrow.

- Select Add an application



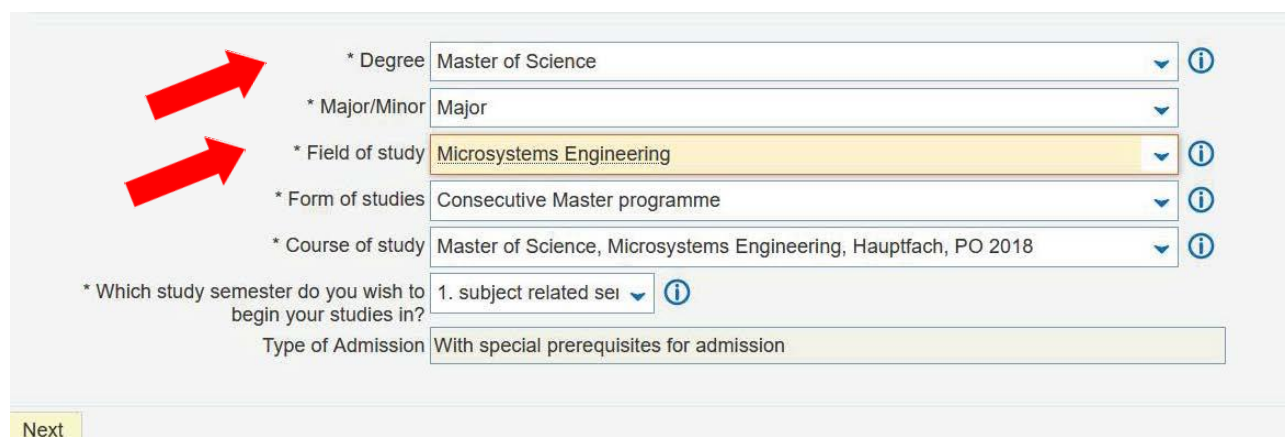
The screenshot shows the 'Online application' page with the same navigation bar and breadcrumb trail as the previous image. The main heading is 'Online application'. Below it, there is an 'Application in progress' section with an information icon and text: 'To apply to the University of Freiburg, click 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.' At the bottom of this section, there is a yellow 'Add an application' button, which is highlighted by a red arrow.

- Select your desired degree program

***Degree:*** Master of Science

***Field of Study:*** Microsystems Engineering

(the other fields on this page will be filled automatically)



The screenshot shows the application form with the following fields filled out: '\* Degree' (Master of Science), '\* Major/Minor' (Major), '\* Field of study' (Microsystems Engineering), '\* Form of studies' (Consecutive Master programme), '\* Course of study' (Master of Science, Microsystems Engineering, Hauptfach, PO 2018), '\* Which study semester do you wish to begin your studies in?' (1. subject related sei), and 'Type of Admission' (With special prerequisites for admission). Red arrows point to the 'Degree' and 'Field of study' dropdown menus. At the bottom left, there is a yellow 'Next' button.

## 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. At the top, there is a navigation bar with tabs: 'My Studies', 'Studies offered' (selected), 'Organisation', 'User information', 'Help', and 'Bookmarks'. Below the navigation bar, the breadcrumb trail reads 'You are here: Home > Studies offered > Online application'. The main heading is 'Online application'. Below this, the request details are: '1. Request: Master of Science, Informatik/Computer Science, Hauptfach, PO 2020'. A 'Go to overview' link is on the right. The section title is 'Previous university studies (Master of Science, Informatik/Computer Science, Hauptfach, PO 2020 1. FS)'. The form contains several input fields: '\* Study course', '\* University or college', '\* Studies from' (with a note: 'value must be month/year (MM/YYYY), for example 08/2015'), '\* to', '\* Degree' (a dropdown menu), and 'Other'. There are information icons (i) next to the 'Study course' and 'Other' fields. At the bottom of the form, there is a button 'Add Previous university studies' and two buttons: 'Back' and 'Next'.

- 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. At the top, there is a navigation bar with tabs: 'My Studies', 'Studies offered' (selected), 'Organisation', 'User information', 'Help', and 'Bookmarks'. Below the navigation bar, the breadcrumb trail reads 'You are here: Home > Studies offered > Online application'. The main heading is 'Online application'. Below this, the request details are: '1. Request: Master of Science, Informatik/Computer Science, Hauptfach, PO 2020'. A 'Go to overview' link is on the right. The section title is 'Current state of university degree (Master of Science, Informatik/Computer Science, Hauptfach, PO 2020 1. FS)'. The form contains several input fields: '\* Current state of university degree' (a dropdown menu), '\* Please name the degree and subject(s) you study/studied', '(Expected) date of completion' (with a calendar icon), '\* Name of University / Higher Education Institution', '\* Country' (a dropdown menu), '\* Grade', '\* Final grade or current grade average according to the German grading system (0 = 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' (with a search button 'Durchsuchen...' and the text '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' (with a search button 'Durchsuchen...' and the text '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' (with a search button 'Durchsuchen...' and the text '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' (with a search button 'Durchsuchen...' and the text 'Keine Datei ausgewählt.'). There are information icons (i) next to the 'Grade', 'Original diploma certificate', and 'Translation of current or final diploma certificate' sections. Three red boxes on the left side of the form highlight the following sections: 1. The '\* Current state of university degree' dropdown menu. 2. The '\* Grade' section. 3. The '\* Please upload the following documents here!' section.

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)
- 

My Studies | **Studies offered** | Organisation | User information | Help | Bookmarks

You are here: Home > Studies offered > Online application

### Online application

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

Previous study has been finished but the diploma hasn't been issued yet – further documents (upload): (Master of Science, Informatik/Computer Science, Hauptfach, PO 2020 1. FS)

**i** 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.

**i** 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, 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)

**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.

[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 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 page title is '1. Request: Master of Science, Informatik/Computer Science, Hauptfach, PO 2020'. Below the title, it says 'English Language skills (with upload) (Master of Science, Informatik/Computer Science, Hauptfach, PO 2020 1. FS)'. There are two main sections for language proficiency. The first section asks for the 'Level of proficiency according to the Common European Reference Frame (CEFR)' and a 'Certified proof of language proficiency (multiple choice is possible)'. The dropdown menu for the proof is open, showing options: TOEFL (internet-based), TOEFL (computer-based), TOEFL (paper-based), IELTS, and OOPT. The second section asks for 'Other (if not listed above)' and 'Test result'. Below these, there is a message: 'Please upload the following documents here: \* Language certificate'. A file upload button 'Durchsuchen...' is present, with the text 'Keine Datei ausgewählt.' below it. At the bottom, there is a message 'No documents found.' and '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 proficiency' section of the application form. The title is 'German proficiency (Master of Science, Embedded Systems Engineering, Hauptfach, PO 2012 1. FS)'. There is an information icon and text: 'According to the Common European Framework of Reference for Languages'. Below that, it says 'For more information please check the website of the program or of the Common European Framework of Reference for Languages (German website)'. The form has two main sections. The first section asks for '\* Level' and '\* Officially authenticated language certificates'. The dropdown menu for the certificates is open, showing options: USU - deutsches Sprachdiplom der Kultusministerkonferenz, telc C1 Hochschule, German higher education entrance qualification, Other, Native Language, and none. The second section asks for 'Other language certificate (if not listed above)' and 'test result / grade'. Below these, there is a message: 'Please upload the following documents here: Language certificate'. A file upload button 'Durchsuchen...' is present, with the text 'Keine Datei ausgewählt.' below it. At the bottom, there is a message 'No documents found.' and 'Back' and 'Next' buttons.


## Other Application Documents


Documents (Master of Science, Microsystems Engineering, Hauptfach, PO 2018 1. FS)


**1.**  Now please upload the following documents:


\* Curriculum vitae or résumé  Keine Datei ausgewählt.

**2.**  No documents found.

\* Motivation Letter (Statement of Intent) in German or English  Keine Datei ausgewählt. 

**3.**  Other documents (optional), for example recommendation letter, GRE score, ranking certificate.

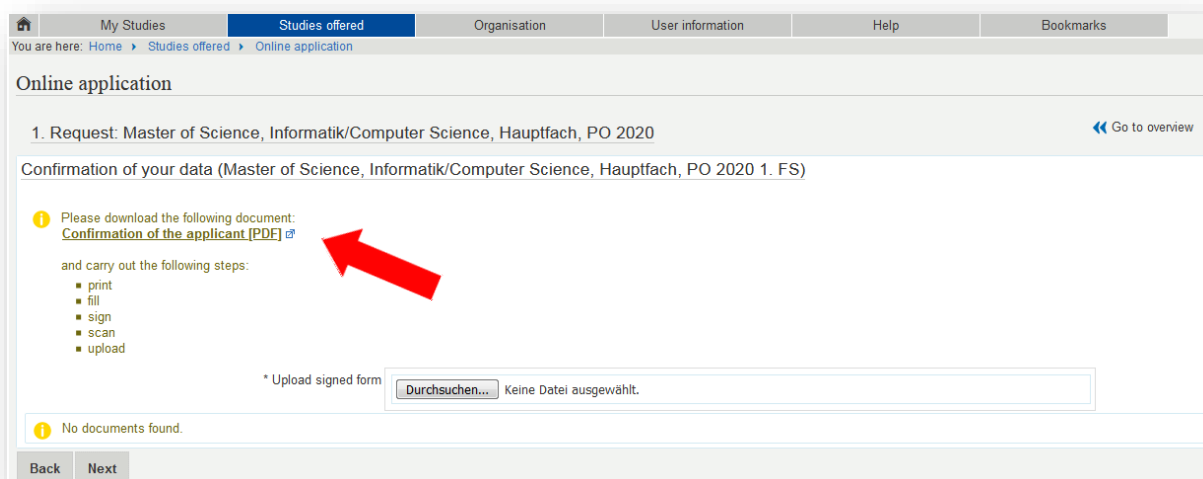
\* Further documents (optional)  Keine Datei ausgewählt. 

 No documents found.

1. **Upload CV:** The following field is to upload your CV (mandatory).
2. **Upload statement of purpose** (motivation letter) (mandatory)
3. **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.





My Studies | **Studies offered** | Organisation | User information | Help | Bookmarks

You are here: [Home](#) > [Studies offered](#) > [Online application](#)

### Online application

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


#### Confirmation of your data (Master of Science, Informatik/Computer Science, Hauptfach, PO 2020 1. FS)

 Please download the following document:  
[Confirmation of the applicant \[PDF\]](#) 

and carry out the following steps:

- print
- fill
- sign
- scan
- upload

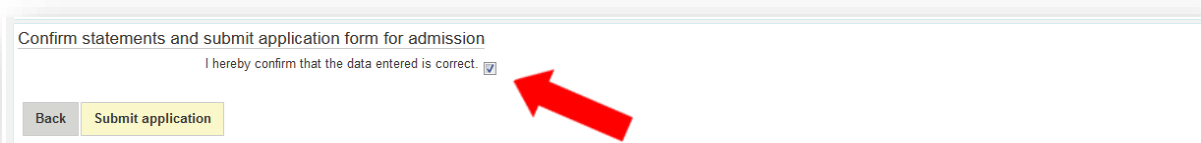
\* Upload signed form  Keine Datei ausgewählt.

 No documents found.



## 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**



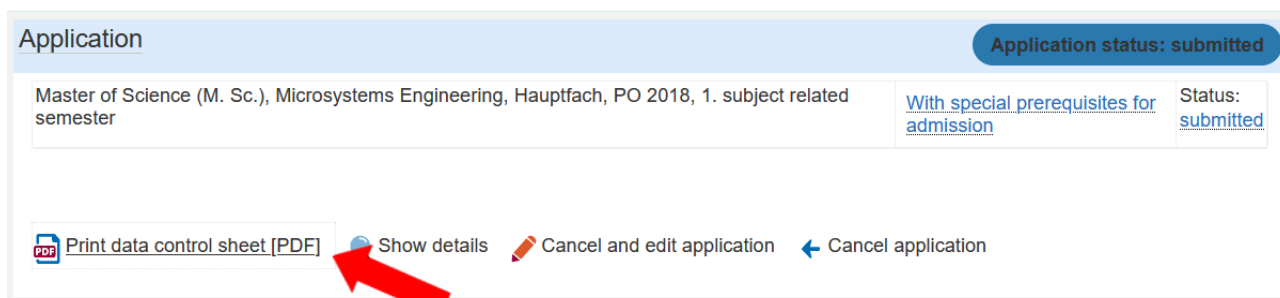
Confirm statements and submit application form for admission

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



Application Application status: submitted

Master of Science (M. Sc.), Microsystems Engineering, Hauptfach, PO 2018, 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](mailto:studienkoordination@tf.uni-freiburg.de).