Online Application Structure

1. First of all, you have to register for the online application portal (on our website if your click on "Online Application"). Afterwards you may start the online application.

2. If you click on 'Start online application', you will be asked to enter your 'core personal data (personal details, address, university entrance qualification, details of previous studies in Germany). After you have filled out your 'core personal data', please click on 'Complete core personal data'.

3. The 'Application Management' section of the portal allows you to submit your application. You can select a degree program by checking the corresponding box.
If you wish to apply for a teacher education program, please only check the 'teacher education' box. Once this step is complete, you will be able to select the combination of subjects on the next page.

4. Once you have completed your selection, please click on 'Select programme of study'.

5. You will now find a summary of your chosen degree programs. Each course is arranged according to its characteristics (master's, bachelor's, advanced semester) and will appear in a specific 'box'.

6. Please then click on 'Confirm selection'. **Important**: Only the boxes relevant to your selection of degree program will be displayed.

7. A set of questions will then be displayed for each box. Please respond to the questions, which relate to all of the programs contained in the box.
Master's degree programs: Due to the various admission requirements, please complete one set of questions per chosen degree program.

8. Once you have entered the required information for the 'Admission Requirements' and 'Selection Criteria' sections of the application, please save the data.

9. Please confirm the declaration in lieu of an oath and give consent for us to collect your data.

10. Shortly afterwards, a PDF version of the application form will be generated and available for download in the 'Application Management' section of the portal.

11. Please print the PDF document and send it, along with all required supporting documents by post to the Admissions Office in due time. A checklist of required documents is attached to your application form.