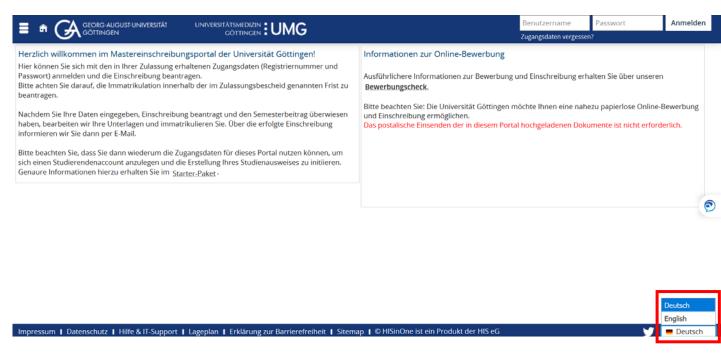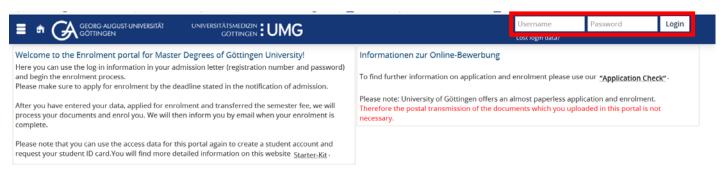## Step 1: Online enrolment

Steps for enrolment in the online platform:

a. Change the language from German to English

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)!
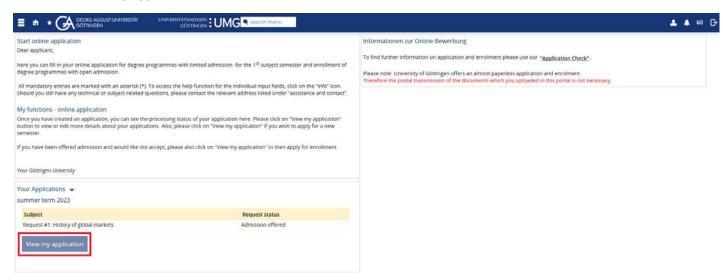

If you have forgotten your password, please use the following link to get a new password:

https://masterportale.uni-goettingen.de/wiwi/en/request_password.php

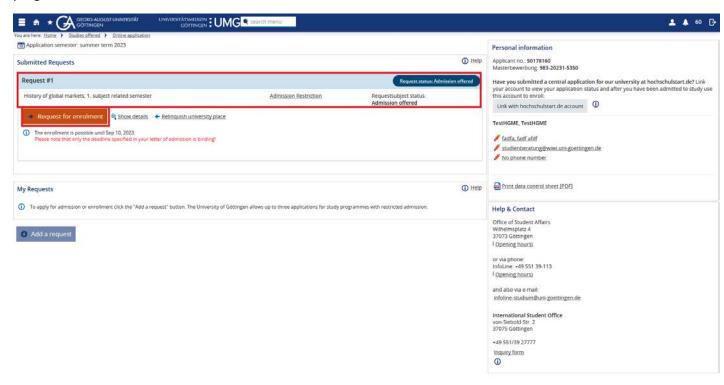Please do **not** click on *Lost login data?* on the online platform for enrolment!
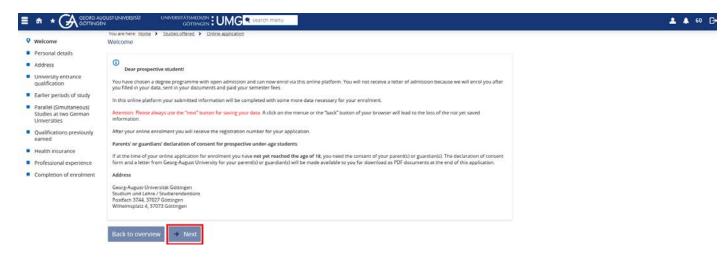
c. Click on *View my application*

d. Click on *Request for enrolment*

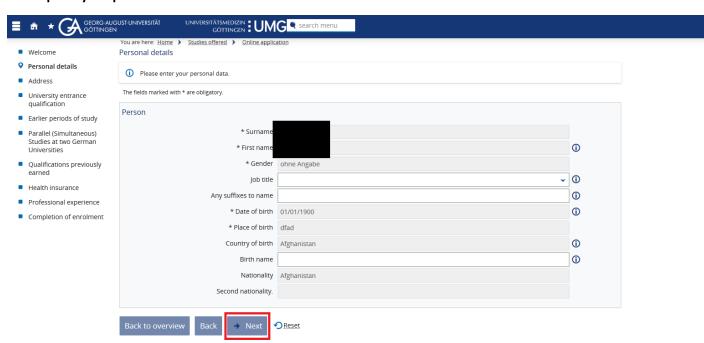If there are several admissions offers, please check that you are enrolling for the correct degree programme.
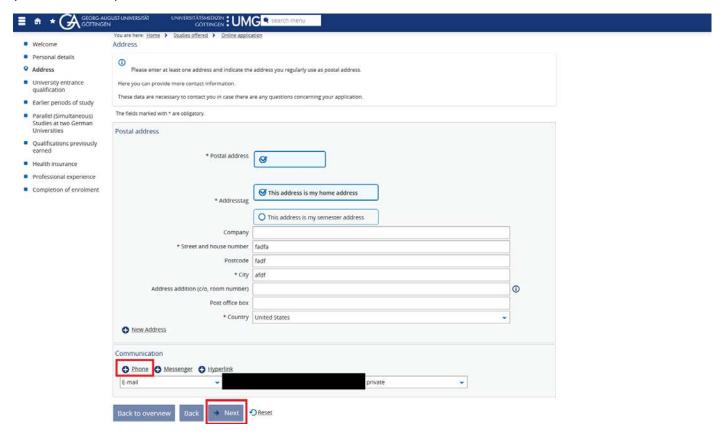
e. Read information and click *next*

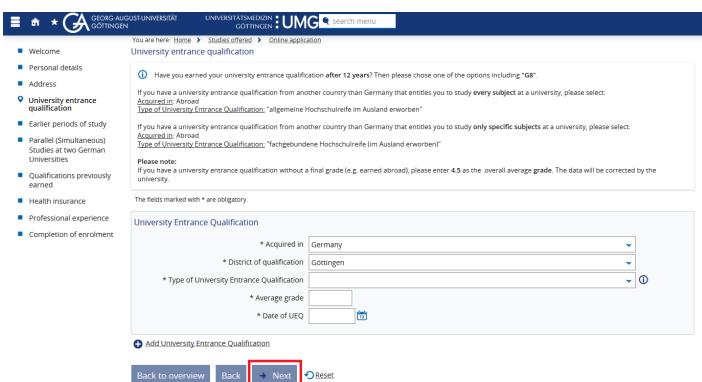## f. Complete your personal details and click *next*

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.
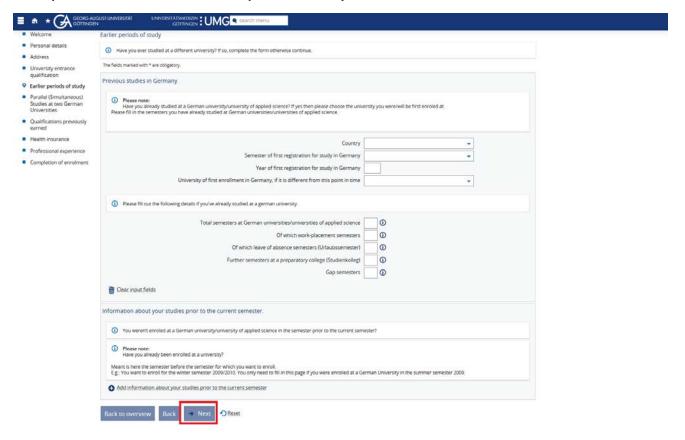

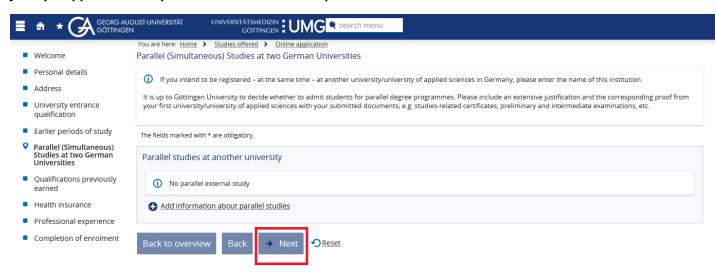## h. Complete your information on your university entrance qualification and click *next*

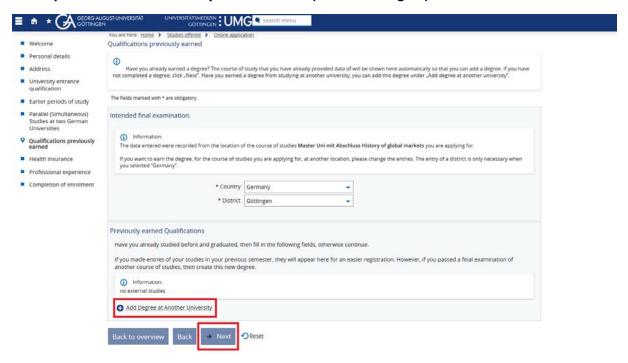## i. Complete the information on earlier periods of study and click *next*

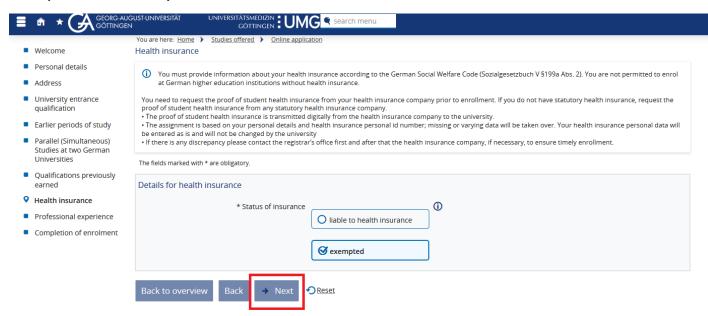## j. Only if applicable: complete the information on a parallel studies and click *next*

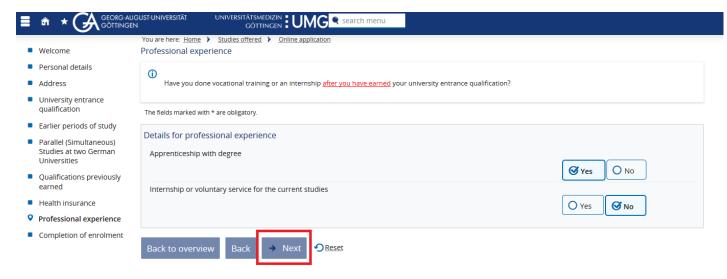## k. Complete the information on your final exams (bachelors' degree) and click *next*

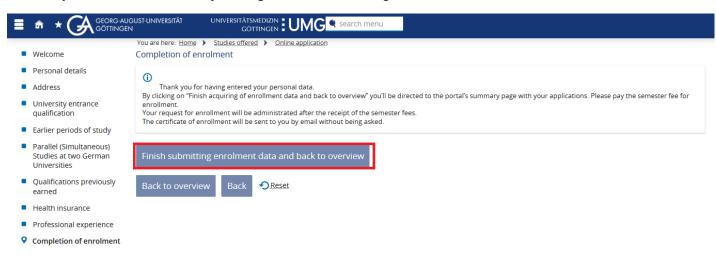## l. Complete the details of your health insurance and click *next*

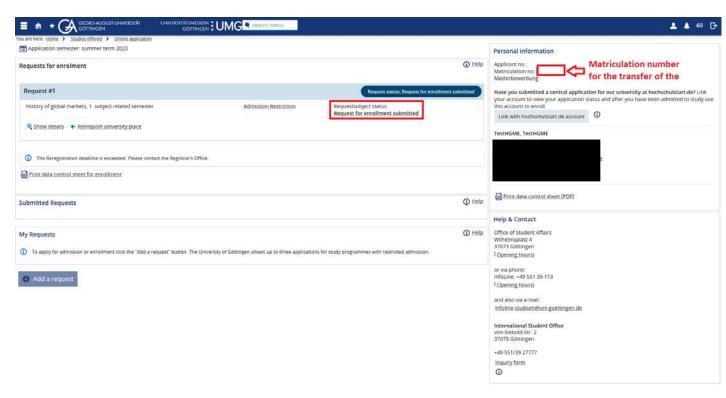**m. Only if applicable: complete the information on professional experience and click *next***

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

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

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.