

Instructions for application

If you would like to apply for a degree programme or have been accepted as doctoral candidate by the Graduate Studies Office, please follow the instructions on our homepage by clicking the corresponding link to your respective programme/PhD programme.

Having completed the procedure, you are requested to print out and sign the application “for admission and enrollment”. Please send the signed application form to the Application Office/Graduate Studies Office together with your application documents.

The Application Office/Graduate Studies Office checks applications at regular intervals.

As soon as the Application Office/Graduate Studies Office has admitted you via the application account, you will receive an email (to the email address you indicated) with the request to accept the offered study place.

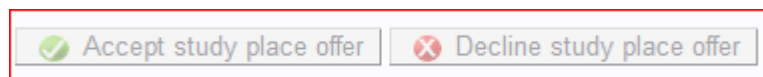
If you wish to accept the study place, please proceed as follows:

After logging into UWE, please click on „applications“.

You will see a list with your applications to UW/H. Please select the correct degree program with a click on the magnifier icon under “actions”. 

A new window opens.

Then you click on the item „study place offer“ (3rd item on list). A new window opens.



Here you can accept the study place.

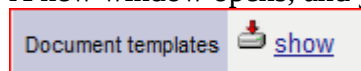
Having done this, please change to item “submission of application”.

Then you click on the first item on the list: „Submission of application“. A new window opens. The list of documents to be submitted now shows an additional item: “documents to be submitted for enrollment”.

Under this item you see which documents and forms you will require for enrollment.

In order to see the information and pertinent forms, please click on the triangle to the left of the document .

A new window opens, and you have the option to see the document templates.



If you click on „show“, a new window opens; here please click on , and the document or form sheet can be opened with the corresponding program.

Symbols:

-  Documents missing completely
-  Documents submitted correctly
-  Documents not submitted completely/correctly. You have received an email to the email address you indicated with information on what is missing or incorrect.

Please read the item „important information“ carefully to learn when you can arrange an appointment for enrollment.

If you want to select the application for admission and enrollment, please select “submission of application” and click on

 Print Application for admission or for enrollment

Opening this application form, you will find your student ID at the bottom right.

The item enrollment  "Enrollment": not done yet. will change the status only on the day of your enrolment  ; until then, your status remains .

**This document is a translation of the official regulation in German language and is intended solely as a convenience to the non-German-reading public. Any discrepancies or differences that may arise in translations of the official German versions of these materials are not binding and have no legal effect for compliance or enforcement purposes.*