

Step 1: Online enrolment

Steps for enrolment in the [online platform](#):

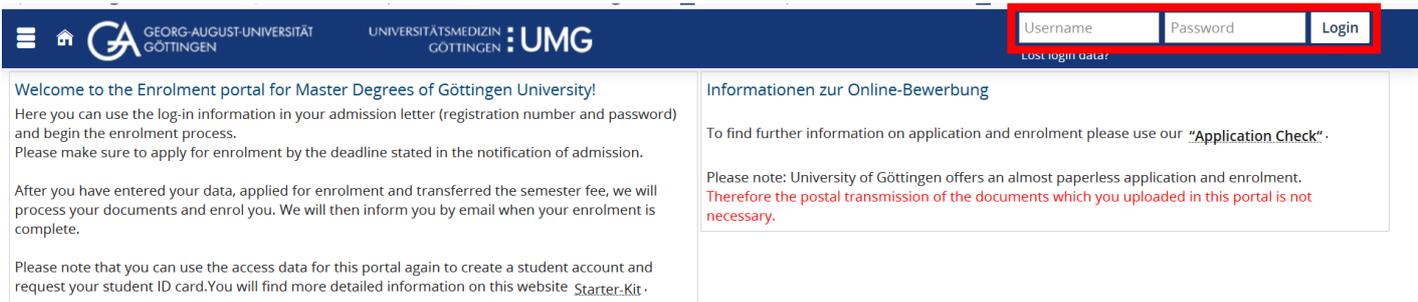
a. Change the language from German to English



The screenshot shows the top navigation bar of the portal. On the right, there are input fields for 'Benutzername' and 'Passwort', and a button 'Anmelden'. Below these is a link 'Zugangsdaten vergessen?'. The main content area is split into two columns. The left column contains a welcome message in German and instructions. The right column contains information about the online application process, also in German. At the bottom right, a language selection menu is visible, with 'Deutsch' selected and 'English' as an option. The footer contains various links like 'Impressum', 'Datenschutz', and 'Hilfe & IT-Support'.

b. Log in with your access data

Log in with the username and password you received by e-mail during your application (DO NOT REGISTER AGAIN)!



The screenshot shows the login section of the portal. The top navigation bar is identical to the previous screenshot. The main content area has two columns. The left column contains a welcome message in English and instructions for logging in. The right column contains information about the online application process, also in English. The login fields 'Username', 'Password', and 'Login' are highlighted with a red box. Below the 'Login' button is a link 'Lost login data?'. The footer is the same as in the previous screenshot.

If you have forgotten your password, please use the following link to get a new password:

https://masterportale.uni-goettingen.de/wiwi/en/request_password.php

Please do **not** click on *Lost login data?* on the online platform for enrolment!

c. Click on *View my application*

The screenshot shows the user interface of the online application portal. At the top, there is a navigation bar with the university logo and 'UMG' branding. Below the navigation bar, there are two main content areas. The left area contains instructions for starting an online application, including a greeting 'Dear applicant', information about filling in the application for degree programmes with limited admission, and a list of 'My functions - online application' such as viewing application status and applying for enrollment. The right area contains 'Informationen zur Online-Bewerbung' and a note about the university's paperless application process. Below the instructions, there is a section titled 'Your Applications' for the summer term 2023, which contains a table with one entry: 'Request #1: History of global markets' with a status of 'Admission offered'. A red box highlights the 'View my application' button located below this table.

d. Click on *Request for enrolment*

If there are several admissions offers, please check that you are enrolling for the correct degree programme.

The screenshot shows a more detailed view of the application portal. The top navigation bar is similar to the previous screenshot. Below it, there is a breadcrumb trail: 'You are here: Home > Studies offered > Online application'. The main content area is divided into several sections. The 'Submitted Requests' section shows a table with one entry: 'Request #1' for 'History of global markets, 1. subject related semester' with an 'Admission Restriction' and a status of 'Admission offered'. A red box highlights the 'Request for enrolment' button in the row. Below the table, there is a note: 'The enrollment is possible until Sep 10, 2023. Please note that only the deadline specified in your letter of admission is binding!'. The 'My Requests' section has an 'Add a request' button. On the right side, there is a 'Personal information' section with applicant details, a 'TestHGME, TestHGME' section with contact information, and a 'Help & Contact' section with office address and phone numbers.

e. Read information and click next

You are here: [Home](#) > [Studies offered](#) > [Online application](#)

Welcome

Dear prospective student!
 You have chosen a degree programme with open admission and can now enrol via this online platform. You will not receive a letter of admission because we will enrol you after you filled in your data, sent in your documents and paid your semester fees.
 In this online platform your submitted information will be completed with some more data necessary for your enrolment.
Attention: Please always use the "next" button for saving your data. A click on the menu or the "back" button of your browser will lead to the loss of the not yet saved information.
 After your online enrolment you will receive the registration number for your application.
Parents' or guardians' declaration of consent for prospective under-age students
 If at the time of your online application for enrolment you have not yet reached the age of 18, you need the consent of your parent(s) or guardian(s). The declaration of consent form and a letter from Georg-August University for your parent(s) or guardian(s) will be made available to you for download as PDF documents at the end of this application.

Address
 Georg-August-Universität Göttingen
 Studium und Lehre / Studierendensbüro
 Postfach 3744, 37027 Göttingen
 Wilhelmsplatz 4, 37073 Göttingen

[Back to overview](#) [Next](#)

f. Complete your personal details and click next

You are here: [Home](#) > [Studies offered](#) > [Online application](#)

Personal details

Please enter your personal data.

The fields marked with * are obligatory.

Person

* Surname ⓘ
 * First name ⓘ
 * Gender ⓘ
 Job title ⓘ
 Any suffixes to name ⓘ
 * Date of birth ⓘ
 * Place of birth ⓘ
 Country of birth ⓘ
 Birth name ⓘ
 Nationality
 Second nationality.

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g. Complete your contact details and click *next*

Please do not forget to leave your phone number. Due to the Corona pandemic, we are obliged to be able to follow contact channels in some places, e.g. for exams in presence. For this purpose we need your current telephone number.

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Address

Please enter at least one address and indicate the address you regularly use as postal address. Here you can provide more contact information. These data are necessary to contact you in case there are any questions concerning your application.

The fields marked with * are obligatory.

Postal address

* Postal address

This address is my home address

* Adressstag This address is my semester address

Company

* Street and house number

Postcode

* City

Address addition (c/o, room number)

Post office box

* Country

+ New Address

Communication

+ Phone + Messenger + Hyperlink

E-mail private

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h. Complete your information on your university entrance qualification and click *next*

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University entrance qualification

Have you earned your university entrance qualification after 12 years? Then please chose one of the options including "G8".

If you have a university entrance qualification from another country than Germany that entitles you to study every subject at a university, please select:
 Acquired in: Abroad
 Type of University Entrance Qualification: "allgemeine Hochschulreife im Ausland erworben"

If you have a university entrance qualification from another country than Germany that entitles you to study only specific subjects at a university, please select:
 Acquired in: Abroad
 Type of University Entrance Qualification: "fachgebundene Hochschulreife (im Ausland erworben)"

Please note:
 If you have a university entrance qualification without a final grade (e.g. earned abroad), please enter 4.5 as the overall average grade. The data will be corrected by the university.

The fields marked with * are obligatory.

University Entrance Qualification

* Acquired in

* District of qualification

* Type of University Entrance Qualification

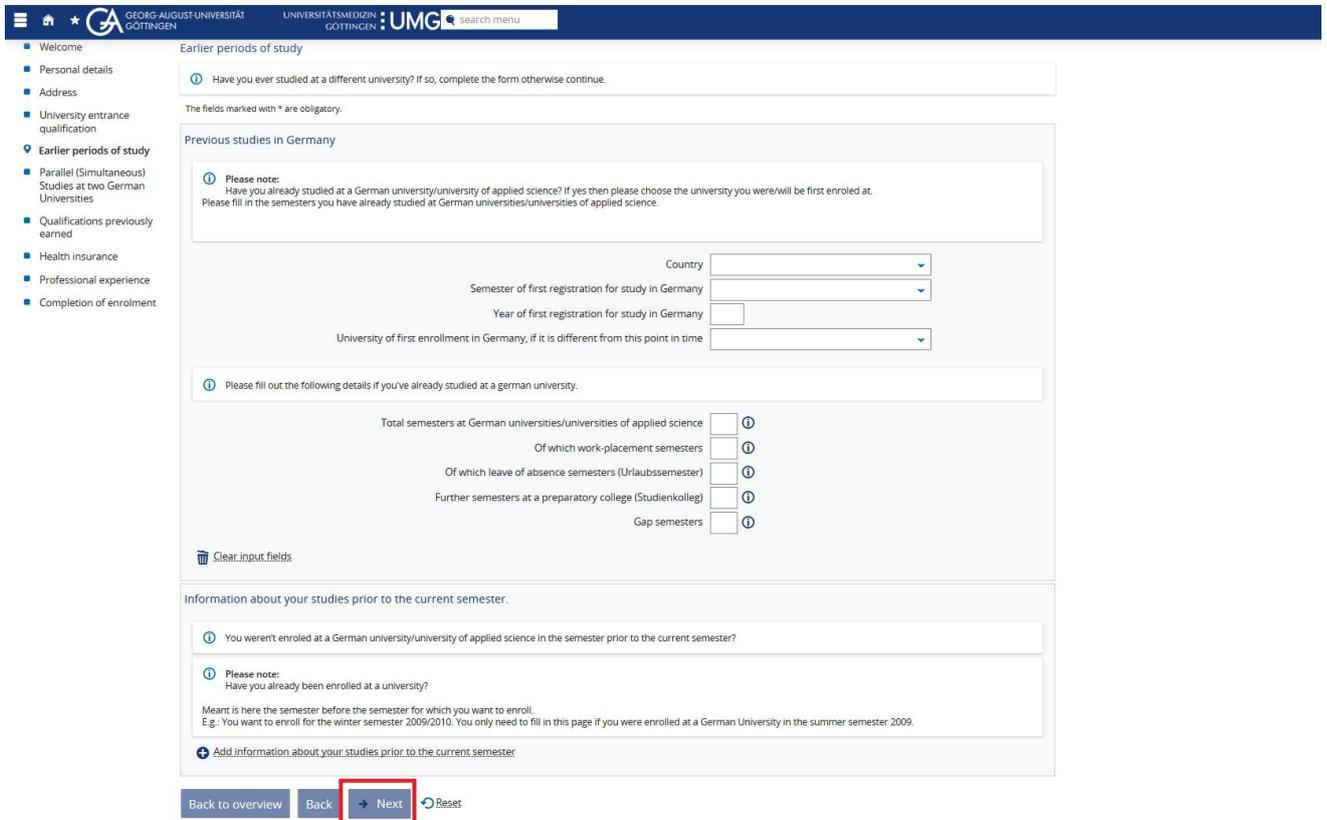
* Average grade

* Date of UEQ

+ Add University Entrance Qualification

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i. Complete the information on earlier periods of study and click *next*



Welcome | Personal details | Address | University entrance qualification | **Earlier periods of study** | Parallel (Simultaneous) Studies at two German Universities | Qualifications previously earned | Health insurance | Professional experience | Completion of enrolment

Earlier periods of study
 Have you ever studied at a different university? If so, complete the form otherwise continue.

The fields marked with * are obligatory.

Previous studies in Germany
 Please note: Have you already studied at a German university/university of applied science? If yes then please choose the university you were/will be first enrolled at. Please fill in the semesters you have already studied at German universities/universities of applied science.

Country:
 Semester of first registration for study in Germany:
 Year of first registration for study in Germany:
 University of first enrollment in Germany, if it is different from this point in time:

Please fill out the following details if you've already studied at a German university.

Total semesters at German universities/universities of applied science: ⓘ
 Of which work-placement semesters: ⓘ
 Of which leave of absence semesters (Urlaubsemester): ⓘ
 Further semesters at a preparatory college (Studienkolleg): ⓘ
 Gap semesters: ⓘ

Clear input fields

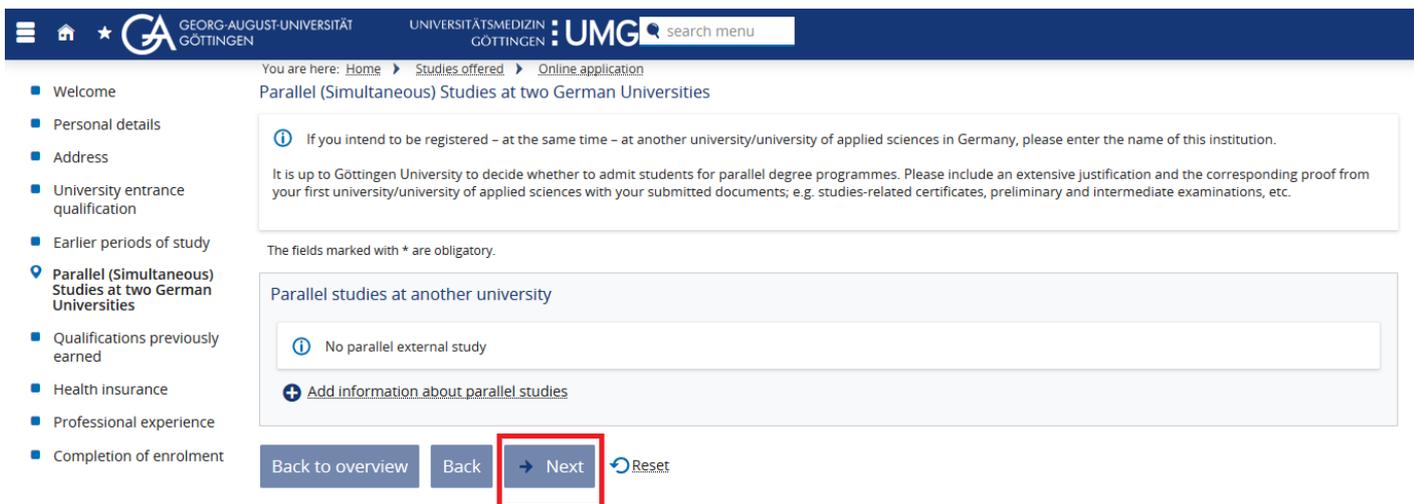
Information about your studies prior to the current semester.
 You weren't enrolled at a German university/university of applied science in the semester prior to the current semester?

Please note: Have you already been enrolled at a university?
 Meant is here the semester before the semester for which you want to enroll.
 E.g.: You want to enroll for the winter semester 2009/2010. You only need to fill in this page if you were enrolled at a German University in the summer semester 2009.

Add information about your studies prior to the current semester

Back to overview | Back | **Next** | Reset

j. Only if applicable: complete the information on a parallel studies and click *next*



Welcome | Personal details | Address | University entrance qualification | Earlier periods of study | **Parallel (Simultaneous) Studies at two German Universities** | Qualifications previously earned | Health insurance | Professional experience | Completion of enrolment

You are here: Home > Studies offered > Online application

Parallel (Simultaneous) Studies at two German Universities
 If you intend to be registered – at the same time – at another university/university of applied sciences in Germany, please enter the name of this institution.

It is up to Göttingen University to decide whether to admit students for parallel degree programmes. Please include an extensive justification and the corresponding proof from your first university/university of applied sciences with your submitted documents; e.g. studies-related certificates, preliminary and intermediate examinations, etc.

The fields marked with * are obligatory.

Parallel studies at another university
 No parallel external study
 Add information about parallel studies

Back to overview | Back | **Next** | Reset

k. Complete the information on your final exams (bachelors' degree) and click next


 GEORG-AUGUST-UNIVERSITÄT GÖTTINGEN
 UNIVERSITÄTSMEDIZIN GÖTTINGEN : UMG

You are here: [Home](#) > [Studies offered](#) > [Online application](#)

- Welcome
- Personal details
- Address
- University entrance qualification
- Earlier periods of study
- Parallel (Simultaneous) Studies at two German Universities
- ▼ **Qualifications previously earned**
- Health insurance
- Professional experience
- Completion of enrolment

Qualifications previously earned

Information:
Have you already earned a degree? The course of study that you have already provided data of will be shown here automatically so that you can add a degree. If you have not completed a degree, click „Next“. Have you earned a degree from studying at another university, you can add this degree under „Add degree at another university“.

The fields marked with * are obligatory.

Intended final examination.

Information:
The data entered were recorded from the location of the course of studies **Master Uni mit Abschluss History of global markets** you are applying for.
If you want to earn the degree, for the course of studies you are applying for, at another location, please change the entries. The entry of a district is only necessary when you selected "Germany".

* Country

* District

Previously earned Qualifications

Have you already studied before and graduated, then fill in the following fields, otherwise continue.

If you made entries of your studies in your previous semester, they will appear here for an easier registration. However, if you passed a final examination of another course of studies, then create this new degree.

Information:
no external studies

+ Add Degree at Another University

I. Complete the details of your health insurance and click next


 GEORG-AUGUST-UNIVERSITÄT GÖTTINGEN
 UNIVERSITÄTSMEDIZIN GÖTTINGEN : UMG

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- Welcome
- Personal details
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- University entrance qualification
- Earlier periods of study
- Parallel (Simultaneous) Studies at two German Universities
- Qualifications previously earned
- ▼ **Health insurance**
- Professional experience
- Completion of enrolment

Health insurance

Information:
You must provide information about your health insurance according to the German Social Welfare Code (Sozialgesetzbuch V §199a Abs. 2). You are not permitted to enrol at German higher education institutions without health insurance.

You need to request the proof of student health insurance from your health insurance company prior to enrollment. If you do not have statutory health insurance, request the proof of student health insurance from any statutory health insurance company.

- The proof of student health insurance is transmitted digitally from the health insurance company to the university.
- The assignment is based on your personal details and health insurance personal id number; missing or varying data will be taken over. Your health insurance personal data will be entered as is and will not be changed by the university
- If there is any discrepancy please contact the registrar's office first and after that the health insurance company, if necessary, to ensure timely enrollment.

The fields marked with * are obligatory.

Details for health insurance

* Status of insurance liable to health insurance exempted

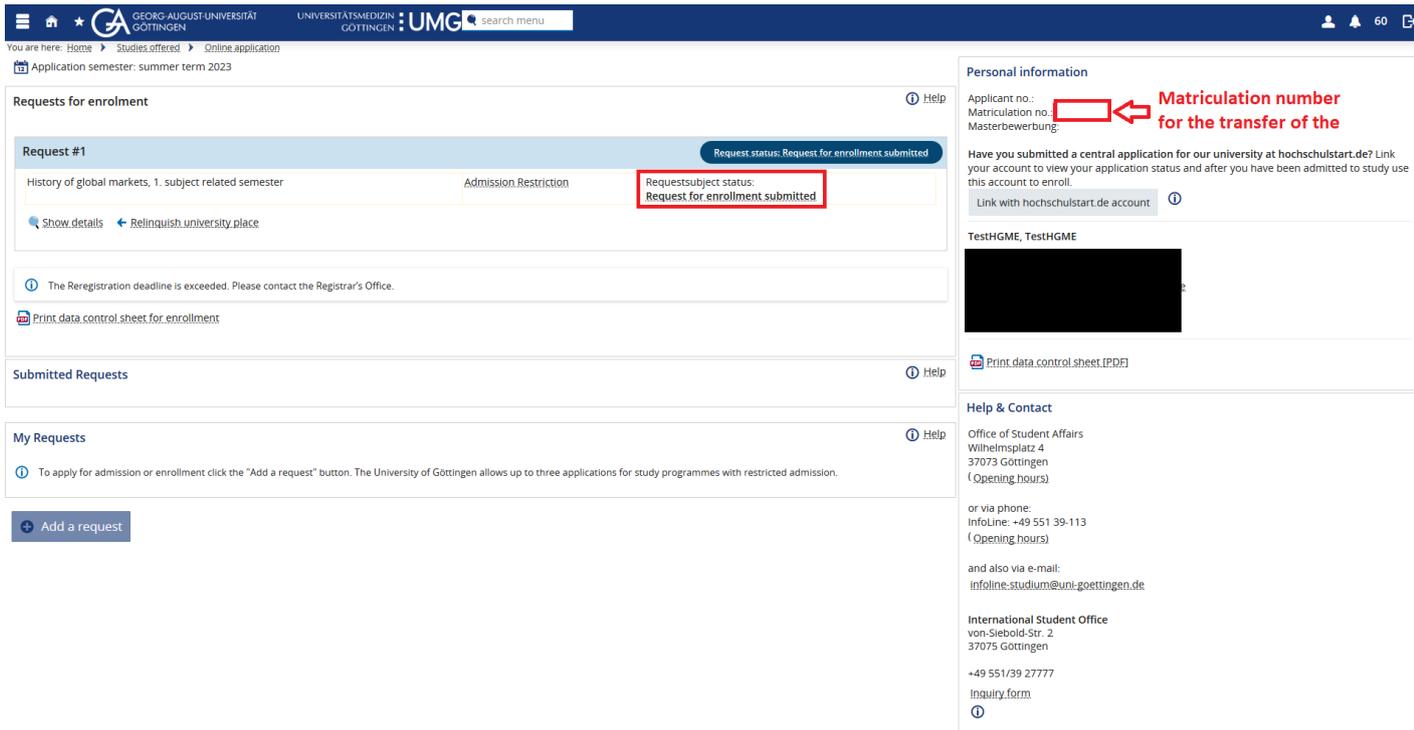
m. Only if applicable: complete the information on professional experience and click *next*

The screenshot shows the 'Professional experience' section of the online application form. The left sidebar contains a navigation menu with items: Welcome, Personal details, Address, University entrance qualification, Earlier periods of study, Parallel (Simultaneous) Studies at two German Universities, Qualifications previously earned, Health insurance, Professional experience (highlighted), and Completion of enrolment. The main content area has a breadcrumb trail: 'You are here: Home > Studies offered > Online application'. Below this is the title 'Professional experience' and an information icon. The main question is: 'Have you done vocational training or an internship after you have earned your university entrance qualification?'. A note states: 'The fields marked with * are obligatory.' Below this is the 'Details for professional experience' section, which includes 'Apprenticeship with degree' (with 'Yes' selected) and 'Internship or voluntary service for the current studies' (with 'No' selected). At the bottom, there are four buttons: 'Back to overview', 'Back', 'Next' (highlighted with a red box), and 'Reset'.

n. Finish your online enrolment by clicking on *Finish submitting enrolment data and back to overview*

The screenshot shows the 'Completion of enrolment' section of the online application form. The left sidebar contains a navigation menu with items: Welcome, Personal details, Address, University entrance qualification, Earlier periods of study, Parallel (Simultaneous) Studies at two German Universities, Qualifications previously earned, Health insurance, Professional experience, and Completion of enrolment (highlighted). The main content area has a breadcrumb trail: 'You are here: Home > Studies offered > Online application'. Below this is the title 'Completion of enrolment' and an information icon. The main text reads: 'Thank you for having entered your personal data. By clicking on "Finish acquiring of enrollment data and back to overview" you'll be directed to the portal's summary page with your applications. Please pay the semester fee for enrollment. Your request for enrollment will be administrated after the receipt of the semester fees. The certificate of enrollment will be sent to you by email without being asked.' Below this text is a button 'Finish submitting enrolment data and back to overview' (highlighted with a red box). At the bottom, there are three buttons: 'Back to overview', 'Back', and 'Reset'.

You return to the overview page. Your status has changed to „Request for enrollment submitted“



You are here: Home > Studies offered > Online application
 Application semester: summer term 2023

Requests for enrolment Help

Request #1	Request status: Request for enrollment submitted
History of global markets, 1. subject related semester	Admission Restriction
Requestsubject status: Request for enrollment submitted	

Show details ← Relinquish university place

The Reregistration deadline is exceeded. Please contact the Registrar's Office.

Print data control sheet for enrollment

Submitted Requests Help

My Requests Help

To apply for admission or enrollment click the "Add a request" button. The University of Göttingen allows up to three applications for study programmes with restricted admission.

Add a request

Personal information

Applicant no.:
 Matriculation no.: ← Matriculation number for the transfer of the
 Masterbewerbung:

Have you submitted a central application for our university at hochschulstart.de? Link your account to view your application status and after you have been admitted to study use this account to enroll.
 Link with hochschulstart.de account

TestHGME, TestHGME

Print data control sheet (PDF)

Help & Contact

Office of Student Affairs
 Wilhelmsplatz 4
 37073 Göttingen
 (Opening hours)

or via phone:
 InfoLine: +49 551 39-113
 (Opening hours)

and also via e-mail:
 infoline-studium@uni-goettingen.de

International Student Office
 von-Siebold-Str. 2
 37075 Göttingen
 +49 551/39 27777
 inquiry_form

You can log out of the online platform for enrolment.

Please complete your enrolment by 15 July 2023 by completing steps 2 and 3.

Step 2: Transfer of semester fee

Transfer the semester fee to the university. Your enrolment can only be processed after your payment has been received.

The amount of the semester fee and the bank details (reason for transfer: matriculation number, first and last name) of the University of Göttingen can be found [here](#).

Step 3: Submission of documents

You will then receive an e-mail stating which documents you still need to upload or request (e.g. digital transmission health insurance). You upload necessary documents in the [upload portal](#). To log in, use the access data (username and password) that you received by e-mail during the master application. Only after we got all necessary documents your enrollment can be completed.

Once you have completed all the steps, the proof of enrolment will be sent to you unsolicited.