# Application via CAMPUSonline – first steps

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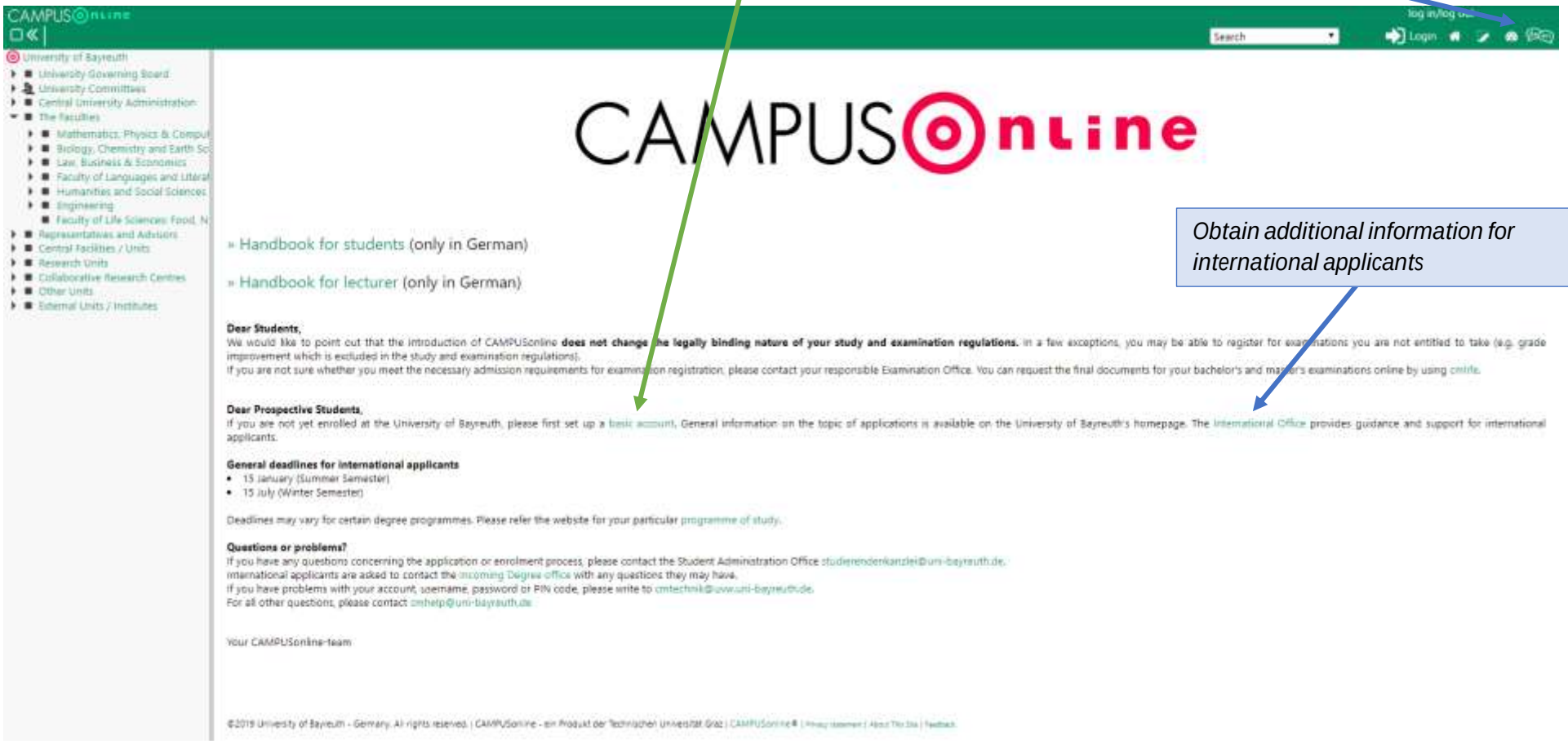
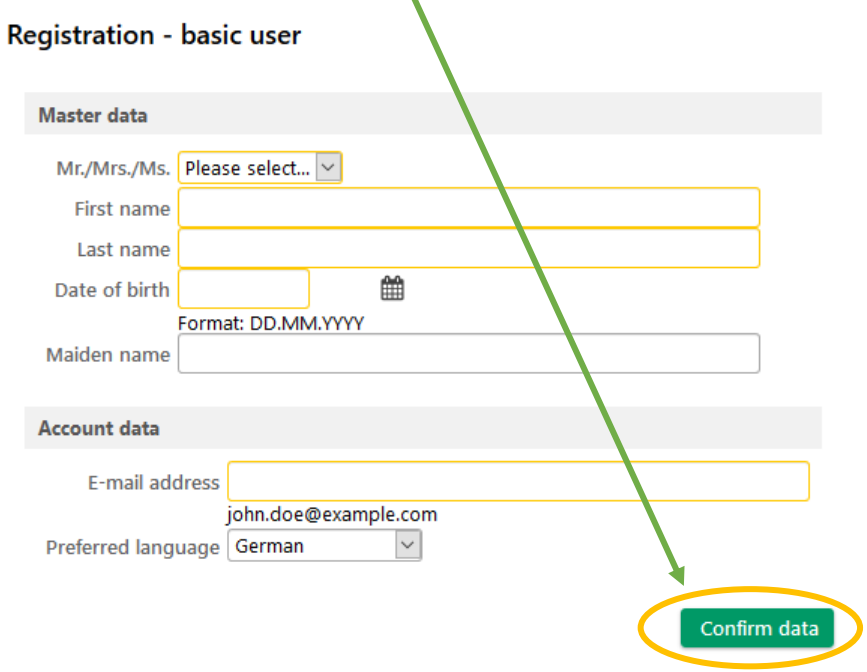
# I. CREATING A BASIC ACCOUNT

*Select your language preference*

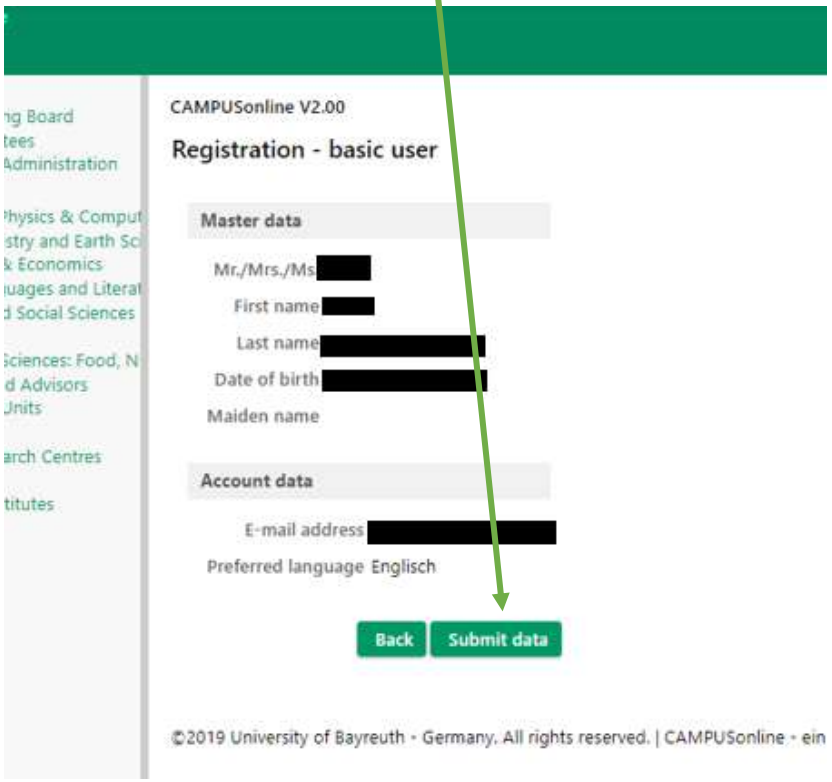



*Obtain additional information for international applicants*

**1. Enter all information and confirm your data**




**2. Check the details and submit the data**



### 3. Activate your account

→ Once you have confirmed your data, you will receive an email with an activation link

Dear [redacted]

The registration information you entered via CAMPUSonline has been saved.

First Name: [redacted]
Last Name: [redacted]
Date of Birth: [redacted]

To activate your account, please follow the link: https://campusonline.uni-bayreuth.de/ubto/wbselbstregperson.emailBestaetigt?[redacted]

You must activate your account by 04.09.2019 09:07.

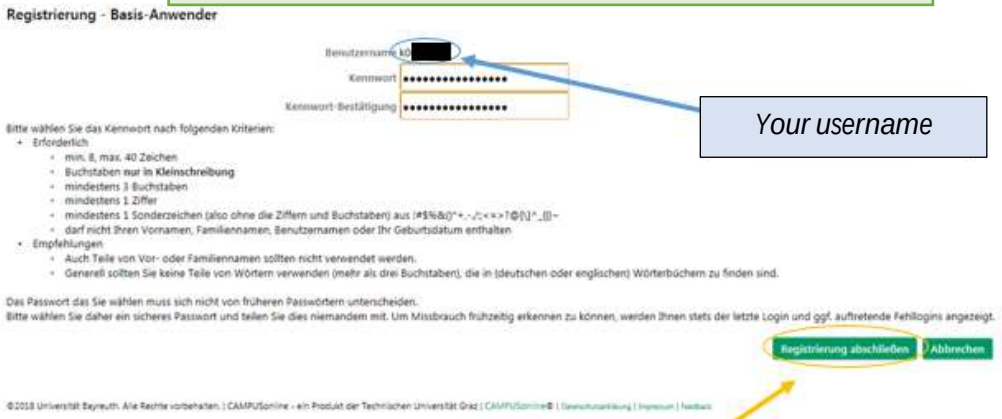
When activating your account, you will be asked to select a personal password.
Once you have succeeded in activating your account, you will be able to log in to CAMPUSonline using your password.

Yours sincerely,
Student Administration Office

→ After clicking on the activation link, you will see a confirmation and will need to click on "Weiter"/"Next"

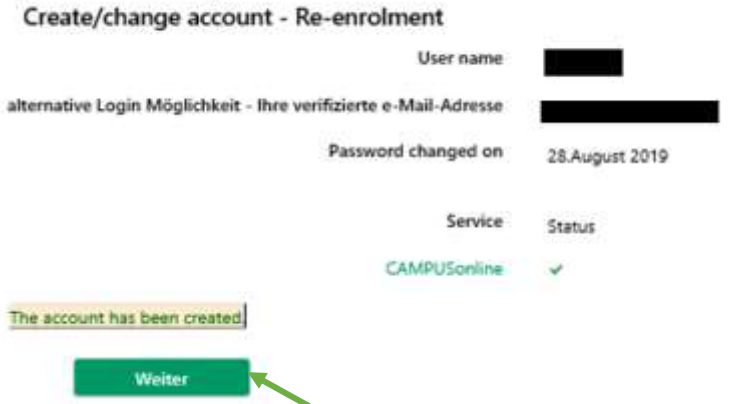
### 4. Finish the set-up of your account

→ Set your password and confirm it
→ Note your username




*Your username*

→ Click on "Registrierung abschließen"/"Complete Registration"




→ Wait until your account has been created, then click on "Weiter"/"Next"

# II. SUBMITTING AN APPLICATION

Your basic account has now been created. In the second step you will need to submit an application. After finishing your setup or logging into your account, you will get to the view "Business card/Workplace".

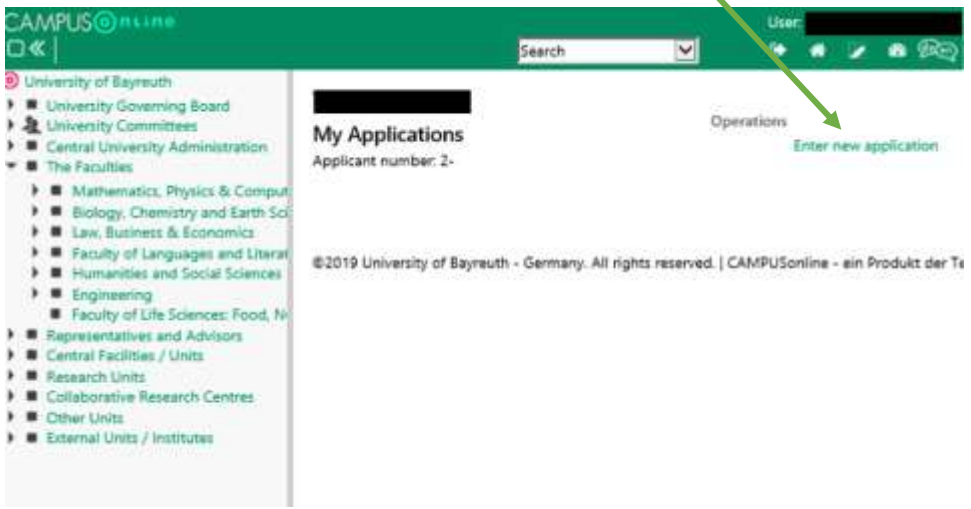
1. To submit an application or to view your previous applications, please **click on "Application & Enrolment"**.

*This will bring up the "**My Applications**" page.*

*Here you will be able to enter new applications, get information on existing applications and view your applicant number. Please note your applicant number and provide it in case you send us any inquiries.*

*After the set-up, the page will be blank. The applicant number will appear after you have submitted your first application. Later this page will list all your existing applications.*

2. Click on **"Enter new application"** at the top upper corner:



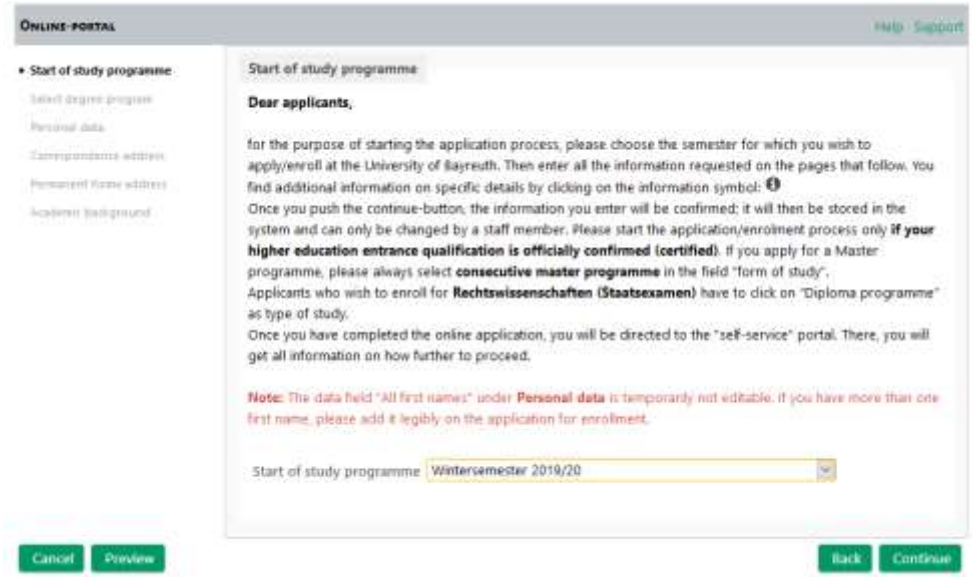

This will bring up the application wizard.

**3.** → Please **read all information carefully** and follow the instructions

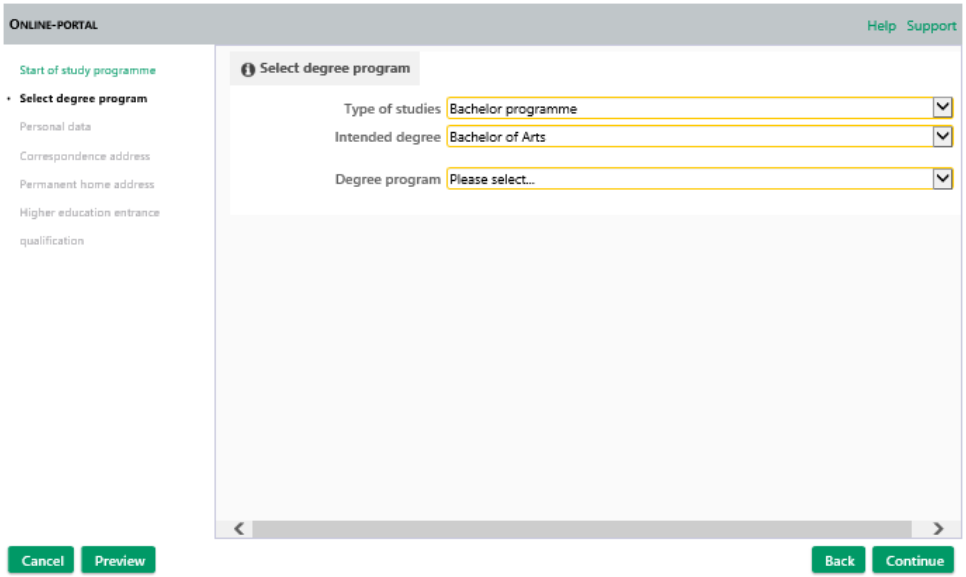
**4.** → Should you need **assistance**, please get in touch with the International Office.

**5.** Select the **start semester** you'd like to begin your study programme in

→ The winter semester starts in October and the summer semester in April




**6.** In the following sections, please **specify your programme choice**, your **personal data** and **address data**.




**My programme is not listed, what can I do?**

*The programmes are sorted by type of studies and intended degree. If you can't find your programme in one section, please also have a look in the other sections.*

*For example: Certain Bachelor of Arts programmes run via the "Intended degree" section "Bachelor of Arts", while others, which require a combination subject, can be found either in "Bachelor of Arts (Kern/Kombi)" or "Bachelor of Arts (Kultur and Gesellschaft)".*

**My programme is not in any of the sections**

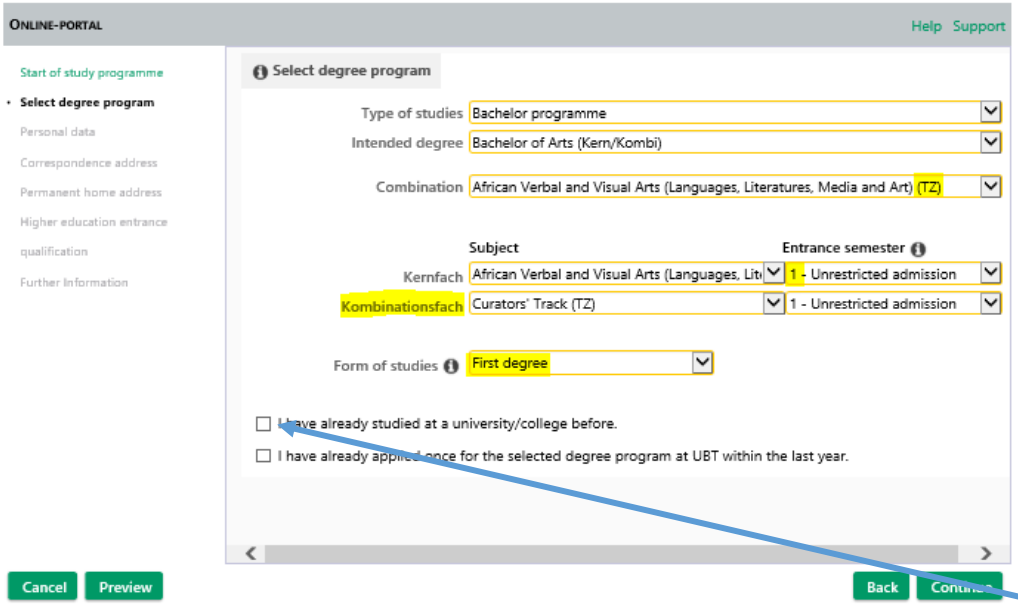
*Please check via the Programme Finder to see if:*

- *The application period for this programme has already begun and when the deadline is*
- *The programme is actually offered for enrolment at the desired semester*
- *The application might need to be submitted not via CAMPUSonline but via the department or moveON*

**How to apply for the Studienkolleg?**

*Since many applicants are often unsure whether they have to attend the Studienkolleg or whether they are allowed to study directly, there is no separate application process for the Studienkolleg at the University of Bayreuth.*

*Instead, you should apply for the bachelor's programme you would like to enrol in, and we will check whether you meet the requirements for a direct course of study or whether you would first have to attend a Studienkolleg. If the latter turns out to be the case, we will inform you accordingly and automatically assign you to the Studienkolleg.*




**What does TZ mean?**

*TZ means Teilzeit, i.e. part time studies. You can enrol in certain programmes as a part-time student.*

**What is a Kombinationsfach?**

*For certain programmes, you will need to pick a "Kombinationsfach" (minor subject). Which subjects are available is regulated in the study regulations (Prüfungsordnung) of your programme.*

*Please note that your higher education entrance qualification must fit both subjects and that certain minors might result in additional admission requirements.*

*Please don't forget to tick this box if you have already studied at a university or college. Ticking this box is essential if you want to apply for a **master's programme** as it will add the section "Academic background".*

**I can only select "2" or a higher number as entrance semester.**

*Check via Programme Finder to see if the programme is actually offered for enrolment at the desired semester. Some programmes can only be started in the winter semester. Selecting the entrance semester "2" or higher only makes sense if you have already obtained credits that the examination office can transfer, e.g. if you have already obtained credits in the same programme in Germany and would like to switch university / transfer to the University of Bayreuth.*

*The examination offices usually perform credit transfers only after the enrolment. Hence, to ensure a smooth admission and enrolment process, we recommend setting the entrance semester in your application to "1". After enrolment, you will be able to submit a credit transfer and semester upgrade request to the examination office.*

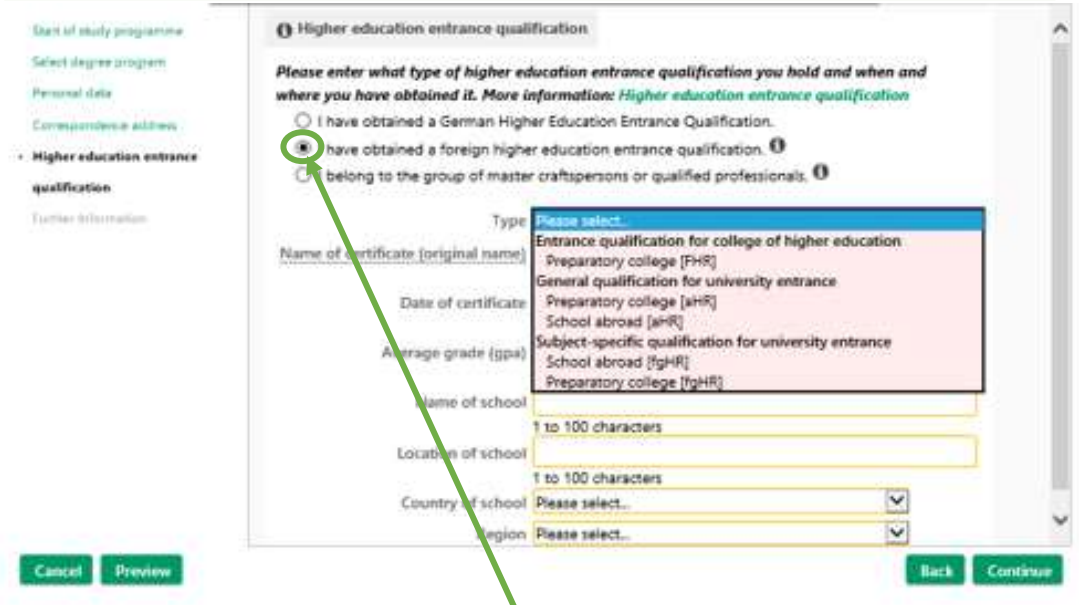
**I already have a degree, do I need to select "Second degree" as form of studies?**

*This depends on the country you obtained your degree in. If you have obtained your degree abroad, please select "First degree" as you have not studied in Germany before.*

*If you obtained your degree in Germany and would like to study another programme at the same level, please select "Second degree".*

*If you have a bachelor's degree (no matter the country) and want to apply for a master's degree, please select "Consecutive master programme".*

## 7. Enter the type of your higher education entrance qualification:




**ATTENTION:** Please pay close attention to the first part of this page. If you have **obtained your secondary school certificate abroad**, please choose the **second option** (even if you have attended a Studienkolleg in Germany).
The first and third option only applies to applicants who have obtained a German school diploma at a German secondary school.

Candidates with an International Baccalaureate (IB) diploma: Please always select the second option, even if you have obtained your IB diploma at a German school.

Candidates who graduated from a German school abroad: If you have obtained a regular German Abitur, please select the first option, otherwise please always choose the second option.

**Please note that providing inaccurate information can result in technical problems in the application process and/or in your admission being revoked.**

### Options in the drop-down menu explained

***Preparatory college:*** *This refers to the Studienkolleg. The Studienkolleg is a special kind of preparatory college in Germany that prepares certain types of international applicants for studying at a German university. More information on the Studienkolleg is available here.*

*→ If you have attended a Studienkolleg for university entry, you will most likely need the option "**Preparatory college [fgHR]".***

*→ The option "**Preparatory college [aHR]**" would only apply if you had attended **all courses** (G,W, M and T).*

*→ The option **"Preparatory college [FHR]"** is for applicants who have attended a Studienkolleg for Fachhochschul entry. Please note this is not sufficient for university entry.*

***School abroad**: Please choose this option, if you have attended secondary school, college or university outside of Germany and have not attended a German Studienkolleg.*

***aHR:** This means allgemeine Hochschulreife, i.e. you have no subject restriction.*

***fgHR:** This stands for fachgebundene Hochschulreife, i.e. you have a subject restriction.*

*If you are unsure, whether you have a subject restriction or not, please check anabin or the DAAD database on admission requirements. More information is available here.*

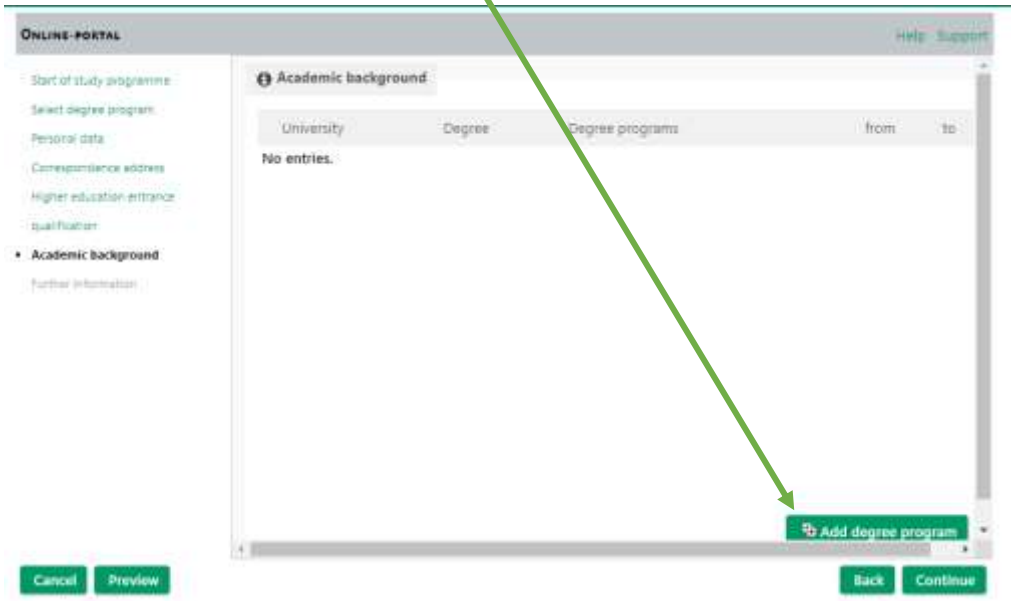
***Date of certificate:** Please enter the date your certificate has been issued.*

***Average grade (gpa):** Please enter your grade as it appears on your certificate. If needed, the International Office will convert it to the German system. If you already know your German grade, you can enter it of course.*

## 8. Enter your academic background

This section only appears if you have ticked the relevant box in step 6. If you have not studied at a college or a university before, this page does not apply to you. Please skip to the next step.

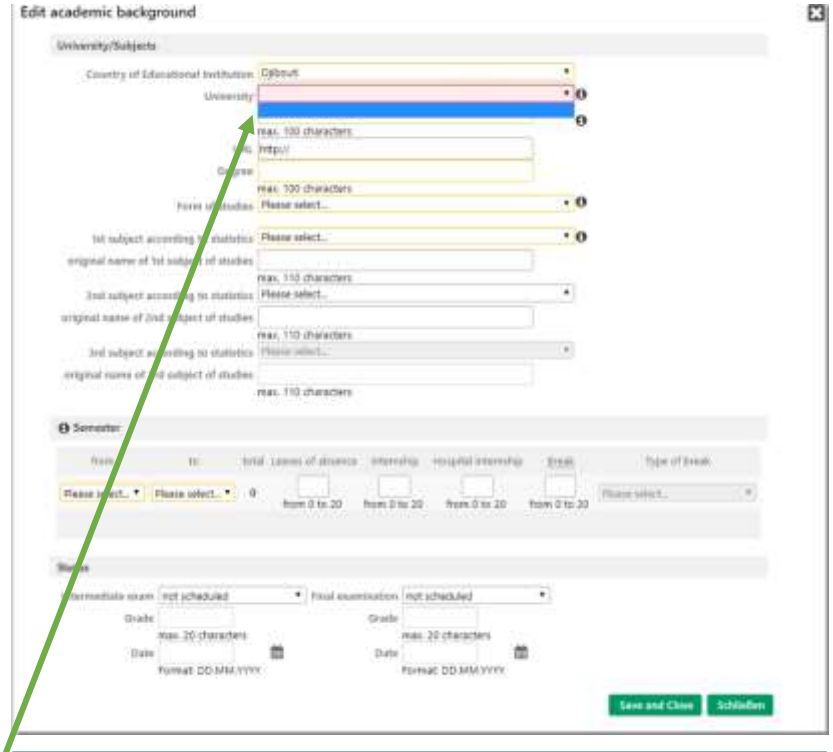
If you have already studied at a university or college, and in particularly, if you want to apply to a master's programme, you will need to enter information on your academic background by clicking on "Add degree programme":




This will open a box that will allow you to enter information on your previous degree programme.

If you had no minor subjects, please only list your major.

For some countries, it can occur that the drop-down menu for "University" is empty. In this case, please manually type the name of your university in the line below.




***Leaves of absence:*** *If you have been absent from class (e.g. if you went to a student exchange abroad) but still enrolled, please state how many semesters this applied to.*

***Break:*** *If you took a break from your studies and were not enrolled during the break, please state for how many semesters your enrolment ceased.*

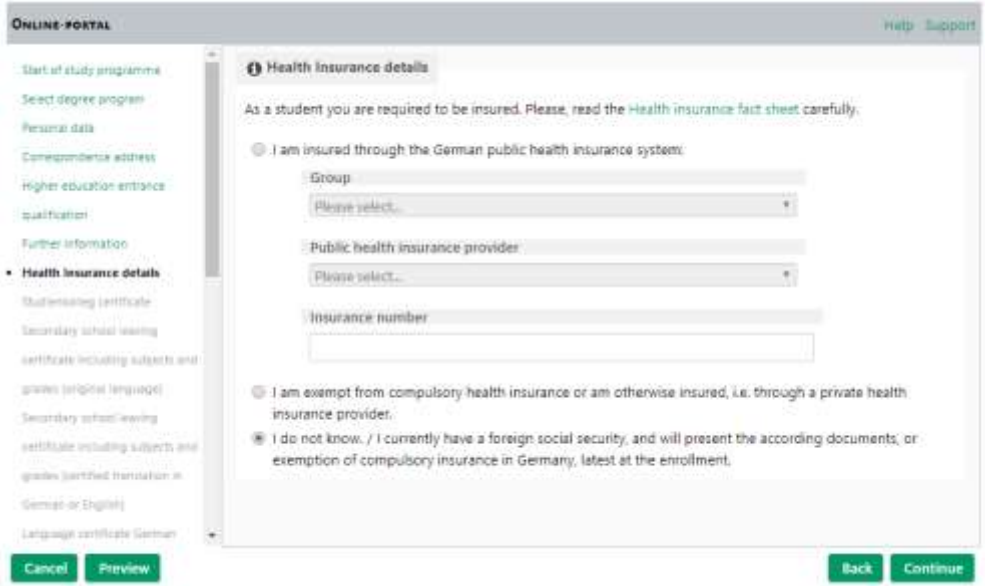
***Intermediate exam:*** *If there was no intermediate exam in your country or programme, please select the option "not scheduled".*

***Final examination:*** *If there is no final examination, please enter "passed on the whole" and your cumulative GPA. If your studies have not been completed yet, select "not finished".*

## 9. Statistical Information and health insurance

Please let us know, whether you have completed vocational training or internships/voluntary service (this information is needed for statistical purpose only and does not impact your application).

In the next step, please provide your health insurance details:



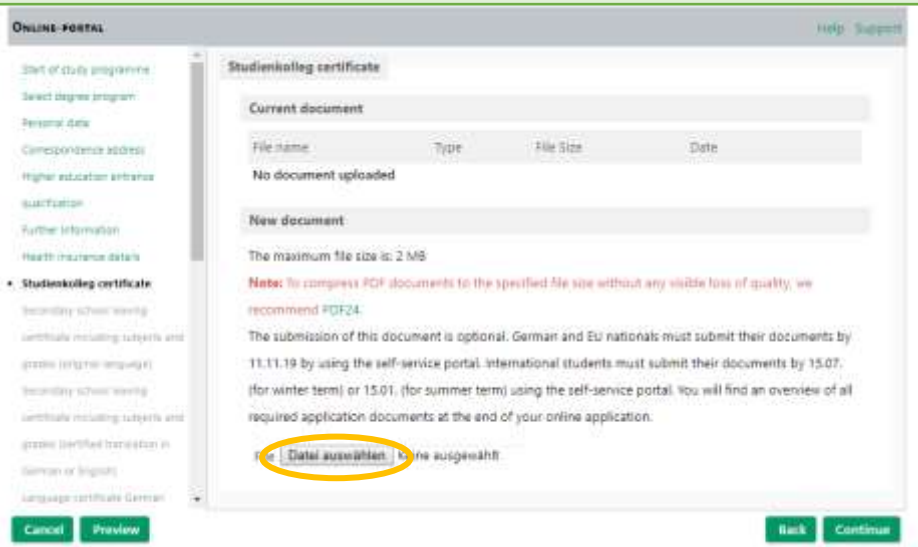

→ *If you have no German insurance (yet), please tick the last option.*

→ *Should you have questions regarding health insurance and need assistance from the International Office, please contact our Welcome Services Team after you have received your admission letter.*

## 10. Submitting your documents and sending your application

Now you will need to submit all required documents. Depending on the programme you apply for, the submission must be performed by upload, by post or both. Please pay close attention to the instructions given in CAMPUSonline.

If Upload is required, you will see the upload button called "**Datei auswählen**":




Finally, you will need to check the preview of your application, confirm that the information you have provided is true by checking the box and click on "Send":

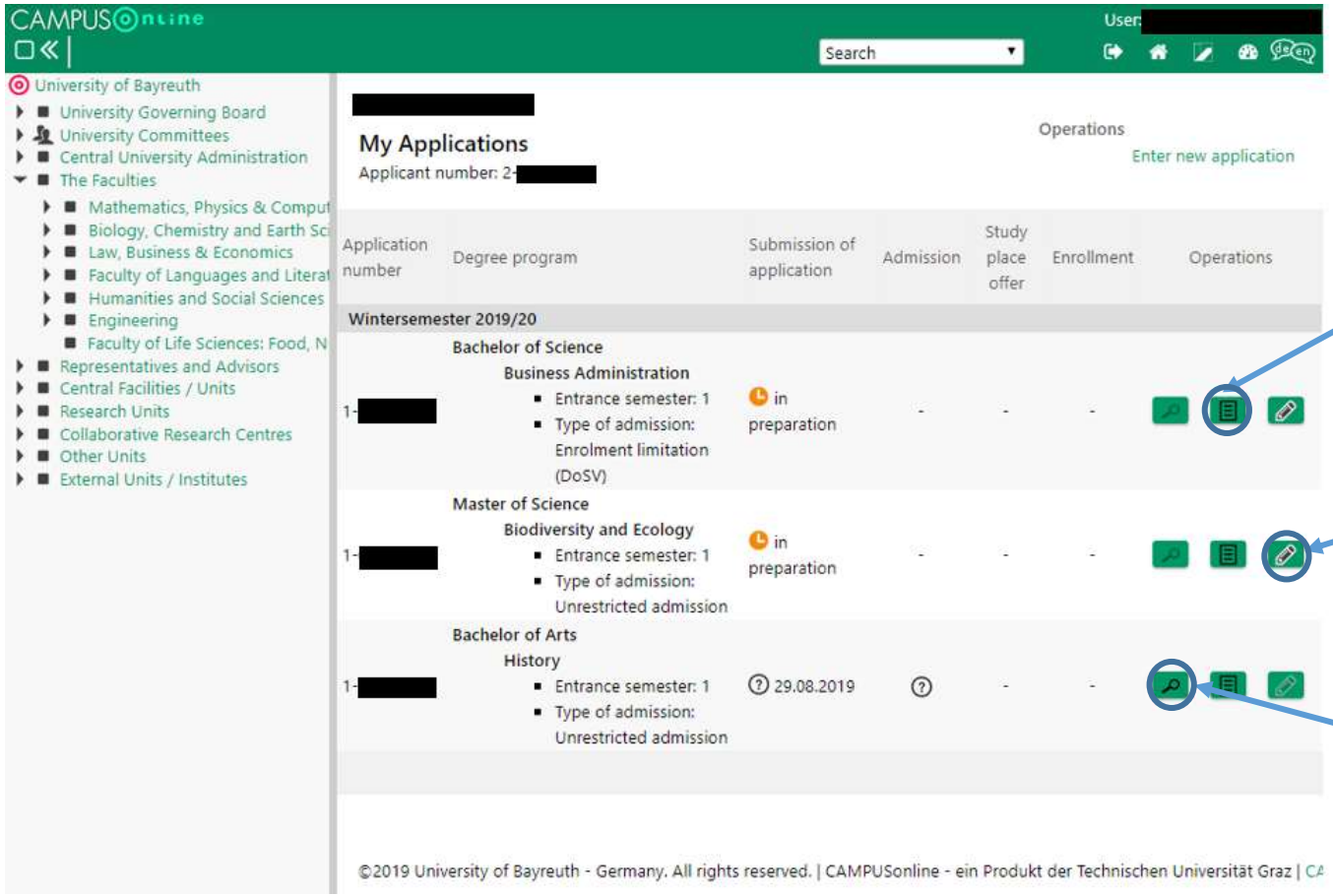
If you need to submit documents by post, you will first need to check your details in the preview, confirm that the information you have provided is true and complete, and then send your application.

Afterwards, you will be directed to the **status view** where you will be able to download and print your application form and see information on whether you must submit a normal copy, a certified copy or the original for each document (you will need to click on the document for the information to show).

# III. Managing your applications in “My Applications”

*After you clicked the send button, the application will be electronically submitted and show up on the page “**My applications**”.*

*If you have submitted your documents by upload, you can still edit them after electronically sending your application.*




*This function brings up the summary of your application as it shows in the preview.*

*This function allows you to edit applications you have not yet sent electronically .*

*This function brings you to the status view. There you can edit your uploaded documents after sending your application. This view will also provide you with important information on your application (including official letters).*