

How to complete your application in few minutes?

In order to submit a complete application, the online application portal must be used to fill in your personal information, and your academic record. In the following there are some screenshots made in the process of a sample application, which can be used to fill out the application form in 11 steps. In the fields without English translations for some entries, select the one's you see in the following screenshots.

Step 1- Introduction:

In this view, you get the needed contact details, in order to send your application documents.

Step 2- Target degree:

The screenshot shows the 'Target degree' step of the application process. On the left, there is a sidebar titled 'Master Studiengänge' with a list of 11 steps: 1. Introduction, 2. Target degree, 3. Degree programme, 4. Personal information, 5. Addresses & communication, 6. Higher education entry qualification, 7. Prior studies, 8. Academic history, 9. Completed examinations, 10. Final comments, and 11. Finalise application. The main content area is titled 'Target degree' and contains a 'Degree objective *' dropdown menu set to 'Master' with a 'Help' link. Below this, a note states: 'Fields marked with a * are mandatory and must be filled in.' At the bottom, there are three buttons: '<<< Back', 'Preview of entered data', and 'Continue >>>'.

In the degree objective field, you should select “Master” entry.

Step 3- Degree programme:

The screenshot shows the 'Degree programme' step of the application process. On the left, the same sidebar as in Step 2 is visible, with 'Degree programme' as the second step. The main content area is titled 'Degree programme' and shows 'Target degree: Master'. Below this, it says 'Please enter your desired subject and the semester of study.' A red note reads: 'You may only apply to a master's degree programme if you have already completed a degree at an institution of higher education or if you are in the final phases of a degree programme.' There are two fields: 'Major subject *' with a dropdown menu showing 'International Software Systems Science' and 'Help', and 'Semester of study *' with a text input field containing '1' and 'Help'. A note at the bottom states: 'Fields marked with a * are mandatory and must be filled in.' At the bottom, there are three buttons: '<<< Back', 'Preview of entered data', and 'Continue >>>'.

In the Major subject field, you should select “international Software Systems Science”, and the semester of study 1.

Step 4- Personal information:

The screenshot shows the 'Personal information' section of the application form. On the left, a sidebar titled 'Master Studiengänge' lists 11 steps, with 'Personal information' selected. The main form area contains the following fields:

- Surname ***: Text input with 'Mustermann' entered.
- First name ***: Text input with 'Max' entered. A red note says '(please enter all names)'. This field is mandatory.
- Gender ***: Dropdown menu with 'male' selected. This field is mandatory.
- Academic title**: Empty text input.
- Additional name information**: Empty text input.
- Date of birth ***: Text input with '01.01.1990' entered. A 'Help' link is next to it. This field is mandatory.
- Place of birth ***: Text input with 'Bonn' entered. This field is mandatory.
- Birth name**: Empty text input.
- Nationality ***: Dropdown menu with 'Deutschland' selected. A 'Help' link is next to it. This field is mandatory.

At the bottom, a note states: 'Fields marked with a * are mandatory and must be filled in.' Navigation buttons include '<<< Back', 'Preview of entered data', and 'Continue >>>'.

You are required to fill in your surname (family name), first name, and select one of the entries for each one of the selection fields.

Step 5- Addresses & communication:

The screenshot shows the 'Addresses & communication' section of the application form. On the left, the same 'Master Studiengänge' sidebar is visible, with 'Addresses & communication' selected. The main form area contains the following sections and fields:

- Home address**: A sub-section header.
- Street address ***: Text input with 'Heidestrasse 17' entered. This field is mandatory.
- Additional information**: Empty text input.
- Country ***: Dropdown menu with 'Deutschland' selected. This field is mandatory.
- Postal code ***: Text input with '51147' entered. This field is mandatory.
- City ***: Text input with 'Köln' entered. This field is mandatory.
- Communication**: A sub-section header.
- Telephone number at home address**: Empty text input.
- Email address ***: Text input with a placeholder '*****@gmail.com'. This field is mandatory.

A note above the communication fields states: 'This information is required for any questions arising during the processing of your application!'. At the bottom, a note states: 'Fields marked with a * are mandatory and must be filled in.' Navigation buttons include '<<< Back', 'Preview of entered data', and 'Continue >>>'.

This form is a complement to the previous one, in which you type in your address and your email.

Step 6- Higher education entry qualification:



Sprachumschaltung

Master Studiengänge

1. Introduction
2. Target degree
3. Degree programme
4. Personal information
5. Addresses & communication
6. Higher education entry qualification
7. Prior studies
8. Academic history
9. Completed examinations
10. Final comments
11. Finalise application

Higher education entry qualification

Type of higher education entry qualification (HZB) * [Help](#)

Date of HZB acquisition * [Help](#)

HZB mark (two digits WITHOUT a comma) * [Help](#)

City/district in which you acquired your HZB in Germany [Help](#)

Foreign country where HZB was acquired

Fields marked with a * are mandatory and must be filled in.

[<< Back](#) [Preview of entered data](#) [Continue >>>](#)

*****In the type of higher education entry qualification please observe the following:**

- For international applicants please select the entry : **im Ausland (aHR-39)**
- In the HZB mark field please enter the value “00” (HZB stands for Hochschulzugangsberechtigung, which is the university entrance qualification).

Step 7- Prior studies:

In the field of “First institution of higher education” let the default selection as seen below and ignore the remaining entries, if you have never been in one of the German higher education institutions. Otherwise choose the name of the German university, at which you have already studied, and give the number of semesters spent there in the second section of the form (Semester Counter).



Sprachumschaltung

Master Studiengänge

1. Introduction
2. Target degree
3. Degree programme
4. Personal information
5. Addresses & communication
6. Higher education entry qualification
7. Prior studies
8. Academic history
9. Completed examinations
10. Final comments
11. Finalise application

Prior studies

At which German institution of higher education were you/will you be first enrolled?

First institution of higher education * [Help](#)

Semester of first enrollment *

If you have never been enrolled at a German institution of higher education, the default selection is correct.

Semester Counter

Please enter the semesters of study that you have already completed at a German institution of higher education. (Including any semesters on leave or practical semesters/internships but not counting the currently commencing semester or time spent in a preparatory course.)

Total number of semesters enrolled to date.

Semesters of which spent on leave [Help](#)

Semesters of which were practical semesters/internships [Help](#)

Additional semesters in a preparatory course

Semesters of interruption

Semesters completed in the former CDR

Type of studies in the former CDR

Fields marked with a * are mandatory and must be filled in.

[<< Back](#) [Preview of entered data](#) [Continue >>>](#)

Step 8- Academic history (optional):

You can fill in information about your previous degree. In the middle section titled “First degree programme”, select for Degree objective and major subject the same entries you see in the screenshot below. The same applies for the field Form of studies. The third section should be filled, if you have had a second degree program.

Kontakt | Impressum

Sprachumschaltung

Master Studiengänge

1. Introduction
2. Target degree
3. Degree programme
4. Personal information
5. Addresses & communication
6. Higher education entry qualification
7. Prior studies
8. **Academic history**
9. Completed examinations
10. Final comments
11. Finalise application

Academic history

Studies to date

Have you previously been enrolled at an institution of higher education? Yes No

Country:

German institution:

Country (abroad):

First degree programme

Degree objective:

Major subject:

1st minor subject:

2nd minor subject:

Form of studies:

Second degree programme (if you completed a double degree)

Degree objective:

Major subject:

1st minor subject:

2nd minor subject:

Form of studies:

Fields marked with a * are mandatory and must be filled in.

Step 9- Completed examinations (optional):

You should specify the examinations you have passed to get your most recent degree. Please select for the first four fields the entries as seen below. In the final mark field type in 00.

Sprachumschaltung

Master Studiengänge

1. Introduction
2. Target degree
3. Degree programme
4. Personal information
5. Addresses & communication
6. Higher education entry qualification
7. Prior studies
8. Academic history
9. **Completed examinations**
10. Final comments
11. Finalise application

Completed examinations

Most recent degree

Have you already completed a final degree examination at an institution of higher education? Yes No

Type of the most recent examination:

Degree:

Major subject:

1st minor subject:

2nd minor subject:

Form of studies:

Date of examination:

Examination status:

Final mark:

Earlier degree

If you completed a degree programme prior to your most recent final examination, please enter that previous final examination here.

Have you completed additional final examinations? Yes No

Type of second most recent examination:

Degree:

Major subject:

1st minor subject:

2nd minor subject:

Form of studies:

Step 10- Final comments:

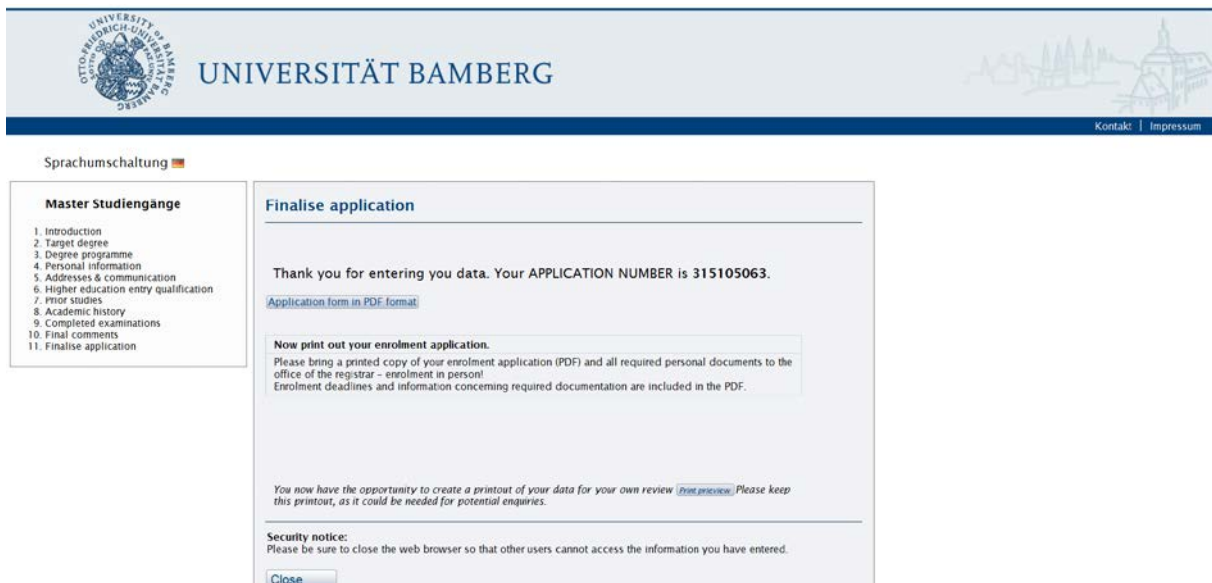
This is the penultimate step. By clicking on Continue, you declare that all information provided by you is accurate and complete. Any false information will result in the revocation of enrolment.



The screenshot shows the 'Final comments' step of the application process. At the top, there is a header for 'UNIVERSITÄT BAMBERG' with the university logo on the left and 'Kontakt | Impressum' on the right. Below the header, there is a language selection option 'Sprachumschaltung' with a flag icon. On the left side, there is a sidebar titled 'Master Studiengänge' with a list of 11 steps: 1. Introduction, 2. Target degree, 3. Degree programme, 4. Personal information, 5. Addresses & communication, 6. Higher education entry qualification, 7. Prior studies, 8. Academic history, 9. Completed examinations, 10. Final comments (highlighted), and 11. Finalise application. The main content area is titled 'Final comments' and contains a confirmation statement: 'This application for enrolment is made based on the information I have provided herein. I confirm that all information and required documentation provided in this application is accurate and complete. I am aware that the submission of false information can result in the revocation of enrolment. By submitting this data, I declare my consent to all the above statements.' Below this, it states 'Fields marked with a * are mandatory and must be filled in.' At the bottom, there are three buttons: '<< Back', 'Preview of entered data', and 'Continue >>>'.

Step 11- Finalise application:

Congratulations! The application is complete. Now print out the application form, enclose it to the remaining application documents, and send it to the address mentioned in the introduction.



The screenshot shows the 'Finalise application' step of the application process. At the top, there is a header for 'UNIVERSITÄT BAMBERG' with the university logo on the left and 'Kontakt | Impressum' on the right. Below the header, there is a language selection option 'Sprachumschaltung' with a flag icon. On the left side, there is a sidebar titled 'Master Studiengänge' with a list of 11 steps: 1. Introduction, 2. Target degree, 3. Degree programme, 4. Personal information, 5. Addresses & communication, 6. Higher education entry qualification, 7. Prior studies, 8. Academic history, 9. Completed examinations, 10. Final comments, and 11. Finalise application (highlighted). The main content area is titled 'Finalise application' and contains a confirmation message: 'Thank you for entering you data. Your APPLICATION NUMBER is 315105063.' Below this, there is a link 'Application form in PDF format'. A box contains the instruction: 'Now print out your enrolment application. Please bring a printed copy of your enrolment application (PDF) and all required personal documents to the office of the registrar - enrolment in person! Enrolment deadlines and information concerning required documentation are included in the PDF.' Below this, there is a note: 'You now have the opportunity to create a printout of your data for your own review [Print preview](#). Please keep this printout, as it could be needed for potential enquiries.' At the bottom, there is a 'Security notice:' section: 'Please be sure to close the web browser so that other users cannot access the information you have entered.' and a 'Close' button.