

Application via CAMPUSonline – first steps

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I. CREATING A BASIC ACCOUNT

Select your language preference

The screenshot shows the CAMPUSonline website. At the top right, there is a 'log in/log out' link. A blue callout box with an arrow points to this link, containing the text 'Select your language preference'. The main header features the 'CAMPUSonline' logo. Below the logo, there are two links: '» Handbook for students (only in German)' and '» Handbook for lecturer (only in German)'. A green callout box with an arrow points to the 'Handbook for students' link, containing the text 'Obtain additional information for international applicants'. The main content area contains a message to 'Dear Students' and 'Dear Prospective Students'. The 'Dear Prospective Students' section includes a link to 'The International Office' and a list of 'General deadlines for international applicants' (15 January and 15 July). At the bottom, there is a footer with copyright information: '©2019 University of Bayreuth - Germany. All rights reserved. | CAMPUSonline - ein Produkt der Technischen Universität Graz | CAMPUSonline® | Impressum | About Us/Us | Feedback'.

1. Enter all information and confirm your data

Registration - basic user

Master data

Mr./Mrs./Ms.

First name

Last name

Date of birth 
Format: DD.MM.YYYY

Maiden name

Account data

E-mail address

Preferred language

2. Check the details and submit the data

CAMPUSonline V2.00

Registration - basic user

Master data

Mr./Mrs./Ms.

First name

Last name

Date of birth

Maiden name

Account data

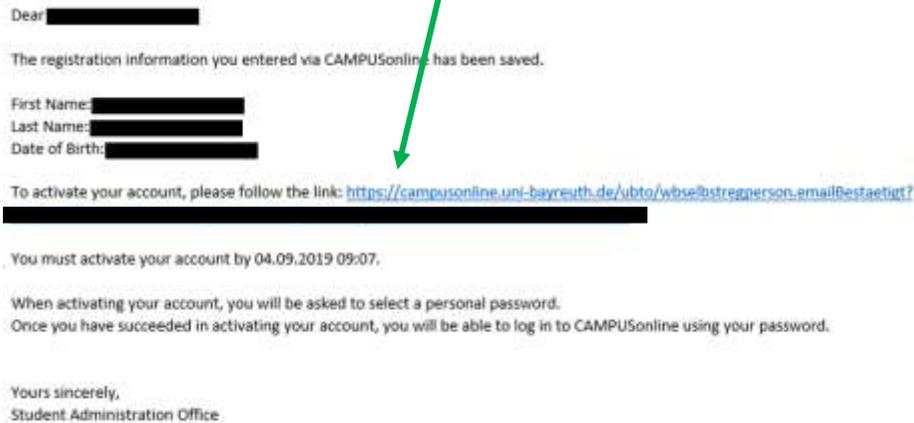
E-mail address

Preferred language

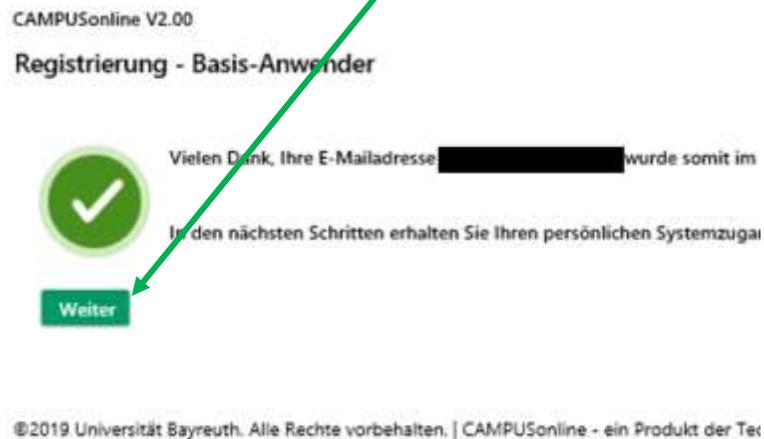
©2019 University of Bayreuth - Germany. All rights reserved. | CAMPUSonline - ein

3. Activate your account

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

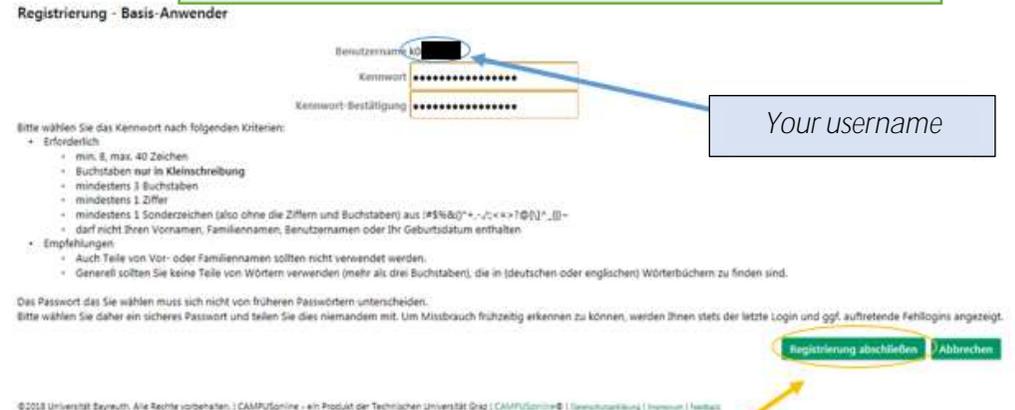


→ After clicking on the activation link, you will see a confirmation and will need to click on "Weiter"/"Next"

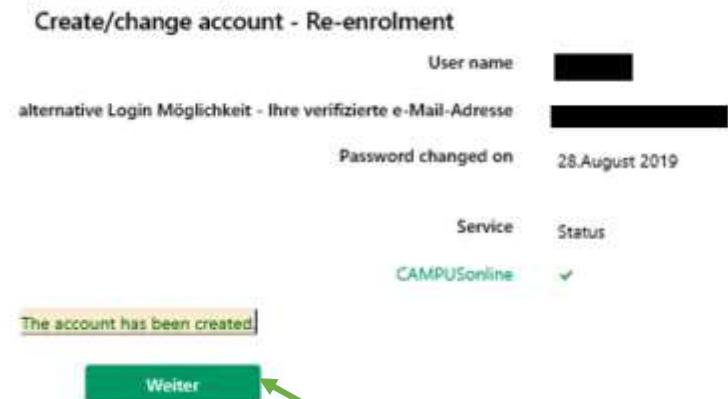


4. Finish the set-up of your account

→ Set your password and confirm it
→ Note your username



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



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

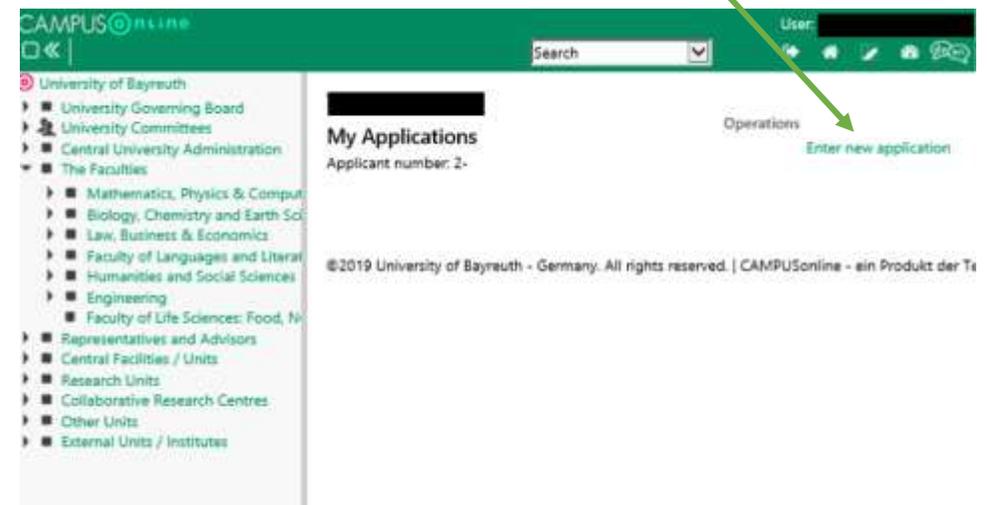
II. SUBMITTING AN APPLICATION

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”**.



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



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.

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

ONLINE-PORTAL Help Support

Start of study programme

Dear applicants,

for the purpose of starting the application process, please choose the semester for which you wish to apply/enroll at the University of Bayreuth. Then enter all the information requested on the pages that follow. You find additional information on specific details by clicking on the information symbol: ⓘ

Once you push the continue-button, the information you enter will be confirmed; it will then be stored in the system and can only be changed by a staff member. Please start the application/enrolment process only if your **higher education entrance qualification is officially confirmed (certified)**; if you apply for a Master programme, please always select **consecutive master programme** in the field "form of study". Applicants who wish to enroll for **Rechtswissenschaften (Staatsexamen)** have to click on "Diploma programme" as type of study.

Once you have completed the online application, you will be directed to the "self-service" portal. There, you will get all information on how further to proceed.

Note: The data field "All first names" under **Personal data** is temporarily not editable; if you have more than one first name, please add it legibly on the application for enrolment.

Start of study programme: Wintersemester 2019/20

Cancel Preview Back Continue

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

ONLINE-PORTAL Help Support

Select degree program

Type of studies: Bachelor programme

Intended degree: Bachelor of Arts

Degree program: Please select...

Cancel Preview Back Continue

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.

ONLINE-PORTAL Help Support

Start of study programme

Select degree program

Personal data

Correspondence address

Permanent home address

Higher education entrance qualification

Further information

Select degree program

Type of studies: Bachelor programme

Intended degree: Bachelor of Arts (Kern/Kombi)

Combination: African Verbal and Visual Arts (Languages, Literatures, Media and Art) (TZ)

Subject	Entrance semester
Kernfach: African Verbal and Visual Arts (Languages, Lit)	1 - Unrestricted admission
Kombinationsfach: Curators' Track (TZ)	1 - Unrestricted admission

Form of studies: First degree

I have already studied at a university/college before.

I have already applied once for the selected degree program at UBT within the last year.

Cancel Preview Back Continue

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:

Higher education entrance qualification

Please enter what type of higher education entrance qualification you hold and when and where you have obtained it. **More information: Higher education entrance qualification**

I have obtained a German Higher Education Entrance Qualification.

I have obtained a foreign higher education entrance qualification. **i**

belong to the group of master craftsmen or qualified professionals. **i**

Type: Please select...

Name of certificate (original name): Entrance qualification for college of higher education

Date of certificate: Preparatory college [FHR]

Average grade (gpa): General qualification for university entrance

Name of school: Preparatory college [aHR]

Location of school: School abroad [aHR]

Country of school: Subject-specific qualification for university entrance

Region: School abroad [fgHR]

Preparatory college [fgHR]

1 to 100 characters

1 to 100 characters

Please select...

Please select...

Cancel Preview Back Continue

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 particular, 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":

Country of Educational Institution: Cyprus
University: [selected]
City: [text field, max. 100 characters]
Form of studies: Please select...
1st subject according to statistics: Please select... (max. 110 characters, original name of 1st subject of studies)
2nd subject according to statistics: Please select... (max. 110 characters, original name of 2nd subject of studies)
3rd subject according to statistics: Please select... (max. 110 characters, original name of 3rd subject of studies)
Semester: Please select... Please select... 0
Intermediate exam: not scheduled (Please select...)
Final examination: not scheduled (Please select...)
Grade: [text field, max. 20 characters]
Date: [text field, format DD.MM.YYYY]
Buttons: Save and Close, Schließen

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".

ONLINE-PORTAL
Academic background
University | Degree | Degree programs | from | to
No entries.
Add degree program
Cancel | Preview | Back | Continue

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.

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:

Health insurance details

As a student you are required to be insured. Please, read the [Health insurance fact sheet](#) carefully.

I am insured through the German public health insurance system:

Group:

Public health insurance provider:

Insurance number:

I am exempt from compulsory health insurance or am otherwise insured, i.e. through a private health insurance provider.

I do not know. / I currently have a foreign social security, and will present the according documents, or exemption of compulsory insurance in Germany, latest at the enrollment.

Buttons: Cancel, Preview, Back, Continue

→ 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”:

Studienkolleg certificate

Current document

File name	Type	File Size	Date
No document uploaded			

New document

The maximum file size is: 2 MB

Note: To compress PDF documents to the specified file size without any visible loss of quality, we recommend PDF24.

The submission of this document is optional. German and EU nationals must submit their documents by 11.11.19 by using the self-service portal. International students must submit their documents by 15.07. (for winter term) or 15.01. (for summer term) using the self-service portal. You will find an overview of all required application documents at the end of your online application.

(circled in yellow)

Buttons: Cancel, Preview, Back, Continue

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”:

Confirmation

Please click the button “Back” in order to revise incorrect information. Check the box and click “Send” to transmit your application. After clicking “Send” further correction of your details is no longer possible!

I hereby confirm that the information contained herein is true and complete. I hereby permit the University of Bayreuth to process my data internally. I am fully aware that providing false statements may result in denial of admission or exclusion from studies. We would like to point out that due to legal requirements we have to store your data for a year.

Buttons: Cancel, Back, Send (circled in yellow)

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.

Application number	Degree program	Submission of application	Admission	Study place offer	Enrollment	Operations
Wintersemester 2019/20						
Bachelor of Science						
1- [redacted]	Business Administration ▪ Entrance semester: 1 ▪ Type of admission: Enrolment limitation (DoSV)	in preparation	-	-	-	[Send] [Magnifying Glass] [Edit]
Master of Science						
1- [redacted]	Biodiversity and Ecology ▪ Entrance semester: 1 ▪ Type of admission: Unrestricted admission	in preparation	-	-	-	[Send] [Magnifying Glass] [Edit]
Bachelor of Arts						
1- [redacted]	History ▪ Entrance semester: 1 ▪ Type of admission: Unrestricted admission	29.08.2019	?	-	-	[Send] [Magnifying Glass] [Edit]

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).