

Instructions for Application

If you would like to apply for a degree programme or have been accepted as doctoral candidate by the graduation 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”.

The information required for submitting the application documents is provided under the “Submission of application” item in the “**for admission**” list.

Please send these documents:


- as a student to the relevant application office, and
- as a doctoral candidate to the relevant graduation office.

The application office/graduation office checks applications at regular intervals.

As soon as the application office/graduation office has accepted your application, you will receive an email (to the email address you provided) with the request to accept the study place offered.

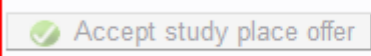
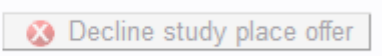
If you wish to accept the study place, please proceed as follows:

After having logged into UWE, please click “applications”.

You will see a list with your applications submitted to UW/H. Please select the correct degree programme by clicking the magnifier icon  on the “actions” tab.

A new window will open.


Click on the “study place offer” item (3rd item on the list). A new window will open.

  You can accept your study place here.

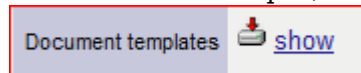
After having accepted the study place, please click on the first item on the list: “Submission of application”. A new window will open.

Another list named “Documents to be submitted for enrollment” is now available **underneath the list** “Documents to be submitted for admission” (please scroll down to the bottom of the page). Please send all forms and documents stated in the “**Documents to be submitted for enrollment**” list exclusively to the Registrar’s Office:

Private Universität
Witten/Herdecke gGmbH
Studierendensekretariat (Registrar’s Office)
Alfred-Herrhausen-Straße 50
58448 Witten
Germany




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

A new window will open, and you have the option to view the document templates.



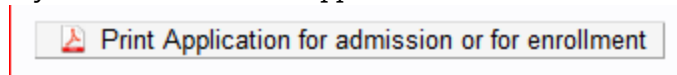
If you click “show”, a new window will open. Please click , and the document or form can be opened via the corresponding programme.

Icon explanation:




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

Please read the “important information” item 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



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

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