

## Step 1: Online enrolment

### Steps for enrolment in the [online platform](#):

#### a. Change the language from German to English

Herzlich willkommen im Mastereinschreibungsportal der Universität Göttingen!  
Hier können Sie sich mit den in Ihrer Zulassung erhaltenen Zugangsdaten (Registriernummer und Passwort) anmelden und die Einschreibung beantragen.  
Bitte achten Sie darauf, die Immatrikulation innerhalb der im Zulassungsbescheid genannten Frist zu beantragen.

Nachdem Sie Ihre Daten eingegeben, Einschreibung beantragt und den Semesterbeitrag überwiesen haben, bearbeiten wir Ihre Unterlagen und immatrikulieren Sie. Über die erfolgte Einschreibung informieren wir Sie dann per E-Mail.

Bitte beachten Sie, dass Sie dann wiederum die Zugangsdaten für dieses Portal nutzen können, um sich einen Studierendenaccount anzulegen und die Erstellung Ihres Studienausweises zu initiieren. Genaue Informationen hierzu erhalten Sie im [Starter-Paket](#).

Informationen zur Online-Bewerbung

Ausführlichere Informationen zur Bewerbung und Einschreibung erhalten Sie über unseren **Bewerbungsscheck**.

Bitte beachten Sie: Die Universität Göttingen möchte Ihnen eine nahezu papierlose Online-Bewerbung und Einschreibung ermöglichen.  
**Das postalische Einsenden der in diesem Portal hochgeladenen Dokumente ist nicht erforderlich.**

Deutsch  
English  
Deutsch

Impressum | Datenschutz | Hilfe & IT-Support | Lageplan | Erklärung zur Barrierefreiheit | Sitemap | © HISinOne ist ein Produkt der HIS eG

#### b. Log in with your access data

Log in with the username and password you received by e-mail during your application (DO NOT REGISTER AGAIN)!

Welcome to the Enrolment portal for Master Degrees of Göttingen University!  
Here you can use the log-in information in your admission letter (registration number and password) and begin the enrolment process.  
Please make sure to apply for enrolment by the deadline stated in the notification of admission.

After you have entered your data, applied for enrolment and transferred the semester fee, we will process your documents and enrol you. We will then inform you by email when your enrolment is complete.

Please note that you can use the access data for this portal again to create a student account and request your student ID card. You will find more detailed information on this website [Starter-Kit](#).

Informationen zur Online-Bewerbung

To find further information on application and enrolment please use our **"Application Check"**.

Please note: University of Göttingen offers an almost paperless application and enrolment.  
**Therefore the postal transmission of the documents which you uploaded in this portal is not necessary.**

Username Password Login  
Lost login data?

If you have forgotten your password, please use the following link to get a new password:

[https://masterportale.uni-goettingen.de/wiwi/en/request\\_password.php](https://masterportale.uni-goettingen.de/wiwi/en/request_password.php)

Please do **not** click on *Lost login data?* on the online platform for enrolment!



### c. Click on *View my application*

**Start online application**  
Dear applicant,

here you can fill in your online application for degree programmes with limited admission for the 1<sup>st</sup> subject semester and enrolment of degree programmes with open admission.

All mandatory entries are marked with an asterisk (\*). To access the help function for the individual input fields, click on the "Info" icon. Should you still have any technical or subject-related questions, please contact the relevant address listed under "assistance and contact".

**My functions - online application**  
Once you have created an application, you can see the processing status of your application here. Please click on "View my application" button to view or edit more details about your applications. Also, please click on "View my application" if you wish to apply for a new semester.

If you have been offered admission and would like to accept, please also click on "View my application" to then apply for enrolment.

Your Göttingen University

**Your Applications** ▼  
summer term 2023

Subject	Request status
Request #1: History of global markets	Admission offered

**View my application**

**Informationen zur Online-Bewerbung**  
To find further information on application and enrolment please use our "Application Check".

Please note: University of Göttingen offers an almost paperless application and enrolment.  
**Therefore the postal transmission of the documents which you uploaded in this portal is not necessary.**

### d. Click on *Request for enrolment*

If there are several admissions offers, please check that you are enrolling for the correct degree programme.

You are here: [Home](#) > [Studies offered](#) > [Online application](#)  
Application semester: summer term 2023

**Submitted Requests** ⓘ Help

Request #1	Request status: Admission offered
History of global markets, 1. subject related semester	Admission Restriction
Request subject status: Admission offered	

**Request for enrolment** | [Show details](#) | [Relinquish university place](#)

ⓘ The enrollment is possible until Sep 10, 2023.  
**Please note that only the deadline specified in your letter of admission is binding!**

**My Requests** ⓘ Help  
ⓘ To apply for admission or enrolment click the "Add a request" button. The University of Göttingen allows up to three applications for study programmes with restricted admission.

**Add a request**

**Personal information**  
Applicant no.: 50178160  
Masterbewerbung: 983-20231-5350

Have you submitted a central application for our university at hochschulstart.de? Link your account to view your application status and after you have been admitted to study use this account to enroll.  
[Link with hochschulstart.de account](#) ⓘ

**TestHGME, TestHGME**  
fadfa, fadfa  
studienberatung@wiwi.uni-goettingen.de  
No phone number

[Print data control sheet \(PDF\)](#)

**Help & Contact**  
Office of Student Affairs  
Wilhelmsplatz 4  
37073 Göttingen  
(Opening hours)

or via phone:  
Infoline: +49 551 39-113  
(Opening hours)

and also via e-mail:  
infoline-studium@uni-goettingen.de

**International Student Office**  
von-Siebold-Str. 2  
37075 Göttingen  
+49 551/39 27777  
[Inquiry form](#)  
ⓘ



## e. Read information and click *next*

**GEORG-AUGUST-UNIVERSITÄT GÖTTINGEN** UNIVERSITÄTSMEDIZIN GÖTTINGEN **UMG** search menu

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

**Welcome**

**Dear prospective student!**

You have chosen a degree programme with open admission and can now enrol via this online platform. You will not receive a letter of admission because we will enrol you after you filled in your data, sent in your documents and paid your semester fees.

In this online platform your submitted information will be completed with some more data necessary for your enrolment.

**Attention: Please always use the "next" button for saving your data.** A click on the menu or the "back" button of your browser will lead to the loss of the not yet saved information.

After your online enrolment you will receive the registration number for your application.

**Parents' or guardians' declaration of consent for prospective under-age students**

If at the time of your online application for enrolment you have **not yet reached the age of 18**, you need the consent of your parent(s) or guardian(s). The declaration of consent form and a letter from Georg-August University for your parent(s) or guardian(s) will be made available to you for download as PDF documents at the end of this application.

**Address**

Georg-August-Universität Göttingen  
Studium und Lehre / Studierendensbüro  
Postfach 3744, 37027 Göttingen  
Wilhelmsplatz 4, 37073 Göttingen

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## f. Complete your personal details and click *next*

**GEORG-AUGUST-UNIVERSITÄT GÖTTINGEN** UNIVERSITÄTSMEDIZIN GÖTTINGEN **UMG** search menu

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**Personal details**

**Please enter your personal data.**

The fields marked with \* are obligatory.

**Person**

\* Surname

\* First name

\* Gender

Job title

Any suffixes to name

\* Date of birth

\* Place of birth

Country of birth

Birth name

Nationality

Second nationality.

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### g. Complete your contact details and click *next*

Please do not forget to leave your phone number. Due to the Corona pandemic, we are obliged to be able to follow contact channels in some places, e.g. for exams in presence. For this purpose we need your current telephone number.

**GEORG-AUGUST-UNIVERSITÄT GÖTTINGEN** UNIVERSITÄTSMEDIZIN GÖTTINGEN : **UMG** search menu

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**Address**

Please enter at least one address and indicate the address you regularly use as postal address.  
Here you can provide more contact information.  
These data are necessary to contact you in case there are any questions concerning your application.

The fields marked with \* are obligatory.

**Postal address**

\* Postal address

☒ This address is my home address  
☐ This address is my semester address

\* Address tag

Company

\* Street and house number

Postcode

\* City

Address addition (c/o, room number)

Post office box

\* Country

[+ New Address](#)

**Communication**

☒ Phone ☐ Messenger ☐ Hyperlink

E-mail  private

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### h. Complete your information on your university entrance qualification and click *next*

**GEORG-AUGUST-UNIVERSITÄT GÖTTINGEN** UNIVERSITÄTSMEDIZIN GÖTTINGEN : **UMG** search menu

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**University entrance qualification**

Have you earned your university entrance qualification **after 12 years**? Then please choose one of the options including "G8".

If you have a university entrance qualification from another country than Germany that entitles you to study **every subject** at a university, please select:  
Acquired in: Abroad  
Type of University Entrance Qualification: "allgemeine Hochschulreife im Ausland erworben"

If you have a university entrance qualification from another country than Germany that entitles you to study **only specific subjects** at a university, please select:  
Acquired in: Abroad  
Type of University Entrance Qualification: "fachgebundene Hochschulreife (im Ausland erworben)"

**Please note:**  
If you have a university entrance qualification without a final grade (e.g. earned abroad), please enter 4.5 as the overall average grade. The data will be corrected by the university.

The fields marked with \* are obligatory.

**University Entrance Qualification**

\* Acquired in

\* District of qualification

\* Type of University Entrance Qualification

\* Average grade

\* Date of UEQ

[+ Add University Entrance Qualification](#)

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**i. Complete the information on earlier periods of study and click *next***

GEORG-AUGUST-UNIVERSITÄT GÖTTINGEN UNIVERSITÄTSMEDIZIN GÖTTINGEN : UMG search menu

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- University entrance qualification
- Earlier periods of study
- Parallel (Simultaneous) Studies at two German Universities
- Qualifications previously earned
- Health insurance
- Professional experience
- Completion of enrolment

### Earlier periods of study

Have you ever studied at a different university? If so, complete the form otherwise continue.

The fields marked with \* are obligatory.

#### Previous studies in Germany

**Please note:**  
Have you already studied at a German university/university of applied science? If yes then please choose the university you were/will be first enrolled at. Please fill in the semesters you have already studied at German universities/universities of applied science.

Country

Semester of first registration for study in Germany

Year of first registration for study in Germany

University of first enrollment in Germany, if it is different from this point in time

**Please fill out the following details if you've already studied at a German university:**

Total semesters at German universities/universities of applied science

Of which work-placement semesters

Of which leave of absence semesters (Urlaubssemester)

Further semesters at a preparatory college (Studienkolleg)

Gap semesters

Clear input fields

#### Information about your studies prior to the current semester.

You weren't enrolled at a German university/university of applied science in the semester prior to the current semester?

**Please note:**  
Have you already been enrolled at a university?  
Meant is here the semester before the semester for which you want to enroll.  
E.g.: You want to enroll for the winter semester 2009/2010. You only need to fill in this page if you were enrolled at a German University in the summer semester 2009.

+ Add information about your studies prior to the current semester

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**j. Only if applicable: complete the information on a parallel studies and click *next***

GEORG-AUGUST-UNIVERSITÄT GÖTTINGEN UNIVERSITÄTSMEDIZIN GÖTTINGEN : UMG search menu

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### Parallel (Simultaneous) Studies at two German Universities

**If you intend to be registered – at the same time – at another university/university of applied sciences in Germany, please enter the name of this institution.**

It is up to Göttingen University to decide whether to admit students for parallel degree programmes. Please include an extensive justification and the corresponding proof from your first university/university of applied sciences with your submitted documents; e.g. studies-related certificates, preliminary and intermediate examinations, etc.

The fields marked with \* are obligatory.

#### Parallel studies at another university

**No parallel external study**

+ Add information about parallel studies

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**k. Complete the information on your final exams (bachelors' degree) and click *next***

**GEORG-AUGUST-UNIVERSITÄT GÖTTINGEN** UNIVERSITÄTSMEDIZIN GÖTTINGEN **UMG** search menu

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**Qualifications previously earned**

Have you already earned a degree? The course of study that you have already provided data of will be shown here automatically so that you can add a degree. If you have not completed a degree, click „Next“. Have you earned a degree from studying at another university, you can add this degree under „Add degree at another university“.

The fields marked with \* are obligatory.

**Intended final examination.**

**Information:**  
The data entered were recorded from the location of the course of studies Master Uni mit Abschluss History of global markets you are applying for.  
If you want to earn the degree, for the course of studies you are applying for, at another location, please change the entries. The entry of a district is only necessary when you selected "Germany".

\* Country:

\* District:

**Previously earned Qualifications**

Have you already studied before and graduated, then fill in the following fields, otherwise continue.

If you made entries of your studies in your previous semester, they will appear here for an easier registration. However, if you passed a final examination of another course of studies, then create this new degree.

**Information:**  
no external studies

**Add Degree at Another University**

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**l. Complete the details of your health insurance and click *next***

**GEORG-AUGUST-UNIVERSITÄT GÖTTINGEN** UNIVERSITÄTSMEDIZIN GÖTTINGEN **UMG** search menu

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- Health insurance**
- Professional experience
- Completion of enrolment

**Health insurance**

**Information:**  
You must provide information about your health insurance according to the German Social Welfare Code (Sozialgesetzbuch V §199a Abs. 2). You are not permitted to enrol at German higher education institutions without health insurance.

You need to request the proof of student health insurance from your health insurance company prior to enrollment. If you do not have statutory health insurance, request the proof of student health insurance from any statutory health insurance company.

- The proof of student health insurance is transmitted digitally from the health insurance company to the university.
- The assignment is based on your personal details and health insurance personal id number; missing or varying data will be taken over. Your health insurance personal data will be entered as is and will not be changed by the university
- If there is any discrepancy please contact the registrar's office first and after that the health insurance company, if necessary, to ensure timely enrollment.

The fields marked with \* are obligatory.

**Details for health insurance**

\* Status of insurance **Information**

☐ liable to health insurance

☒ exempted

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**m. Only if applicable: complete the information on professional experience and click *next***

**GEORG-AUGUST-UNIVERSITÄT GÖTTINGEN** UNIVERSITÄTSMEDIZIN GÖTTINGEN **UMG** search menu

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**Professional experience**

**Have you done vocational training or an internship after you have earned your university entrance qualification?**

The fields marked with \* are obligatory.

**Details for professional experience**

Apprenticeship with degree ☒ Yes ☐ No

Internship or voluntary service for the current studies ☐ Yes ☒ No

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**n. Finish your online enrolment by clicking on *Finish submitting enrolment data and back to overview***

**GEORG-AUGUST-UNIVERSITÄT GÖTTINGEN** UNIVERSITÄTSMEDIZIN GÖTTINGEN **UMG** search menu

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

**Completion of enrolment**

**Thank you for having entered your personal data.**  
By clicking on "Finish acquiring of enrollment data and back to overview" you'll be directed to the portal's summary page with your applications. Please pay the semester fee for enrollment.  
Your request for enrollment will be administrated after the receipt of the semester fees.  
The certificate of enrollment will be sent to you by email without being asked.

**Finish submitting enrolment data and back to overview**

[Back to overview](#) [Back](#) [Reset](#)

You return to the overview page. Your status has changed to „Request for enrollment submitted“



**Requests for enrolment**

Request #1

History of global markets, 1. subject related semester

Admission Restriction

Request subject status: Request for enrolment submitted

Show details Relinquish university place

The Reregistration deadline is exceeded. Please contact the Registrar's Office.

Print data control sheet for enrolment

**Submitted Requests**

**My Requests**

To apply for admission or enrolment click the "Add a request" button. The University of Göttingen allows up to three applications for study programmes with restricted admission.

Add a request

**Personal information**

Applicant no. Matriculation no. Masterbewerbung

Have you submitted a central application for our university at hochschulstart.de? Link your account to view your application status and after you have been admitted to study use this account to enroll.

Link with hochschulstart.de account

TestHGME, TestHGME

Print data control sheet (PDF)

**Help & Contact**

Office of Student Affairs  
Wilhelmsplatz 4  
37073 Göttingen  
(Opening hours)

or via phone:  
InfoLine: +49 551 39-113  
(Opening hours)

and also via e-mail:  
info@studium.uni-goettingen.de

International Student Office  
von-Siebold-Str. 2  
37075 Göttingen  
+49 551/39 27777  
Inquiry form

You can log out of the online platform for enrolment.

**Please complete your enrolment by 15 January 2024 by completing steps 2 and 3.**

## **Step 2: Transfer of semester fee**

Transfer the semester fee to the university. Your enrolment can only be processed after your payment has been received.

The amount of the semester fee and the bank details (reason for transfer: matriculation number, first and last name) of the University of Göttingen can be found [here](#).

## **Step 3: Submission of documents**

You will then receive an e-mail stating which documents you still need to upload or request (e.g. digital transmission health insurance). You upload necessary documents in the [upload portal](#). To log in, use the access data (username and password) that you received by e-mail during the master application. Only after we got all necessary documents your enrollment can be completed.

Once you have completed all the steps, the proof of enrolment will be sent to you unsolicited.