

Online application – B.A. European Cultures and Society

- Go to this website: <https://www.uni-flensburg.de/en/prospective-students/application/application-bachelor/european-cultures-and-society/>

- Click on the tab: Online Application (1) and then click on the big blue square under the name Online application (2)

An application is possible, under the condition that this program is successfully accredited. The status of the program will be clarified on this page, in time for the beginning of the application process.


Street: Auf dem Campu
Post code/City: 24943 F

Application Period	Application Requirements	Higher Semesters
Application Procedure	Selection Process	Hardship Cases
Compensation of Disadvantages	Second Degree	Preferential Admission
Foreign Applicants	Online Application	

1.

Online Application

In order to participate in the selection process for any of the degree programs offered by the Europa Universität Flensburg, every applicant must complete the [online application process](#). This applies to both open admissions and restricted admissions degree programs, as well as applications to a higher semester or second degree applications.



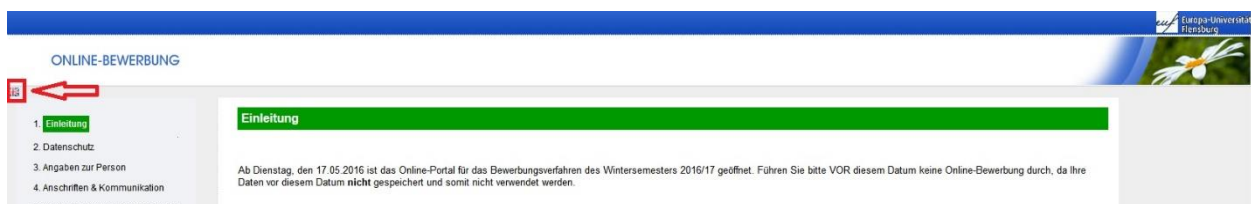
2.

The online application process replaces completing extensive paper applications, because all required data can simply be entered online, through any device with an internet connection. The applicant will only require a printer at the end of the process in order to print the application.

Attention: if you leave the application open for some time without giving continuity to the procedure, your current application expires and you will need to restart the entire procedure again.

1. Introduction

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



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 preference.

The page in English should look like this:

ONLINE-BEWERBUNG

Outline structure:

1. Introduction
2. Data protection
3. Personal information
4. Address & communication
5. Higher education entrance qualification (HZB)
6. Information about the local NC process
7. Target degree (main request)
8. Subject for main application
9. Previous studies
10. Study abroad
11. Course sequence
12. Examinations completed
13. Profession
14. Statutory declaration
15. Printing out and finalizing

Introduction

On Tuesday, 17/05/2015 the online portal for the application procedure for the 2016 winter 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 Viadrina 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.

Please read the application procedure guidelines prior to submitting an application. The latter will be available as a download file (pdf) using the following link: www.uni-flensburg.de/711022

Application periods:

Please strictly observe the table on page 7. It is shown there for which semesters applications will be accepted in the respective degree courses.

1. Bachelor programs
Study programs and subjects with restricted admission
Opening date for applications: 05/17
Application deadline: 07/15
2. Master programs
a) Master of Education (all teaching degrees, all subjects, incl. general studies)
Opening date for applications: 05/17
Application deadline: 08/31
b) All other Master programs
Opening date for applications: 05/17
Application deadline: 07/15

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 a series of **important information**, which you should read thoroughly and 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.

The latter can be downloaded

Adobe Get Adobe Reader

Continue >>>

2. Data protection

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

On this page you will also see which **semester** you are applying to. In this case it was Winter Semester 2016. Make sure you are applying to start your studies in the correct semester.

1. [Introduction](#)
2. **Data protection**
3. Personal information
4. Address & communication
5. Higher education entrance qualification (HZB)
6. Information about the local NC process
7. Target degree (main request)
8. Subject for main application
9. Previous studies
10. Study abroad

Data protection

During the whole online application procedure the data entered at Europa-Universität Flensburg will be saved as part of the electronic student management system. Please be assured that your data will be processed in accordance with the *Administrative Purposes at Universities*, from 9 December 2008.

The data management at Europa-Universität Flensburg will be in accordance with the *Administrative Purposes at Universities*, from 9 December 2008.

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

Semester: **2016 winter semester**

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:

Personal information

First name *

Surname *

Gender

Academic title

Please do not enter academic degrees (such as BA or MA or Dipl. Ing.) here, but only academic titles like Prof. or Dr.

Name affix

Examples: von, van, van der

Date of Birth * [Help](#)

Please enter your date of birth like: dd.mm.yyyy (e.g. 30.07.1983)

Place of Birth *

Nationality [Help](#)

If you have another Nationality in addition to German, you will be considered as German in the admission procedure.

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

[<<< Back](#) [Continue >>>](#)

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:

Address & communication

Postal Address

Street and house number *	<input type="text" value="Calle 52"/>
Optional	<input type="text"/>
Addition to Street	<input type="text" value="n. 23"/>
Country	<input type="text" value="Argentinien"/>
Postal code *	<input type="text" value="12345"/>
City *	<input type="text" value="Buenos Aires"/>
Addition to City	<input type="text"/>
E-mail address *	<input type="text" value="muster@hotmail.com"/>

Communication

Phone	<input type="text"/>
Fax	<input type="text"/>
Mobile number	<input type="text"/>

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

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 the

application to continue. The application is able to continue just 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.

- 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 **“Gymnasium (allg. HR)”**. Your certificate will later be analyzed and the qualification rectified, if need be.
- b. Then insert the **date of acquisition of your certificate**, that is, the date in which you completed your high school or secondary school, in the same format as shown below.
- c. **If you completed your high school or secondary school in Germany**, please insert 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 after the analysis of your certificate.
- d. Then you only need to make a selection 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.

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 last or first completed studies.


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

City/Country to the acquisition of the HZB in Germany 

Please indicate the location (county or county-level city in Germany) or the country where you acquired your HZB

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.

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.

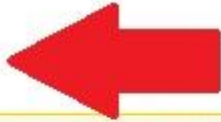
If you are an international student, this part of the form is not relevant to you and you can just click “Continue” after having checked that you have answered “no” to all the questions.

7. Target degree

Target degree (main request)

Please select the target degree.

Target degree



The application for a master course of studies is only possible if already a qualifying entrants cannot apply for a master course of studies. Please take notice of the following of studies are possible.

In the specific case of the B.A. European Cultures and Society, the option to choose is “Bachelor of Arts”.

After that, click “Continue”.

8. Subject for main application

Here, the **subject of study** is European Cultures and Society.

If you are applying to the first semester of B.A. European Cultures and Society, then you should write 1. **If you are a student already enrolled** in a bachelor at a university and want to change courses, you can write the number of the semester you are applying to. **Attention:** before you do this, you need to talk to the Head of Studies and obtain her approval and recognition of previously obtained ECTS.

The type of study is **“Erststudium”** in almost every case. Even if you have completed another bachelor previously, you should also choose **“Erststudium”**. Only in case you have previously completed a **“Master”** or a **“PhD”** should you write **“Zweitstudium”**.

Afterwards, click **“Continue”**.

Subject for main application

Target degree: Bachelor of Arts

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): All university entrants and applicants who want to continue the course of study without a university degree or a university of applied science degree of the member states of the European Union.

Zweitstudium (second degree): All applicants who at the time of their application have a degree of type master, diploma, magister or state examination are considered as second degree applicants.

Bachelor graduates without any of the above qualifications who would like to apply for a master course of studies choose "first degree".
Bachelor graduates who apply for another bachelor course choose "second degree".

According to the current legal situation a motion for alternative relief can't be considered. **Exception:** Applicants for the subject Sachunterricht in the master of education can propose a motion for alternative relief over the form which you can download [here](#).

If you apply for a **second degree** you need an additional application. You will find it [here](#).

The application for a second degree is only required for limited entry degree courses and not for Master degrees.

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

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9. 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: Flensburg, Universität;

Then you choose the semester to which you are applying: WS2016 (if you are starting your studies in 2016);

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 have been 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 WS2014);

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 at a Studienkolleg (preparatory courses which allow you to apply to a German university).

Finally you will be done and can click **“Continue”**.

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

Previous studies

Name of German university/ German university of applied science of first enrolment

Higher education institution of the first enrolment

Please enter the name of the higher education institution (in Germany), where you were enrolled for the first time.

Higher education institution of the first enrolment

Please enter the coming semester (for example: WS2011 for the winter semester 2011) if you were not enrolled yet.

If this your first study in Germany please enter the coming semester (for example: WS2011 for the winter semester 2011) as well. In case you have already been enrolled at a higher education institution in Germany, enter the semester of first enrolment please.

Semester counter

Please enter here the semesters you have already studied at German universities/ universities of applied sciences.

Total number of previous semesters

Semesters of leave of absence

Semesters of leave are the semesters in which you were officially on leave from regular studies at your former university (so-called "personal sabbatical" semesters and other "times out" are not considered semesters of leave).

Internship semesters

Internship semesters are the semesters in which you have completed a prescribed internship during a course of study as a registered student (for example: internship in industry)

Furthermore, semesters of study at Studienkolleg (Preparatory Course)

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

[<<< Back](#) [Continue >>>](#)

10. Study abroad

If you have never studied at a university outside of Germany, please don't fill in anything in this part of the application procedure and simple click **“Continue”**.

If you, for example, **completed a bachelor program in some country other than Germany**, please indicate the country and the number of months, which in a bachelor should be around 36 months (as shown below). If you were only enrolled for a couple of months but did not finish any level of studies, just indicate the number of months of enrollment.

Then click **“Continue”**.

Study abroad

Please fill in only if you have already studied at a foreign university.

Country

Number of months

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

11. General information

If you have not been enrolled in a bachelor ever before, you don't have to answer anything in this part of the application procedure. Simply click **"Continue"**.

If you have been enrolled in a German university or university of applied sciences (usually designated as FH, Fachhochschule or Hochschule), please answer **"Yes"** to the first question.

If you are or were enrolled in another course at another university abroad, for example, please select **"Foreign country"** and then the exact country where you study / studied.

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

General information

Are you or have you been enrolled at a German university or university of applied sciences? 

In which course of studies were you enrolled at last? This can also be the currently visited semester.

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

Please select something as close to your studies as possible

Course of study (if you were enrolled at another course of study at the same time)

Graduation target

1. Subject

2. Subject

3. Subject

Form of study

12. Last degree

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

Examinations completed

Last degree:

Have you already taken a final exam at a German 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?

No

Final examination, not intermediate exam or similar.

Type of your last examination

Degree

Form of study

Note: Should your course of study not have been listed here, please select

13. 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 B.A. European Cultures and Society, please fill in this part of the application procedure in accordance with the vocational training you completed and then click “**Continue**”.

Profession

Occupation **after** acquisition of the higher education entrance qualification (H2B)

Vocational training No Yes

Total time for practical activity in the learned profession (after completion of the vocational training) (Number of months)

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

14. Statutory declaration

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.

<<< Back Continue >>>

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.

15. 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 X34X.

1

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 documents, in a timely manner*, to

Europa-Universität Flensburg
Admission Office
Auf dem Campus 1
24943 Flensburg

* Deadlines: Your complete application documents must be received by the Admission Office of the University by 07/15/2016 for any degree courses with restricted admission and by 08/31/2016 for any degree courses with open admission.

2

Safety instructions:

Please close the browser now, so that any subsequent users of your computer cannot see your entered data:

Finish

Please notice your **application number** on top.

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 the address to 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: www.uni-flensburg.de/eucs

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