Georg-August-Universität Göttingen

5 Steps to Online Enrolment

Step 1: Declaration of Acceptance / Registration for Orientation Days

Please send an email to <u>masterbewerbung@sowi.uni-goettingen.de</u> by **23 October 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.

Step 2: Online enrolment

Steps for enrolment in the <u>online platform (https://immatrikulation.zvw.uni-goettingen.de/h1)</u>:

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 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!

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| Registration at the online platform of Göttingen University. Dear Applicant, welcome to the application portal of Göttingen University. If y information please follow these <u>instructions</u> . On this portal you can apply for the degree programmes with enrollment for the degree programmes with open admission. Following registration on the portal of Göttingen University, y link by e-mail. Please follow the instructions contained thereir soon as you have activated your access, you can select your of and enter your personal data. In addition, as an admitted mas this portal with your existing account (an additional registratid application for enrolment master students accept our offer of Please check your e-mail-account regularly. You will get import application procedure. | ersity ou are interested in further I limited admission or request ou will receive a verification n to activate your access. As desired degree programme ster student you can log in to on is not necessary). With the f admission. rtant information about the | Informationen zur Online-E To find further information on Check". Please note: University of Götti Therefore the postal transmiss not necessary. | Bewerbung application and enrolment pl ngen offers an almost paper ion of the documents which y | ease use our <u>"Applicati</u> ess application and enr rou uploaded in this por | on olment. tal is |
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c. Click on View my application and edit

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| Start online application Dear applicant, here you can fill in your online application for degree program subject semester and enrollment of degree programmes with All mandatory entries are marked with an asterisk (*). To acce input fields, click on the "Info" icon. Should you still have any to please contact the relevant address listed under "assistance a Your Göttingen University | mes with limited admission for the 1st open admission. ss the help function for the individual chnical or subject-related questions, d contact". | Informationen zur Online-Be To find further information on ap Please note: University of Götting Therefore the postal transmission | werbung plication and enrolment plez en offers an almost paperles n of the documents which yo | ase use our <u>"Application Che</u> ss application and enrolment u uploaded in this portal is n | eck" . ot necess | ary. |
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| Subject Request #1: Development | Economics | | | | | |
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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.

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| Development Economics, 1. subject related semester | dmission Restriction | Requestsubject status: admission offered | | | | | |
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| My Requests To apply for admission or enrollment to university click the "Add a reque only submit one application at Göttingen University. | Office of Student Affairs Wilhelmsplatz 4 37073 Göttingen (<u>Opening hours)</u> | 5 | | | | | |
| Add a request | | | or via phone: InfoLine: +49 551 39-11 (<u>Opening hours)</u> and also via e-mail: | 3 | | | |
| | | | infoline-studium@uni-f International Student (von-Siebold-Str. 2 37075 Göttingen | <u>goettingen.de</u> Office | | | |



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f. Complete your personal details and click next

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g. Complete your contact details and click next

<u>Please remember to provide your phone number.</u> 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.

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

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

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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 <u>international.study@uni-goettingen.de</u>.

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





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



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| The enrollment is possible to Aug 21, 2020. Please note that only the deadline specified in your letter of admission is binding! | Help & Contact |
| Φ | Office of Student Affairs Wilhelmsplatz 4 37073 Göttingen (Onening hours) |
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| dd a request | +49 551/39 27777 |
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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 <u>upload portal</u> by enrolment deadline, which is 23 October 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),

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- 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 **23 October 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 <u>here</u>.

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; infoline-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 May 2021 (<u>https://upload2.uni-goettingen.de/Bewerberportal/upload/en)</u> 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 (30.09.2021), 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 May 2021 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).