

5 Steps to Online Enrolment

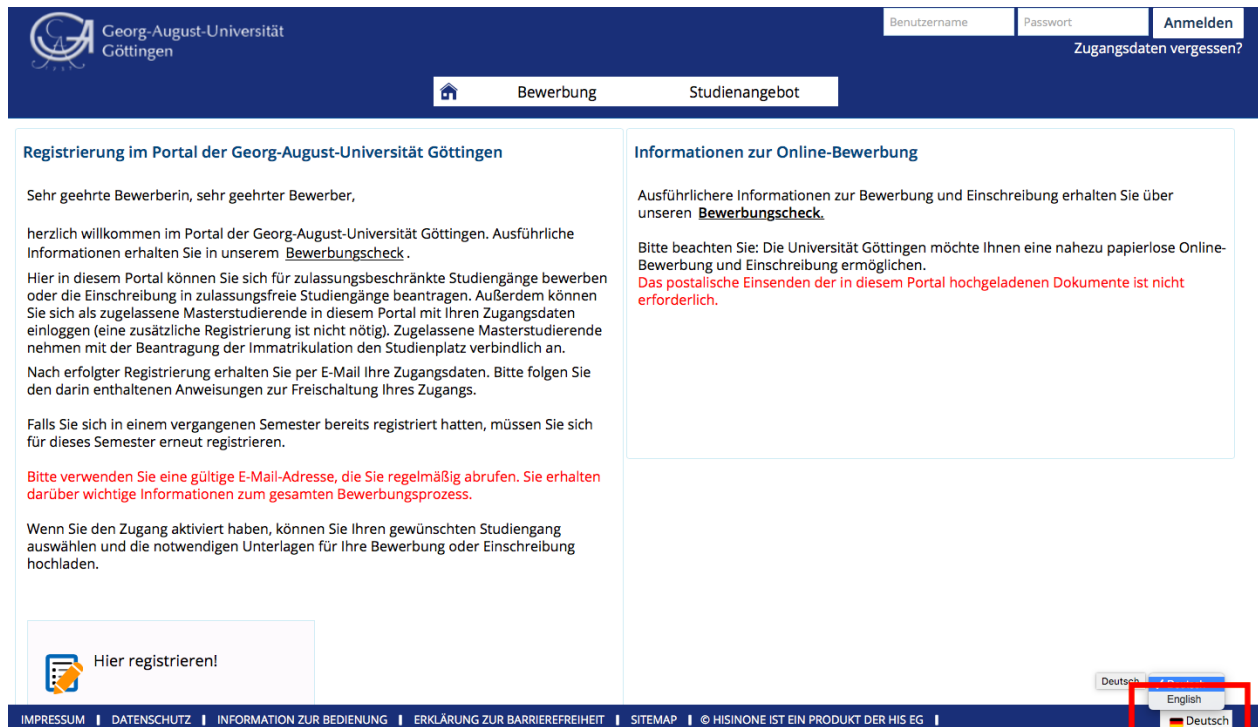
Step 1: Declaration of Acceptance / Registration for Orientation Days

Please send an email to masterbewerbung@sowi.uni-goettingen.de by **15 August 2020** stating that you accept our offer. Make sure to include the name of the study programme and your registration number. If you want to participate in the orientation days, please also register for those. Due to the Covid-19 pandemic the orientation days will take place online. You will find information regarding the orientation days on the following website: <https://www.uni-goettingen.de/en/51087.html> from the beginning of September at the earliest.

Step 2: Online enrolment

Steps for enrolment in the [online platform \(https://immatriculation.zvw.uni-goettingen.de/h1\)](https://immatriculation.zvw.uni-goettingen.de/h1):

a. Change the language from German to English



Georg-August-Universität
Göttingen

Benutzername Passwort Anmelden
Zugangsdaten vergessen?

Bewerbung Studienangebot

Registrierung im Portal der Georg-August-Universität Göttingen

Sehr geehrte Bewerberin, sehr geehrter Bewerber,

herzlich willkommen im Portal der Georg-August-Universität Göttingen. Ausführliche Informationen erhalten Sie in unserem [Bewerbungsscheck](#).

Hier in diesem Portal können Sie sich für zulassungsbeschränkte Studiengänge bewerben oder die Einschreibung in zulassungsfreie Studiengänge beantragen. Außerdem können Sie sich als zugelassene Masterstudierende in diesem Portal mit Ihren Zugangsdaten einloggen (eine zusätzliche Registrierung ist nicht nötig). Zugelassene Masterstudierende nehmen mit der Beantragung der Immatriculation den Studienplatz verbindlich an.

Nach erfolgter Registrierung erhalten Sie per E-Mail Ihre Zugangsdaten. Bitte folgen Sie den darin enthaltenen Anweisungen zur Freischaltung Ihres Zugangs.

Falls Sie sich in einem vergangenen Semester bereits registriert hatten, müssen Sie sich für dieses Semester erneut registrieren.

Bitte verwenden Sie eine gültige E-Mail-Adresse, die Sie regelmäßig abrufen. Sie erhalten darüber wichtige Informationen zum gesamten Bewerbungsprozess.

Wenn Sie den Zugang aktiviert haben, können Sie Ihren gewünschten Studiengang auswählen und die notwendigen Unterlagen für Ihre Bewerbung oder Einschreibung hochladen.

Hier registrieren!

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 | INFORMATION ZUR BEDienung | ERKLÄRUNG ZUR BARRIEREFREIHEIT | SITEMAP | © HIS/INONE 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 process: (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/sowi/en/>


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



Georg-August-Universität
Göttingen

Lost login data?

 Admission

 Studies offered

Registration at the online platform of Göttingen University


Dear Applicant,

welcome to the application portal of Göttingen University. If you are interested in further information please follow these [instructions](#).

On this portal you can apply for the degree programmes with limited admission or request enrollment for the degree programmes with open admission.

Following registration on the portal of Göttingen University, you will receive a verification link by e-mail. Please follow the instructions contained therein to activate your access. As soon as you have activated your access, you can select your desired degree programme and enter your personal data. In addition, as an admitted master student you can log in to this portal with your existing account (an additional registration is not necessary). With the application for enrolment master students accept our offer of admission.

Please check your e-mail-account regularly. You will get important information about the application procedure.


 Register here!

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.

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 English



c. Click on **View my application and edit**

Start online application
Dear applicant,

here you can fill in your online application for degree programmes with limited admission for the 1st 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".

Your Göttingen University

Your Applications

Subject	Request #1: Development Economics
Request Status	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.

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d. Click on **Request for enrolment**

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

Submitted Requests

Request #1

Development Economics, 1. subject related semester	Admission Restriction	Request Status: admission offered
--	-----------------------	-----------------------------------

Request for enrolment | Show details | Relinquish university place | Postpone offer

The enrollment is possible to Aug 21, 2020.
Please note that only the deadline specified in your letter of admission is binding!

Personal information

Applicant No.:
Matriculation No.:
Masterbewerbung:

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




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e. Read information and click *next*

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Studies offered

Dokument upload

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User information

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

Welcome

Personal details

Address

University entrance qualification

Earlier periods of study

Parallel (Simultaneous) Studies at two German Universities

Qualifications previously earned

Loan Request

Health Insurance

Professional experience

Completion of enrolment

Welcome

Online Enrolment

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 / Studierendenbüro
Postfach 3744, 37027 Göttingen
Wilhelmsplatz 4, 37073 Göttingen


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f. Complete your personal details and click *next*

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Completion of enrolment

Personal details

Please enter your personal data.

The fields marked with * are obligatory.

Person

* Surname - please enter your complete last name as it appears in your passport

* First name as in your passport

* Gender

Job title

Any suffixes to name

* Date of birth

* Place of birth

Country of birth

Name at birth

Nationality

Second nationality.

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g. Complete your contact details and click *next*

Please remember to provide your phone number. Due to the Covid-19 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.

The screenshot shows the 'Address' section of the online application form. The left sidebar contains a navigation menu with options like 'Welcome', 'Personal details', 'Address', 'University entrance qualification', etc. The main content area is titled 'Address' and includes instructions: 'Please enter at least one address and indicate the address you regularly use as postal address.' and 'Here you can provide more contact information.' Below this, there are fields for 'Postal Address' with labels: '* Postal Address', '* Address tag' (with radio buttons for 'This address is my home address' and 'This address is my semester address'), 'Company', '* Street and number', '* Postal code', '* City', 'Address addition', 'Post office box', and '* Country' (set to 'Germany'). There is a 'New Address' link. Below the address section is the 'Communication' section with a 'Phone' field (highlighted with a red box), 'Messenger', and 'Hyperlink' links. An 'E-mail' field is also present with a dropdown menu set to 'private'. At the bottom, there are buttons: 'Back to overview', 'Back', 'Next' (highlighted with a red box), and 'Reset'. The footer contains links for 'IMPRINT', 'PRIVACY', 'USER MANUAL', 'ACCESSIBILITY STATEMENT', 'SITEMAP', and 'HISINONE IS A PRODUCT OF HIS EG'.

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

Please also indicate your average grade in the form of "x,x".

The screenshot shows the 'University entrance qualification' section of the online application form. The left sidebar is the same as in the previous screenshot. The main content area is titled 'University entrance qualification' and includes instructions: 'Have you earned your university entrance qualification after 12 years? Then please choose one of the options including "G8".' and '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"'. Below this, there are fields for 'University Entrance Qualification' with labels: '* Acquired in', '* District of Qualification', '* Type of University Entrance Qualification', '* Average grade', and '* Date of UEQ'. There is an 'Add University Entrance Qualification' link. At the bottom, there are buttons: 'Back to overview', 'Back', 'Next' (highlighted with a red box), and 'Reset'. The footer contains links for 'IMPRINT', 'PRIVACY', 'USER MANUAL', 'ACCESSIBILITY STATEMENT', 'SITEMAP', and 'HISINONE IS A PRODUCT OF HIS EG'.

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

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You are here: Home > Studies offered > Online application

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Address

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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 Degree at Another University

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

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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 Degree at Another University

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

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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 Development Economics** 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 Germany

* District Göttingen

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. Only if applicable: complete the information on loan request (BAföG) and click *next*

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Loan Request

If you already applied for BAföG (financial aid), you must fill in the following forms and mark the course of study for which BAföG was accepted otherwise continue. If you already have a unique BAföG number in addition, you must enter it in the field "new unique BAföG number".

The fields marked with * are obligatory.

Details for Loan Request

Information:
A loan request does not exist yet.

[Add loan request](#)

Loan at the University (application)

No.	Degree	Subject/Subjects	Loan applied	for studysemester
1	Master Uni mit Abschluss	Development Economics	<input type="radio"/>	1
		no Relation to the BAfoeG Request	<input checked="" type="checkbox"/>	

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

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Health Insurance

Please state the state-regulated health insurance provider (Gesetzliche Krankenkasse) you are insured with (e.g. AOK, DAK, TK, Barmer etc.). If your state-regulated health insurance provider (Gesetzliche Krankenkasse) is not listed in the pull-down menu, leave the box empty. The missing data will be completed by the Registrar's Office based on the certification issued by your state-regulated health insurance provider (Gesetzliche Krankenkasse) required for submission.

If you are insured with a PRIVATE health insurance, upon enrollment, you must present written proof that you are "released from compulsory insurance" ("Befreiung von der gesetzlichen Krankenversicherungspflicht"). Any state-regulated health insurance provider (Gesetzliche Krankenkasse) (AOK, DAK etc.) will issue this certificate for you.

The fields marked with * are obligatory.

Details for Health Insurance

* Insurant Status

Health Insurance

Health Insurance Number

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Please note: In case you are planning to enroll for online studies from abroad (Non-EU countries), the obligation to provide evidence of health insurance does not apply until you enter Germany. Please contact us at international.study@uni-goettingen.de.

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

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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

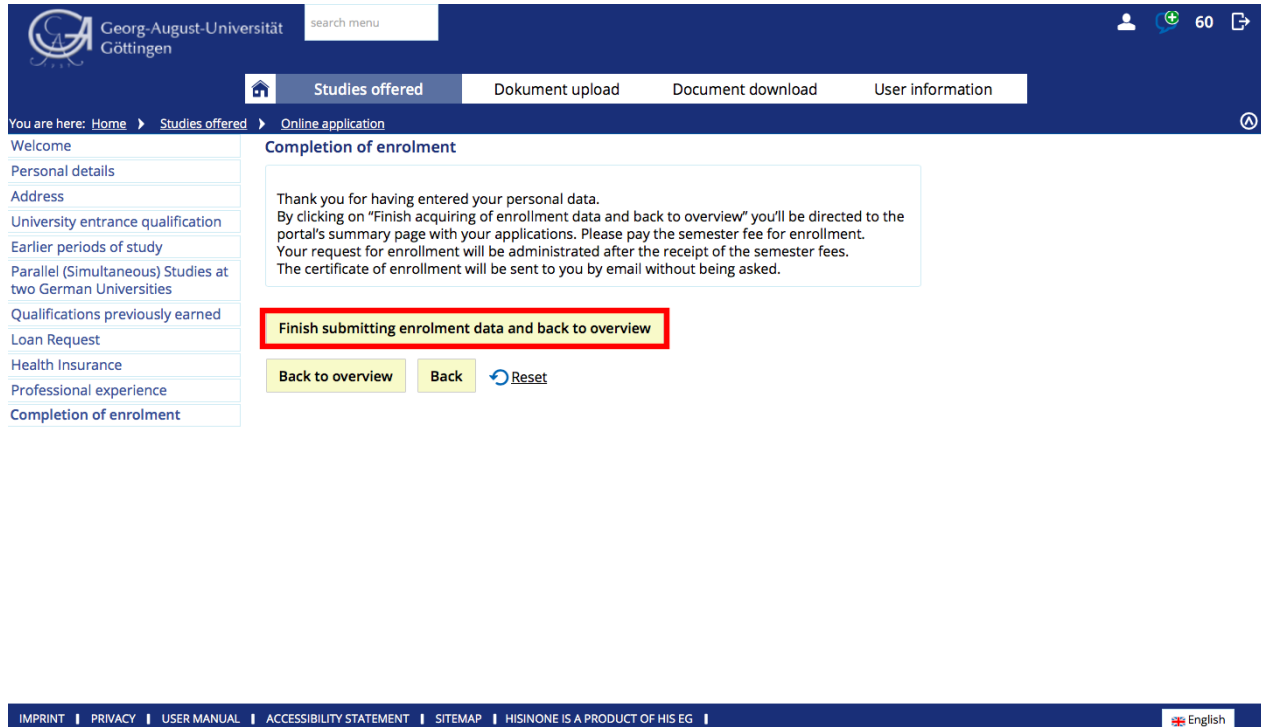
Apprenticeship with degree ☐ Yes ☒ No

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

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



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Completion of enrolment

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Professional experience
Completion of enrolment

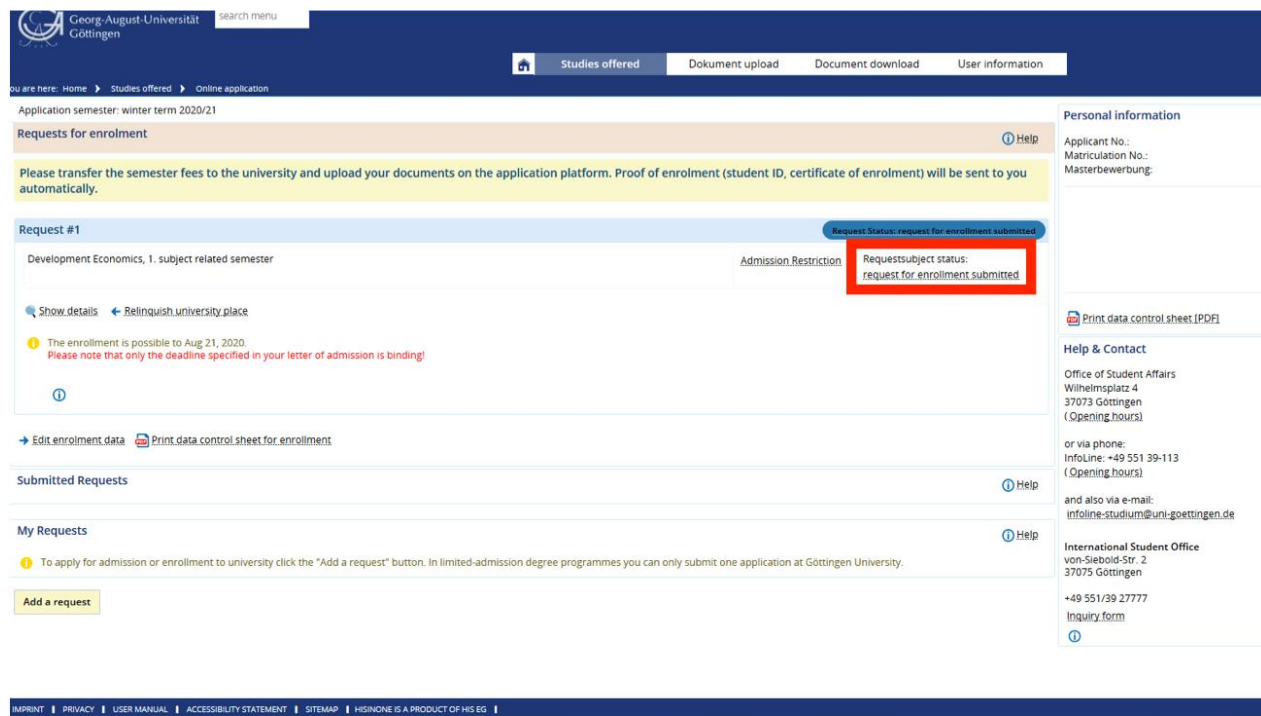
Thank you for having entered your personal data.
By clicking on "Finish acquiring of enrollment data and back to overview" you'll be directed to the portal's summary page with your applications. Please pay the semester fee for enrollment.
Your request for enrollment will be administrated after the receipt 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

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You will return to the overview page. Your status has changed to "Request for enrolment submitted".



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Studies offered Dokument upload Document download User information

You are here: Home > Studies offered > Online application

Application semester: winter term 2020/21

Requests for enrolment Help

Please transfer the semester fees to the university and upload your documents on the application platform. Proof of enrolment (student ID, certificate of enrolment) will be sent to you automatically.

Request #1 Request Status: request for enrolment submitted

Development Economics, 1. subject related semester Admission Restriction Requestsubject status: request for enrolment submitted

Show details Relinquish university place

The enrolment is possible to Aug 21, 2020.
Please note that only the deadline specified in your letter of admission is binding!

Edit enrolment data Print data control sheet for enrolment

Submitted Requests Help

My Requests Help

To apply for admission or enrolment to university click the "Add a request" button. In limited-admission degree programmes you can only submit one application at Göttingen University.

Add a request

Personal information

Applicant No.:
Matriculation No.:
Masterbewerbung:

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

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You can log out of the online platform for enrolment.

Please complete your enrolment by completing steps 3,4 and 5.



Step 3: Submission of documents

Upload the following documents to the [upload portal](#) by enrolment deadline, which is 30 September 2020 at the latest. To register, please use the access data (username and password) that you received by e-mail when you applied for our master's degree programme:

- a. Proof from the health insurance company of fulfilment of the insurance obligation (legally insured persons) or of exemption from the insurance obligation (privately insured persons),

Please note: In case you are planning to enrol for online studies from abroad (Non-EU countries), the obligation to provide evidence of health insurance does not apply until you enter Germany. Please contact us at international.study@uni-goettingen.de

- b. Certificate of previous study time, i.e. proof of semesters already studied at other universities (semesters of study, university and vacation semesters)
- c. possibly required language certificate.

Step 4: Transfer of semester fee

Transfer the semester fee to the university **until enrolment deadline, which is 30 September 2020**. 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: first and last name, 20202, applicant number) of the University of Göttingen can be found [here](#).

Once you have completed all necessary steps for online enrolment, the proof of enrolment will be submitted to you unsolicited.

If you have any questions regarding your enrolment please contact the responsible registrar's office at the University (InfoLine: +49-551 39 113; info-line-studium@uni-goettingen.de). International applicants please refer to the International Student Office for any further questions (international.study@uni-goettingen.de).

Step 5: Bachelor's Certificate

If you have not yet received your Bachelor's certificate at the time of application, please upload it by 15 November 2020 (<https://upload2.uni-goettingen.de/Bewerberportal/upload/en> you can access it with your registration number and password). Please note that an extension to this deadline of having to upload the Bachelor's certificate is granted until the end of the first semester of the Master's degree (31.03.2021), if a.) only the Bachelor thesis is still missing or b.) the Bachelor thesis has already been turned in and otherwise missing examination results, which are set to be finished by the end of the first Master degree's semester, do not exceed 8 Credits. You must give proof of the fulfilment of one of these conditions by 15 November 2020 to your Study Office.



You can access detailed information for the required procedure for a proof of extension via email after your enrolment. In case of any further questions, please contact the Study Office at the Faculty of Social Sciences (masterbewerbung@sowi-uni-goettingen.de).