

Online application for a Master degree

- Go to this website:

[https://www.uni-flensburg.de/en/ \(Application process\)](https://www.uni-flensburg.de/en/ (Application process))

- Scroll down and then click on the yellow marked words “online application”

Online application process in detail

Admission requirements may vary depending on the degree program. You will also need to meet additional qualifications for certain degree programs. Please refer to the information provided for your chosen degree program.



Attention: If you leave the application open for too long without progressing, your application will expire and you will need to restart the entire procedure again.

1. Introduction

These actions will redirect you to a page looking like this:

Online Application Europa-Universität Flensburg

Umschalten in deutsche Sprache

1. Introduction
2. Data protection
3. Personal information
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Introduction

On Saturday, 15/05/2021 the online portal for the application procedure for the 2021/22 autumn semester will be opened. Please do not submit any online applications PRIOR to this date, because your data will not be saved and not used.

Before you start:

Please make sure that you have installed the current *Acrobat Reader* version (see below). Otherwise you may neither open, nor save, nor print the application form at the end of the online procedure. Furthermore, you will need your university entrance qualification (i.e. certificate of general qualification for university entrance) and the certificate(s) of any academic degrees already acquired to completely fill out the form. Please carefully read the following information before starting.

Application procedure:

Irrespective of the degree course and study semester selected, applications will be exclusively submitted to Europa-Universität Flensburg by using the online application procedure. **For exceptions, please see „Application periods”, item 4.**

Please remember that only **one** application can be submitted for study programs with admission restrictions. Should you submit more than one application, only the one last processed by the Admission Office of the university will be considered for the selection procedure.

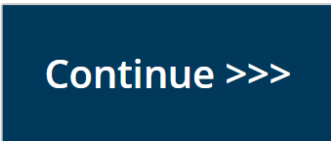
On the top left side of the page, you will find a small flag. If you click on it, you can change the language in which the page is displayed from German to English (and again to German) according to your preferences.

On the left side of your screen you will find an outline of the **structure** of the online application form. You will go through it step by step as you complete the online application form.

On the center of the page you will find **important information**, which you should read thoroughly.

Prepare and download documents, install the programs, and follow further instructions on the screen. This first page constitutes the introduction to your online application.

After you have read all the information, click **“Continue”** at the lower right corner of the page.



2. Data protection

Please read the **information** related to the protection of your data that will be transmitted via this website.

On this page you will also see which **semester** you are applying to. In this case it was Autumn Semester 2021/22. Make sure you are applying to start your studies in the correct semester.

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Data protection

During the whole online application procedure the data entered by you will be transmitted in encrypted form. It will be saved with the company HIS, commissioned and bound by contract by Europa-Universität Flensburg. Please be assured that your data will exclusively be used by Europa-Universität Flensburg as data-processing body for the purpose of your application. In case of any enrollment such data will be saved as part of the electronic student management system. Should your application be refused, your data will be deleted.

The data management at Europa-Universität Flensburg will be subject to the *State Ordinance on Collection and Processing of Personal Data for Administrative Purposes at Universities and at Universities of Cooperative Education*, from 8. september 2016 in its current version.

With clicking on **Continue**, you will have taken note of this information about data protection.

Semester: **2021/22 autumn semester**

< Back Continue >>>

Once you have read all the information and checked the semester you are applying to, click **“Continue”** at the lower right corner of the page.

3. Personal information

Please fill in your own personal information in the correct format. You can see an example below:

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Personal information

First name *

Surname *

Gender *

Academic title

Name affix

Date of Birth *

Place of Birth *

Nationality

2. nationality

< Back Continue Continue to next step

Once you are done filling in your personal information, click **“Continue”**.

4. Address & Communication

Please fill in your **address** as completely as possible, so that a letter can reach its destination without a problem or delay. Even though only the fields marked with an (*) are mandatory for you to complete your application, we advise you to fill in the address part as detailed as possible. Please make sure to include an email address that you check regularly.

See an example below:

The screenshot shows a web form titled "Address & communication". On the left, there is a sidebar with 16 numbered steps. Step 4, "Address & communication", is highlighted in blue. The main form area is titled "Postal Address" and contains the following fields:

- Street and house number *: Auf dem Campus 1
- Optional: [empty text box]
- Addition to Street: [empty text box]
- Country: Germany (dropdown menu)
- Postal code *: 24943
- City *: Flensburg
- Addition to City: [empty text box]
- E-mail address *: mara.musterfrau@uni-fl

You can also fill in the part which refers to “Communication” so that you can be easily reached in case the university needs to call you. However, you are not obliged to share this information for you to continue with the application process. You can continue as long as the fields marked with a (*) are filled in.

Once you are done filling in this information, click “**Continue**”. If you wish to change some information in a previous screen, click “**Back**”.

5. Higher education entrance qualification

Here is where you insert the information related to your high school or secondary school career.

- a) **If you completed your high school or secondary school in Germany**, you have a long list of types of qualifications to choose from.
If you completed your high school or secondary school abroad, simply choose “Sonstiger Erwerb der HZB im Ausland (allgemeine Hochschulreife)”. Your certificate will later be evaluated by the university staff handling applications and the qualification setting adjusted, if need be.
- b) Then input the **date of acquisition of your certificate**, that is, the date at which you completed your high school or secondary school, in the format shown below.
- c) **If you completed your high school or secondary school in Germany**, please input your exact grade. As shown in the yellow rectangle, if your grade was 2,5 please write 25 (without the coma in between the numbers).
If you completed your high school or secondary school abroad, simply write 99. Your grade will later be converted into a German grade by the university staff.
- d) Next you only need to select an option from one of the two boxes presented.
If you completed your high school or secondary school in Germany, please select the city where you studied.

If you completed your high school or secondary school abroad, please select the country where you studied.

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Higher education entrance qualification (HZB)

Higher education entrance qualification (HZB) – for example high school graduation

Type of higher education entrance qualification (HZB)

Enter the HZB that has entitled you to your first studies. So this is not a HZB that you had to acquire specifically for the now selected studies. Example: If you apply for a master's degree or a PhD program do not enter the last acquired university degree, but the graduation that authorized you to start the first completed studies. If you don't have acquired your HZB in Germany, please always use „sonst. HZB im Ausl. (aHR)“

Date of acquisition of your HZB *

For this date please refer to the corresponding testimonial. Date format DD.MM.JJJJ, for example 01.05.2001

Grade of entrance qualification *

Please enter the average grade of your HZB (for example high school) without a comma or a point. Example: 25 for the grade 2,5.

If it's a non-German certificate or the note is not known: 99

Grade of entrance qualification *

Please enter the average grade of your HZB (for example high school) without a comma or a point. Example: 25 for the grade 2,5.

If it's a non-German certificate or the note is not known: 99

City/Country for the acquisition of the HZB in Germany **

Please indicate the location (county or county-level city in Germany).

Country of acquisition of the HZB abroad **

Please enter the country only, if you have acquired your HZB abroad.

Fields with a * are required fields and must be filled.
**: one of the two fields must be filled.

< Back Continue >>>

Once you are done click **“Continue”**.

6. Information about the local NC Process

If you are a German citizen, please read the form in detail and answer according to your specific situation.

If you are an international student, this part of the form is not relevant to you and you can just click **“Continue”** after having checked that you have answered **“no”** to all the questions.

7. Target degree

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Target degree (main request)

Please select the target degree.

Target degree:

The application for a master course certified or will be in the near future list that gives you an overview

If you are already enrolled at a university, please take notice of the following options are possible.

Sie können folgende Abschlüsse wählen:

- Please select
- Bachelor Bildungswissenschaften
- Bachelor Intern. Management - BWL Dänisch
- Bachelor Intern. Management - BWL Spanisch
- Bachelor of Arts European Cultures
- Master**
- Master Lehramt an Gemeinschaftsschulen
- Master Lehramt an Grundschulen
- Master Lehramt an Gymnasien
- Master Lehramt Sonderpädagogik (Dual) - Registrierung
- Master Lehramt Sonderpädagogik (Schwerpunkt Primarstufe)
- Master Lehramt Sonderpädagogik (Schwerpunkt Sekundarstufe)
- Master Lehramt an berufliche Schulen / technische Ausrichtung (Dual)
- Master Lehramt an berufsbildenden Schulen / EHW
- Master Lehramt an berufliche Schulen / technische Ausrichtung
- Promotion

Achtung
Beachten Sie bitte die auf der Homepage

Übersicht über die zu wählenden Abschlüsse

Bewerbungssemester

Bachelorstudiengänge

Choose the Master degree you want to study.

In the specific case of for example the M.A. European Studies, Kultur – Sprache – Medien or Energie- und Umweltmanagement, the option to choose is “Master”.

After that click “Continue”.

8. Further information

Please read this carefully and then click “Continue”.

9. Subject for main application

Here, choose the subject of study.

If you are applying to the first semester of the Master course, then you should write 1 next to “Semester”.

If you are a student already enrolled in a master at a university and want to change programs, you can write the number of the semester you are applying to in the field. **Attention:** before you do this, please contact the head of studies to have your previously obtained ECTS recognized. This should happen BEFORE you complete your application in the system.

The type of study is “Aufbaustudium” in almost every case. Only in case you have previously completed a “Master” or a “PhD” should you choose “Zweitstudium”.

Afterwards, click “Continue”.

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Subject for main application

Target degree: Master

Subject of study *

Semester*

Please select the subject semester you apply for (university entrants always have to select the 1st subject).

Type of Study

Erststudium (First degree): You are in your first degree program if you have not yet completed a course of study at a German university successfully and completely.

Zweitstudium (Second degree): You are in a second degree program if you are applying for a Bachelor's degree and at the time of your application you have already completed another Bachelor's degree at a German university (or a Diplom, Magister or Staatsexamens degree program) or if you are applying for a Master's degree and at the time of application have already successfully and completely completed another Master program at a German university.

Aufbaustudium (Postgraduate studies): Select this option if you apply for a Master's degree following a bachelor's degree. The Bachelor's degree does not have to be completed.

Promotion (Doctoral studies): Select this option if you are applying for a doctoral program.

Fields with a * are required fields and must be filled.

10. Previous Studies

If this is the first time that you are enrolled in a German university, filling in this part of the form is easy.

First you choose the name of this university: EUF Europa-Universität Flensburg;

Then you choose the semester to which you are applying: WS2023/24 (if you are starting your studies in 2023);

And under "Semester counter", just write "0", that is zero, in every place which needs to be filled in. Then you will be done and can click "Continue".

If you were enrolled in another German university before, then:

First choose the name of the university in which you first enrolled in Germany and then the semester in which you first enrolled in a German university (for example, the WS2016);

Under "Semester counter", just write the total number of semesters in which you were enrolled in any German university; the number of semesters in which you took a leave of absence; the number of semesters in which you attended a mandatory internship as a part of the curriculum of a German university; and finally, the number of semesters that you attended a Studienkolleg, if any (preparatory courses which allow you to apply to a German university). (Use 0 / zero for any options that don't apply to you).

After you are done with all of this, click "Continue".

Please beware: Erasmus semesters completed at a German university do not count as enrollment in a German university, so those do not count.

The screenshot shows a web form titled "Previous studies". On the left is a navigation menu with 16 items, where "Previous studies" is highlighted. The main content area is divided into two sections:

General information

Are you or have you been enrolled at a German university or university of applied sciences? Yes No

Which german university have you been/will you be enrolled at first?

State of first enrollment:

Higher education institution of the first enrolment:

Higher education institution of the first enrolment:

If you have not been previously enrolled, please fill in the upcoming semester; i.e. SS2021 for summer term 2021 or WS2021 for winter term 2021/22.

Number of terms (german universities only)

Total number of previous semesters:

Hier tragen Sie bitte ein, wie viele Semester Sie insgesamt an deutschen Hochschulen eingeschrieben waren. **Achtung:** Fehlende oder falsche Angaben können zum Ausschluss vom Bewerbungsverfahren und zur Rücknahme einer Zulassung führen.

Semesters of leave of absence:

Internship semesters:

Furthermore, semesters of study at Studienkolleg (Preparatory Course):

Semesters of leave of absence:

Cause of absence:

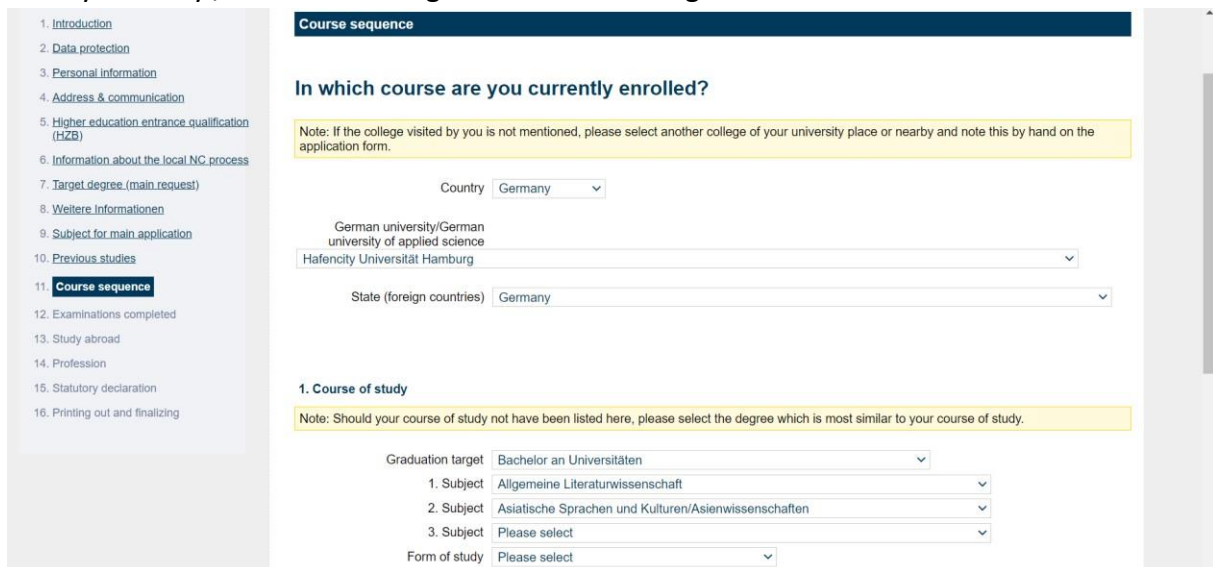
< Back

11. Course Sequence

If you are enrolled in a German university or university of applied sciences for your BA or another MA program (usually designated as FH, Fachhochschule or Hochschule), please select “Germany” to the first question and input the university accordingly.

If you are enrolled in another course at another university abroad, for example, please select “Foreign country” and then the exact country where you study.

Under “**Course of Study**”, try to select fields which are as close to what you are studying / studied as possible. Don’t worry if you don’t find subjects which are exactly the same as what you study / studied. Just a generic idea is enough.



Course sequence

In which course are you currently enrolled?

Note: If the college visited by you is not mentioned, please select another college of your university place or nearby and note this by hand on the application form.

Country

German university/German university of applied science

State (foreign countries)

1. Course of study

Note: Should your course of study not have been listed here, please select the degree which is most similar to your course of study.

Graduation target

1. Subject

2. Subject

3. Subject

Form of study

12. Examinations completed

Have you completed a university degree in Germany or abroad (either at a university or at a university of applied sciences)? If not, then just answer “no” to the first question and just click “Continue”. You do not need to fill in anything else at this part of the procedure.

If you have completed a university degree in Germany, then please fill in all the information required according to the official certificates that you obtained after the conclusion of your studies.

If you completed a degree abroad, please answer accordingly and skip the “if German degree” fields.

Please note: you can apply to a Master course without having completed your BA degree, but will need to submit proof of its completion early in the fall term. See the university website for the precise deadline this year.

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Examinations completed

Last degree:

Have you already taken a final exam at a university/university of applied science (all study- and examination results are achieved and graded) and do you have the note and the examination date of the finished degree available?

Final examination, not intermediate exam or similar.

Type of your last degree

State of degree

University (if german degree)

Degree

Form of study

1. Subject

2. Subject

3. Subject

Examination date

Examination status

Overall grade

Penultimate degree:

If you have already completed studies **before** your **last final examination**, please choose your **penultimate examination** here.

Have you taken another Examination?

Type of your penultimate degree

State of degree

University (if german degree)

Degree

Form of study

1. Subject

2. Subject

3. Subject

Examination date

Examination status

Overall grade

Please enter the grade without a comma or a dot. Example: 25 for the grade 2.5. If it's a non-German certificate or the grade is not (yet) known: 80

13. Study abroad

If you have never studied at a university outside the country of the university you are or were enrolled, please don't fill in anything in this part of the application procedure and simply click "Continue".

If you were enrolled at a University and studied abroad for some month, please fill in this part of the application procedure.

Then click "Continue".

The screenshot shows the 'Study abroad' section of an application form. On the left is a navigation menu with 14 items, where '13. Study abroad' is highlighted. The main content area has a dark blue header 'Study abroad' and a sub-header 'Please fill in only if you studied abroad.' Below this are several form fields: 'State' (dropdown menu with 'Ägypten' selected), 'Duration in month' (dropdown menu with '3 Monate' selected), 'Begin' (text input with '12.01.2019' and a 'Help' button), 'End' (text input with '15.04.2019' and a 'Help' button), 'Type of study' (dropdown menu with 'Praktikum' selected), and 'Mobility program' (dropdown menu with 'Sonstiges internationales/nationales Programm' selected).

14. Profession

If you have not completed any type of vocational training before applying to this study program, simply click "Continue".

If you are a German citizen and have completed vocational training prior to the current application to the M.A European Studies, please fill in this part of the application procedure in accordance with the vocational training you completed and then click "Continue".

The screenshot shows the 'Profession' section of an application form. On the left is a navigation menu with 13 items, where '13. Study abroad' is highlighted. The main content area has a dark blue header 'Profession' and a sub-header 'Occupation after acquisition of the higher education entrance qualification (HZB)'. Below this are several form fields: 'Vocational training' (radio buttons for 'No' and 'Yes', with 'No' selected), 'Total time for practical activity in the learned profession (after completion of the vocational training)' (text input with '0' and '(Number of months)'), and a note '(Hiermit ist nur eine Tätigkeit in einem erlernten Beruf, also nach Abschluss der Berufsausbildung gemeint.)'. At the bottom, there is a note 'Fields with a * are required fields and must be filled.' and two buttons: '< Back' and 'Continue >>>'.

15. Health Insurance Information

If you already live in Germany and have German health insurance provider, you have to fill in this part of the application status. Otherwise you can click **“Continue”**.

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Health Insurance Information

All students enrolled at a state or state-recognized institution of higher education in Germany are subject to mandatory health insurance.

Please enter your health insurance number and your health insurance provider here.

Please inform your health insurance provider immediately, but no later than after your admission and your submission of enrollment documents, of your intention to begin your degree program at Europa-Universität Flensburg. For this purpose, be sure to indicate the so-called sender number of Europa-Universität Flensburg to the German health insurance provider. The number is: **H0000618**.

Your health insurance provider will automatically send a confirmation of your insurance status to the university. Enrollment is not permitted without this confirmation. In case of private insurance, you must contact a German state health insurance provider and obtain a permanent exemption.

Only students who have already reached the age of 30 at the beginning of their degree program and doctoral students are exempt from the requirement to submit a proof of health insurance.

Please select your health insurance provider here:

Please enter your health insurance number here:

Attention:
If you do not have health insurance yet, please leave this information blank. The health insurance number is an alphanumeric, ten-digit value with a letter as the first digit and numbers in the other nine digits.
The health insurance number is printed on your health insurance card.
Your health insurance number may in some cases contain two additional characters regarding your health insurance status: **P123456789** or **P123456789-2**.
These additional characters (-2) are not to be entered.

16. Statutory declaration

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Statutory declaration

Full and true statement and statutory declaration

I am making an application for the enrollment or participation in the selection procedure subject to my data indicated above. I declare that all particulars indicated in this application are complete and true. I am aware that discovery of any incorrect data may lead to withdrawal of the admission or removal from the register of students - even after given admission or enrollment. Moreover, I give a solemn declaration that the study times and final degrees indicated are true.

By submitting the data, I give my consent to the aforesaid facts.

Before you click “Continue”, please make sure that all the information that you gave corresponds to the truth. If it does not, you run the risk of being removed from the application procedure. Other legal consequences may also apply.

17. Printing out and finalizing

If you have made it this far, you are almost done!

Printing out and finalizing

Thank you very much for your data entry.

Your application number will be **4924**.



Please print the application form for the Admission Office of Europa-Universität Flensburg, made available to you as a pdf file, by clicking the button shown below now. **For safety reasons, you should also save the file on your computer.**

Please take the information sheet(s), which you also need to print out, for your own files. The information sheet(s) are required for accessing the application portal.

Print application form

Please check whether the printout contains the following data:

- Application number
- Full address
- Degree course selected

Should any parts of such data be missing, the online application must be made again. If you detect any error after having sent off the data, you may re-issue the online application. In such case, you will get a new application number. Please note that only the application number for which you send in the application form will be activated.

Please attach the relevant documents indicated in the printout and send the application form, together with the other

Please notice your **application number** on top and write it down somewhere you can find it again. It will not be the one given here, but a number that is specifically assigned to you!

Then click on **“Print application form”** and check whether your information is correct. If not, you will need to start another online application. If it is correct save this PDF-document in your computer because you will need to print it and attach all your documents to it before sending them to the university (check above for the address where all your documents need to be sent to). The PDF-document also contains a link to Studiport and password which together allow you to access and consult the status of your application.

Note: the deadlines which you see might not be accurate. For exact application deadlines, please consult the website: <https://www.uni-flensburg.de?41000> and click on “Application Deadlines”.

In the end just click **“Finish”** and close your browser window afterwards. The online part of your application procedure is done.



Finish