1. Please go to the application page of the B.A. European Cultures and Society. You can find it here:

https://www.uni-flensburg.de/en/academics/student-services/admission-and-

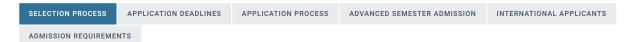
enrollment/application-process/apply-bachelor/ba-european-cultures-and-society or here: https://www.uni-flensburg.de?id=40980&L=2

Read the information at your disposal on the page.

Applying for Admission to the B.A. Program in European Cultures and Society

ರ∌ Listen

Welcome! Here you can find detailed information about applying for admission to the Bachelor of Arts program in European Cultures and Society at Europa-Universität Flensburg.



2. To start your application process:



The Application Process

The application to the Europa-Universität Flensburg takes place in two steps:

- 1. the online application process and
- 2. uploading of all required application documents.

... and scroll until the end of the page, where you will find the link to the application portal ...

Please note: Online applications submitted before the official application start date cannot be considered. This also applies if application documents are received after the application deadline. Applicants are solely responsible for the timely submission of their application documents.

Go to the online application portal »

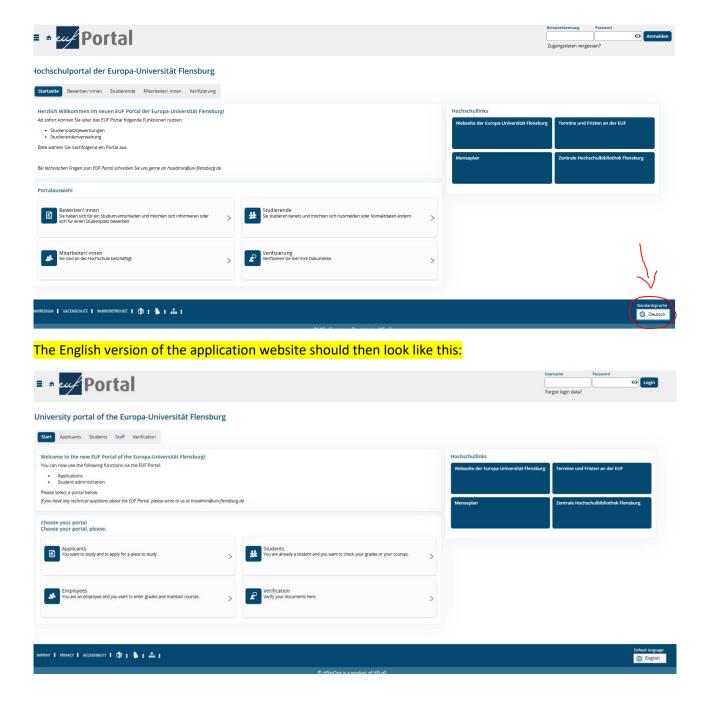


3. Then click on the button to go to the online application portal.

This click will lead you to the EUF-Potal (https://eufportal.uni-

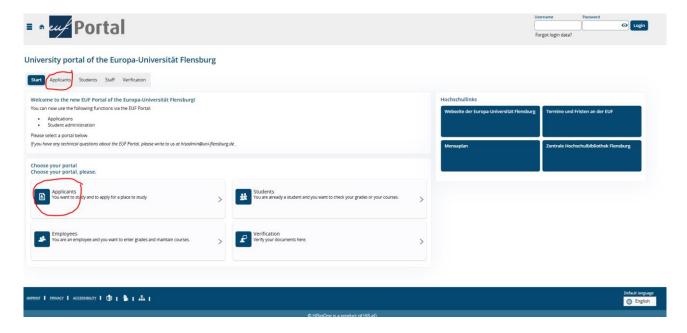
flensburg.de/qisserver/pages/cs/sys/portal/hisinoneStartPage.faces).

If, by chance land on the German version of the portal, please scroll down to the end of the page and change the language to English on the lower right side.



4. Here, to apply to the B.A. European Cultures and Society, you should choose "Applicants" either on the horizontal menu on top of the page or in the box below.

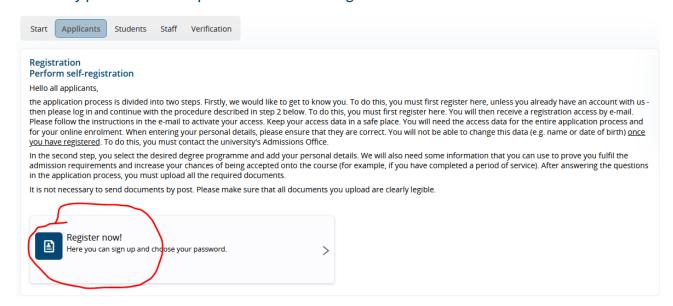
You can always return to this page by clicking on "start".



5. This will lead you to the registration page. There you need to click to "Register now!"



University portal of the Europa-Universität Flensburg



6. You also have on the right side two possible boxes to click on. One will directly you to the information on application procedure (https://www.uni-flensburg.de/en/academics/student-services/student-services/studying-at-euf). Clicking on these buttons will most likely lead you to the German version of the website of the Europa-Universität Flensburg. To navigate these pages in English, you will find on the top right side of the page a German flag. Please click on it to switch the language of the page into English:

Please be careful because if you click on these links, you might not be able to go back to the page where you were. Here is the direct link to that page: https://eufportal.uni-flensburg.de/gisserver/pages/cs/sys/portal/hisinoneStartPage.faces (see also Nr. 5).

7. If you click on "Register now!" in the EUF application Portal, you will be directed to a registration page with several sections to read and to fill in with your data.

First you should read the section related to Information:

Information

Please fill all required fields.

- · Please register only once.
- After the registration we will send you an e-mail describing the next steps.

Remember your user identification, that you received in your welcome e-mail after registration, and your self-elected password. You will need them later on for your log in to the application portal

Please do not use the registration, if you already have an account. You can apply under the menu item application or doctorate.

You can login on the top right side of this page

All fields marked with an asterisk (*) are required. Some input fields provide an info icon to display additional information

Please note the data privacy policy regarding the registration.

and the data privacy policy:

Data privacy policy regarding the registration



The online application at this university requires a user account. All fields marked with an asterisk (*) are required for registration. All other fields are voluntary with Art. 6 para. 1 lit. a GDPR being the legal basis for this data. The processing of the data is based on Art. 6 para. 1 lit. e GDPR in conjunction with § 2 der Landesverordnung zur Erhebung und Verarbeitung personenbezogener Daten für Verwaltungszwecke der Hochschule und der Berufsakademie (StudDatenVO) vom 8. September 2016 for the purpose of enrolment administration during the application and admission process. In this context data is used for statistical analysis and evaluation while no identification of an individual is possible.

- If the account is not used for an application, the application is not successful or the enrolment is not successfully completed, the personal data regarding to this account is deleted by a per-term data cleanup procedure 12 months after start of the term.
- If an application is successful and enrolment took place, then personal data is used and processed for the administration of students based on Art. 6 para. 1 lit. e GDPR in conjunction with § 3 der Landesverordnung zur Erhebung und Verarbeitung personenbezogener Daten für Verwaltungszwecke der Hochschule und der Berufsakademie (StudDatenVO) vom 8. September 2016. This data is deleted after removal from the matriculation register of students if no other legal grounds for further processing or a legally prescribed retention period apply.

Further information regarding the processing of personal data, your rights as a data subject and contact details

Close

8. Then it's time to start filling in your personal data. You will sometimes notice a small onext to some of the fields that you need to fill in. If you click on it, you will get some information about that field. This might help you, in case you have some doubts about which information to provide. All fields marked with a * are mandatory and therefore need to be filled. In the field "Surname", please write all your surnames, if you have more than one. If you have more than one first name, you will need to write them in the next two fields: first name and below the first name again and the rest of you names.

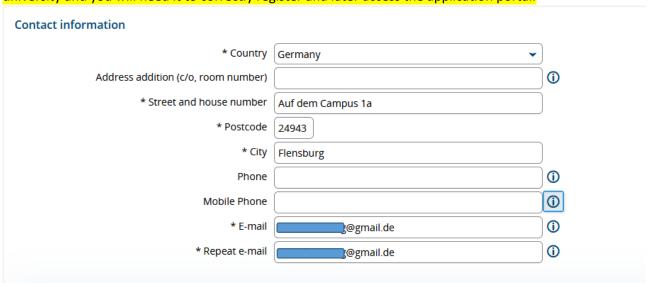
You also need to fill in the field Gender. Here you have several options: divers (= diverse), female, male, undefined/n.s.

The next mandatory field is related to the date of birth (mm/dd/yyyy), place of birth (local place/city) and nationality.

Please feel free to fill in the rest of the non-mandatory personal data fields.

Personal data * Surname Smith Jensen * First name Maria **①** All first names Maria Consuela Here you can enter all your first names (as in your ID card). The name mentioned in the field "First name" has to be entered here, too. * Gender ~ Job title ~ **①** Academic degree **①** Academic degree suffix **① ①** Name prefix **①** Name suffix Pseudonym (artist name) * Date of birth 01.01.2004 1 1 Possible date format: ddmmyy, ddmmyyyy, mm/dd/yy, mm/dd/yyyy, dd.mm.yy or dd.mm.yyyy. * Place of birth Rome Country of birth ~ Birth name * Nationality (country) | Argentina Second nationality (country) ~

And fill in your contact information. Please make sure that your address and your email are
correctly spelled. The email will be the main means of communication between you and the
university and you will need it to correctly register and later access the application portal.



10. Finally create a password following the instructions given, answer the security question and tick that you read the data privacy policy. Once you complete all the sections, the button "Register" turns blue and you are then able to click on it and create your account in the application portal of the Europa-Universität Flensburg.

* Password	••••••	•	
* Repeat password	••••••	•	
urity question			
y question			
In order to ensure that the request was made by a	person and not by a spam machine, please	enter the letters or numbers from the query	pelow in the answer field.
Security question (Captcha)	Count the letters in: DAYTIME	2	
* Response to the security question	7	0	
he security question is used to protect against spam. Non order to ensure that the request was made by a person			
a privacy policy			
a privacy policy			

11. Once you register, you will receive an email with an activation code that you will need to complete your registration.

Registration

(i) Thank you for registering!

An e-mail has been sent to you, containing detailed instructions on how to activate your user account.

- Please follow the instructions carefully.
- IMPORTANT: Please remember your user data, you will need them once in a while to log in to the application portal.

If you already have an account

• If you are registered with this e-mail address and you have activated your account, please use the link "Forgot login data?" or contact your university.

Enter the activation code from the welcome e-mail

The email that you receive will look like this:

Online application: Registration Inbox x

no-reply@uni-flensburg.de

to me ▼

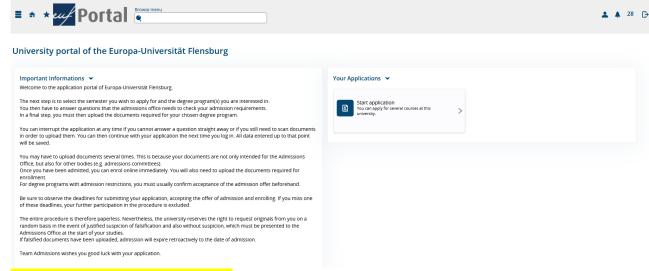
And the content will looks like this:

Welcome P
we have reserved the following user data:

username: t password: your chosen password
IMPORTANT: Please remember your user data, you will need them once in a while to log in to the application portal.
Please confirm your e-mail address with the following link:
https://eufportal.uni-flensburg.de/qisserver/pages/psv/selbstregistrierung/pub/mailverifizierung.xhtml?_flowId=selfRegistrationVerification-flctoken=&navigationPosition=functions,mailVerification
If your e-mail program does not display a direct link, please copy the complete line into your browsers address bar.
Alternatively you could select the menu item 'E-mail verification' and type in the following activation code:
This e-mail was generated automatically, please do not reply.
, , , , , , , , , , , , , , , , , , ,
Here you can either click on the link that is on the email or alternatively you can copy-paste your
verification code to the verification page on the EUF application Portal:
Verification
i Please type in the activation code from the registration mail.
We have sent an activation code by e-mail.
All fields marked with an asterisk (*) are required. Some input fields provide an info icon to display additional information.
* Activation code
Once you have confirmed your email, you will receive the information that your verification has
been successful and you can now fill in your username (as was given to you in the email) and the
password that you chose on step 10 to log in to the EUF application Portal.
Registration
(i) Your verification has been successful.
Please sign in with your username (not with your e-mail-address) you have received by e-mail and your password.
Username
Password
Login

You have successfully registered in the EUF application Portal and you are now ready to start your application once you log in.

12. The first thing that you will see is some important information that you should read.



On the top right corner, you will find:

- Information about yourself, the applicant
- Access to new notifications/information
- The number of minutes after until session timeout
- And the button to logout.



13. Then you should click on "Start application". The first thing you will be asked is if you would like to receive email notifications when the status of your application changes or you receive any notification. If you click "yes", you will receive updates via email.

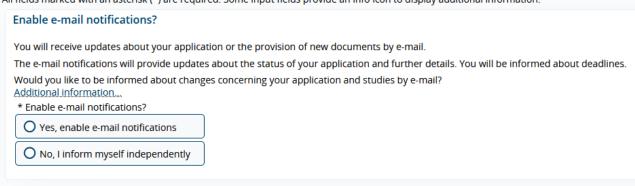
If you click "No", you will not receive any email and you will need to log in to the EUF application portal constantly to see if there is any change. If you are busy and forget to log in for a couple of days, you may miss important information.

In any case, you are only giving permission to receive status/information updates per email. You will not be sent spam or any other information not related to your application. You can always change your

You are here: Home > Studies offered > Application

Application: e-mail notifications and consents

All fields marked with an asterisk (*) are required. Some input fields provide an info icon to display additional information.



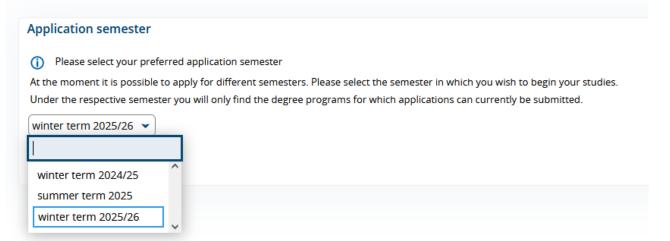
Save selection

14. Once you have saved your selection, you will be asked to choose the semester you are applying to. If you are applying to the 1st, 3rd or 5th semester of the B.A. European Cultures and Society, you should choose the upcoming Winter term, as those semester are only offered in the Winter If you are applying to the 2nd, 4th or 6th semester, you should always choose the upcoming Summer term, as those semester are only offered in the Summer.

You will most likely be applying to the 1st semester, so, in this case, you should choose the upcoming Winter term.

You are here: Home > Studies offered > Application

Application

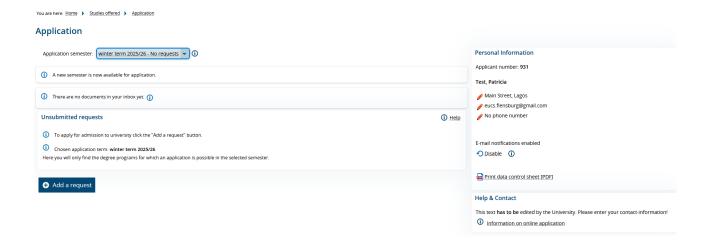


When can you apply to a higher semester? When you have already completed at least 30 credit points in another university in a program similar to the B.A. European Cultures and Society. In this case, in order to complete your application, you will need to obtain a document from the university stating that you are allowed to apply to a higher semester.

For that, please send an email to eucs@uni-flensburg.de with your identification, the information that you are applying to the B.A. European Cultures and Society and that you want to apply to a higher semester. Please attach a scan of your transcript of records (translated to German or English, if it is in another language) together with the module description of the modules that you want recognized. You should also attach the control sheet from your application (you can download from the EUF application Portal in the next step).

This procedure takes some time, so please take that into account when planning your application.

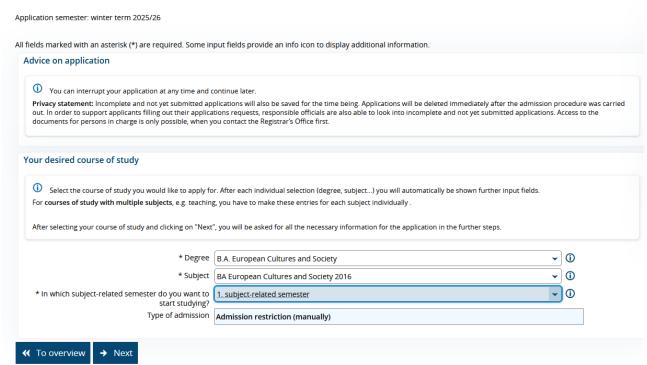
15. Once you have chosen the semester you are applying to, please click on to start your application.



On the left side of the page, you can start your application to a specific study program. On the right side of the page you will find your personal information and your application number. You can change your personal information, if you identify any wrong information. Here you can also enable/disable the email notification that you chose on step 13. You can also download the PDF with the data control sheet mentioned on step 14 needed if you are applying to a higher semester.

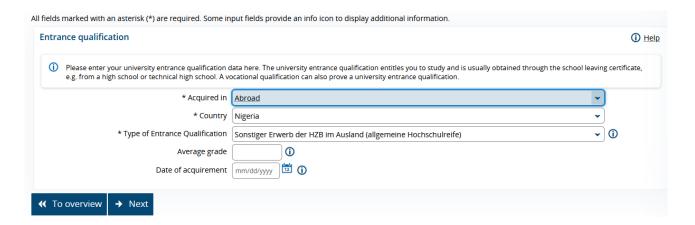
16. To start applying to a specific study program, please click on "Add a request" at the bottom left side of the page. Then, you will be asked to choose the degree, subject and semester you are applying to, like in the example below:

Application



17. When you click "Next", you will be asked for further information about your entrance qualification. Entrance qualification is the previous education that you have that allows you to study in Germany. For applicants who studied in Germany before, that would be the Abitur. For applicants that completed their studies abroad, the educational background is equivalent to the German Abitur. Germany has made an assessment of the educational system of every country in the world and checked what background would be equivalent to the German Abitur. In the case of some countries the high school certificate is equivalent to the German Abitur. In other cases, it is the high school certificate plus one or two completed years of university at bachelor's level. If you want to get an idea of which educational background you need to apply to the B.A. European Cultures and Society in Germany, please check this DAAD page in detail: https://www.daad.de/en/studying-in-germany/requirements/admission-database/

With this in mind, you are then asked to fill in the fields with (*):



If you are an applicant, who previously studied in Germany, then you will choose that you completed your Abitur in Germany.

If you completed your studies abroad, then you should choose that you completed your studies abroad and then choose the country where you completed your studies.

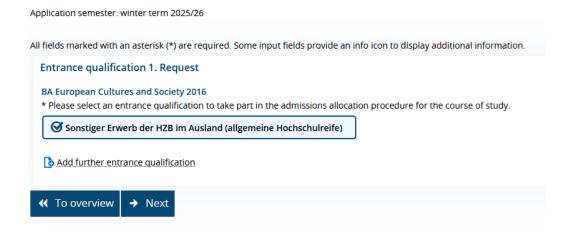
The type of Entrance qualification only gives you options in German and is only relevant for students who completed their studies in Germany. In this case, if you are an international applicant, you can choose this option: "Sonstiger Erwerb der HZB im Ausland (allgemeine Hochschulreife)".

The last two points related to the average grade (equivalent to the GPA) and date in which you have completed the studies that allow you to apply to a Bachelor's program in Germany are not mandatory fields. The Admissions Office, when analyzing your documents, will convert your GPA into a German grade that fits the German scale of 1-4. Whatever you write here, the Admissions Office will always correct the information once they have assessed your application.

18. When you click next, you are then asked to confirm that the university entrance qualification that you chose is correct. If you completed high school in one country and the necessary extra time of university in a different country, then you should add one further entrance qualification (option at the bottom of the page). In this case, the only different thing that you need to signal is the different countries in which you completed your different educational certificates (usually high school and the university semesters).

In the end you always need to your university entry qualification by clicking "Next".

Application - 1. Request: BA European Cultures and Society 2016



19. The next page has three questions:

- 1. Have you completed a second degree in Germany? Here Germany is the key word. If you have previously completed a Bachelor's or a Master's in another country, then that does not matter and you should reply "no".
- 2. The question about vocational training is mainly aimed at German applicants. Vocational training corresponds to an "Ausbildung" in Germany and for the purpose of this application is not comparable to any other type of training done abroad. So, even if you have completed a vocational training abroad, you should answer no. You should only answer yes if you completed an Ausbildung.
- 3. The last question is also mainly aimed at German citizens. The German state gives preference to their citizens who have completed military, civil or European Service. This does not apply to international applicants.

Application - 1. Request: BA European Cultures and Society 2016 All fields marked with an asterisk (*) are required. Some input fields provide an info icon to display additional inform Second degree Please specify the number of semesters you have studied at German universities and if you have already completed studies at a German university Applying for a Master's degree program the corresponding Bachelor's degree program is not classified as a previously completed study program, so please select "Studies co Bachelor's studies should likewise not be entered. . If you have previously completed a study program outside your subject area or if you have graduated from a Master's program and you are applying for a Master's degree program now, please enter the appropriate nistudied and additionally select "Studies completed = Ves". * Semesters studied so far 0 O Yes * Studies completed? Ø No Vocational training (i) Have you already completed a vocational training? If so, then please specify. O Yes * Vocational training completed? Service completed? Delase specify if you have completed a service (for example a military service, a civilian service, a European Voluntary Service). If so, you are preferred over other applicants who would be ranked en **⊗** No Service begin 12 12

20. In the next step, you need to state whether you have a certificate to show that you fulfil the English language requirements to study at the B.A. European Cultures and Society. The information on the language certificates that are accepted for this purpose can be found here: https://www.uni-flensburg.de/eucs/application-admission/application-requirements

Regardless whether you answer yes or no, this answer will not have any impact on the chances of being accepted in the B.A. European Cultures and Society. As explained on the portal, you if do not yet have the needed language certificate, you will receive an admission letter under the condition that you submit it by the end of the first semester at the latest. So, you will be given an extended deadline to hand in the missing language certificate in case you don't have it yet at the moment of application.

Application - 1. Request: BA European Cultures and Society 2016

Application semester: winter term 2025/26

All fields marked with an asterisk (*) are required. Some input fields provide an info icon to display additional information.

Proof of English proficiency BA European Cultures

1 Admission to the European Cultures and Society degree program requires proof of sufficient English language proficiency. The certificate submitted as proof of language proficiency must not be older than two years from the start of the semester for which enrollment is requested.

You can find out which language certificates are recognized in the EUFs study qualification regulations.

If no language certificate is submitted (uploaded) by the end of the application deadline, you will receive an admission letter under the condition that you submit it unsolicited by the end of the first semester at the latest. If you do not meet this requirement, your studies will end at the end of the first semester.

Do you have a recognized certificate?

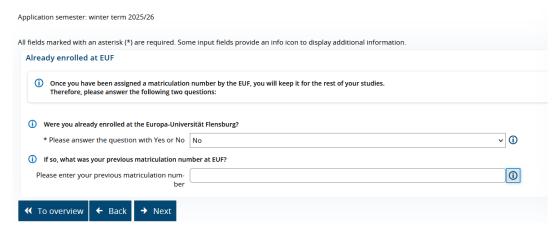
* Proof yes/no

* Proof yes/no

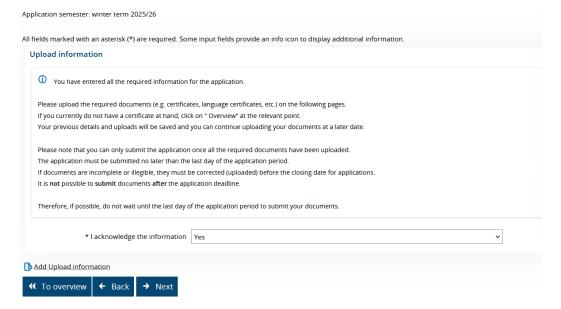
* Next

21. Next you will be asked if you were already enrolled at the Europa-Universität Flensburg before. That is, in case you were enrolled as a student in any other study program at this university.

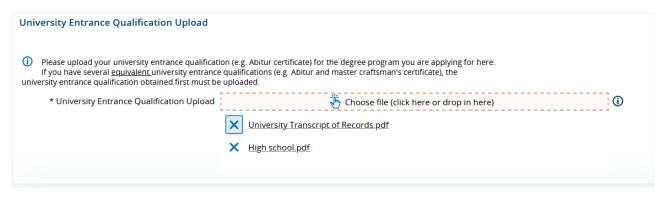
Application - 1. Request: BA European Cultures and Society 2016



22. In the next step, you will also be asked to acknowledge that you have read the information on screen. Please read the information and click Next.



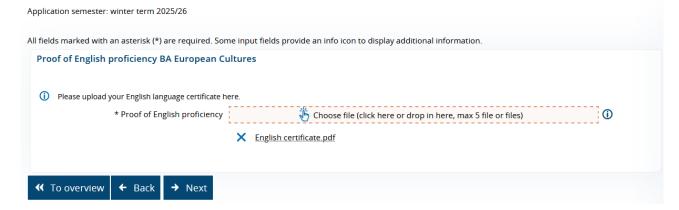
23. Now it's time to upload the documents that prove that you fulfil the application requirements to join the B.A. European Cultures and Society. These are the documents that you mentioned on steps 17. and eventually 18. You can just drag and drop the files in the EU application portal or select them from your computer and upload them.
Only the documents in the following formats can be uploaded: PDF, JPEG and PNG. Only 5 documents can be uploaded, with a maximum total size of 5 MB.
You can still delete or upload new documents after you uploaded your first documents.
The English certificate mentioned on step 20. Should not be uploaded now and here but only on the next step.



24. On the next step, please upload your English language certificate, if you already have one. The same limitation of files and maximum size apply here.

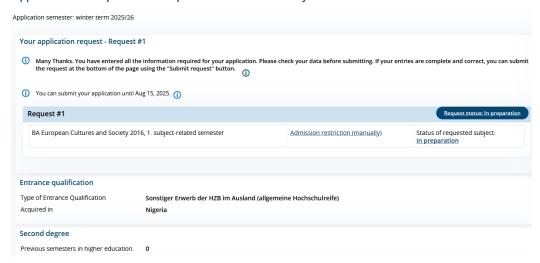
You already need to upload a document at this stage, so even if you don't have the language certificate yet, please write a document stating that you will show the language certificate until the end of the first semester of studies, save it as a PDF and upload it here in this position.

Application - 1. Request: BA European Cultures and Society 2016



25. Then you will be able to see the summary of your application. If you see any incorrect data and want to make any adjustments or changes, you can still do it by going back some steps and making the necessary changes.

Application - 1. Request: BA European Cultures and Society 2016



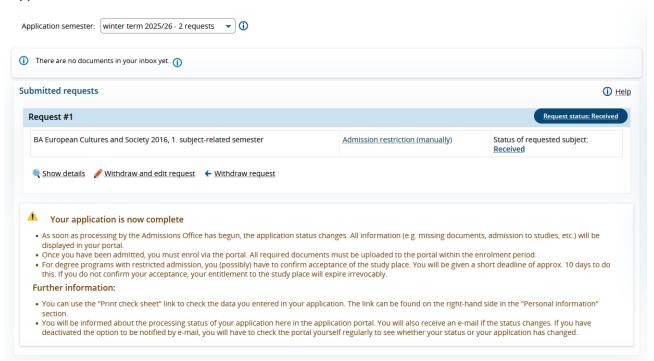
Here you can also see the status of your application, which, at this point, is only in preparation. At this point you haven't submitted your application yet.

You can do this now by scrolling to the end of the page, after you have checked that all the information is correct and ticked that you conform that all the information is correct. Only then will the button to submit your request will appear.



26. After you have submitted your request, you can now see a change in the status of your application. In the step before it showed "in preparation" and now it will show that your application has been "received". Now you need to wait for your application to be processed. If you allowed the system to send you emails, when the status of the application changes, you will receive an email informing you that there was a change.

Application



Good luck with your application!

For any question, please send an email to eucs@uni-flensburg.de