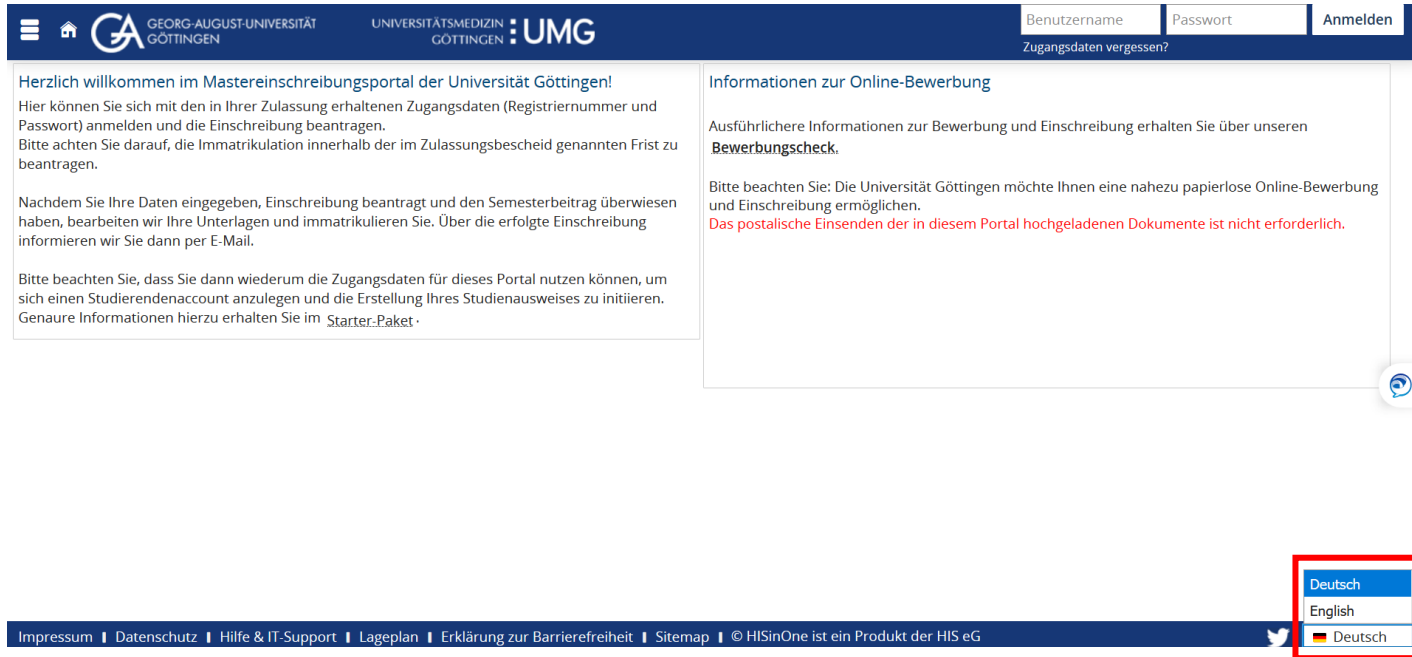


## Step 1: Online enrolment

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

a. Change the language from German to English



HERZLICH WILLKOMMEN IM MASTEREINSCHREIBUNGSPORTAL DER UNIVERSITÄT GÖTTINGEN!

Hier können Sie sich mit den in Ihrer Zulassung erhaltenen Zugangsdaten (Registriernummer und Passwort) anmelden und die Einschreibung beantragen. Bitte achten Sie darauf, die Immatrikulation innerhalb der im Zulassungsbescheid genannten Frist zu beantragen.

Nachdem Sie Ihre Daten eingegeben, Einschreibung beantragt und den Semesterbeitrag überwiesen haben, bearbeiten wir Ihre Unterlagen und immatrikulieren Sie. Über die erfolgte Einschreibung informieren wir Sie dann per E-Mail.

Bitte beachten Sie, dass Sie dann wiederum die Zugangsdaten für dieses Portal nutzen können, um sich einen Studierendenaccount anzulegen und die Erstellung Ihres Studienausweises zu initiieren. Genaue Informationen hierzu erhalten Sie im [Starter-Paket](#).

Informationen zur Online-Bewerbung

Ausführlichere Informationen zur Bewerbung und Einschreibung erhalten Sie über unseren **Bewerbungcheck**.

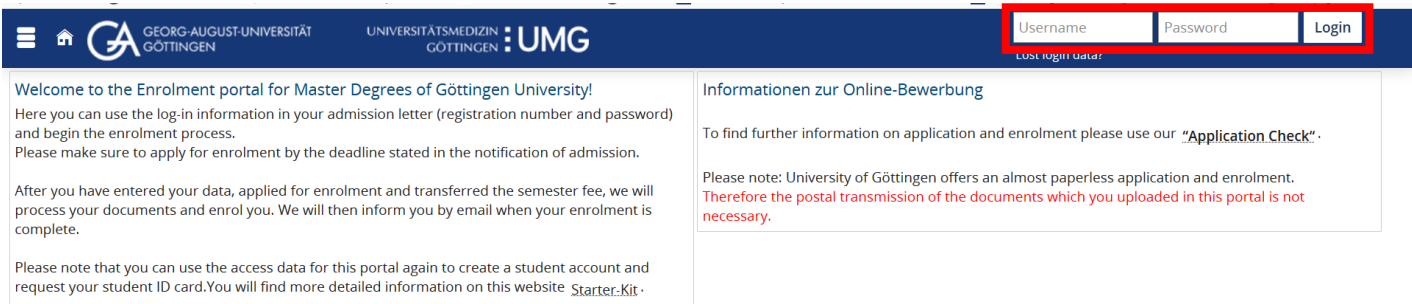
Bitte beachten Sie: Die Universität Göttingen möchte Ihnen eine nahezu papierlose Online-Bewerbung und Einschreibung ermöglichen.  
**Das postalische Einsenden der in diesem Portal hochgeladenen Dokumente ist nicht erforderlich.**

Deutsch  
English  
Deutsch

Impressum | Datenschutz | Hilfe & IT-Support | Lageplan | Erklärung zur Barrierefreiheit | Sitemap | © HISinOne ist ein Produkt der HIS eG

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)!



Welcome to the Enrolment portal for Master Degrees of Göttingen University!

Here you can use the log-in information in your admission letter (registration number and password) and begin the enrolment process. Please make sure to apply for enrolment by the deadline stated in the notification of admission.

After you have entered your data, applied for enrolment and transferred the semester fee, we will process your documents and enrol you. We will then inform you by email when your enrolment is complete.

Please note that you can use the access data for this portal again to create a student account and request your student ID card. You will find more detailed information on this website [Starter-Kit](#).

Informationen zur Online-Bewerbung

To find further information on application and enrolment please use our **"Application Check"**.

Please note: University of Göttingen offers an almost paperless application and enrolment. **Therefore the postal transmission of the documents which you uploaded in this portal is not necessary.**

Username Password Login

Lost login data?

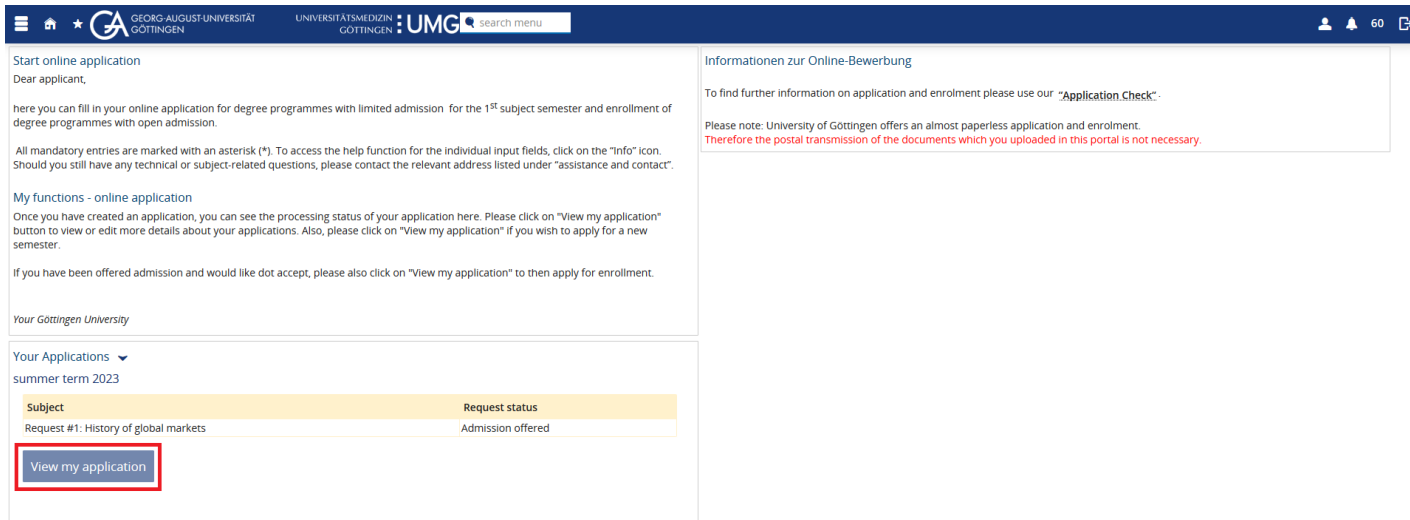
Impressum | Datenschutz | Hilfe & IT-Support | Lageplan | Erklärung zur Barrierefreiheit | Sitemap | © HISinOne ist ein Produkt der HIS eG

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](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*



Start online application  
 Dear applicant,  
 here you can fill in your online application for degree programmes with limited admission for the 1<sup>st</sup> subject semester and enrollment of degree programmes with open admission.  
 All mandatory entries are marked with an asterisk (\*). To access the help function for the individual input fields, click on the "Info" icon. Should you still have any technical or subject-related questions, please contact the relevant address listed under "assistance and contact".  
**My functions - online application**  
 Once you have created an application, you can see the processing status of your application here. Please click on "View my application" button to view or edit more details about your applications. Also, please click on "View my application" if you wish to apply for a new semester.  
 If you have been offered admission and would like to accept, please also click on "View my application" to then apply for enrollment.  
 Your Göttingen University

Your Applications ▾  
 summer term 2023

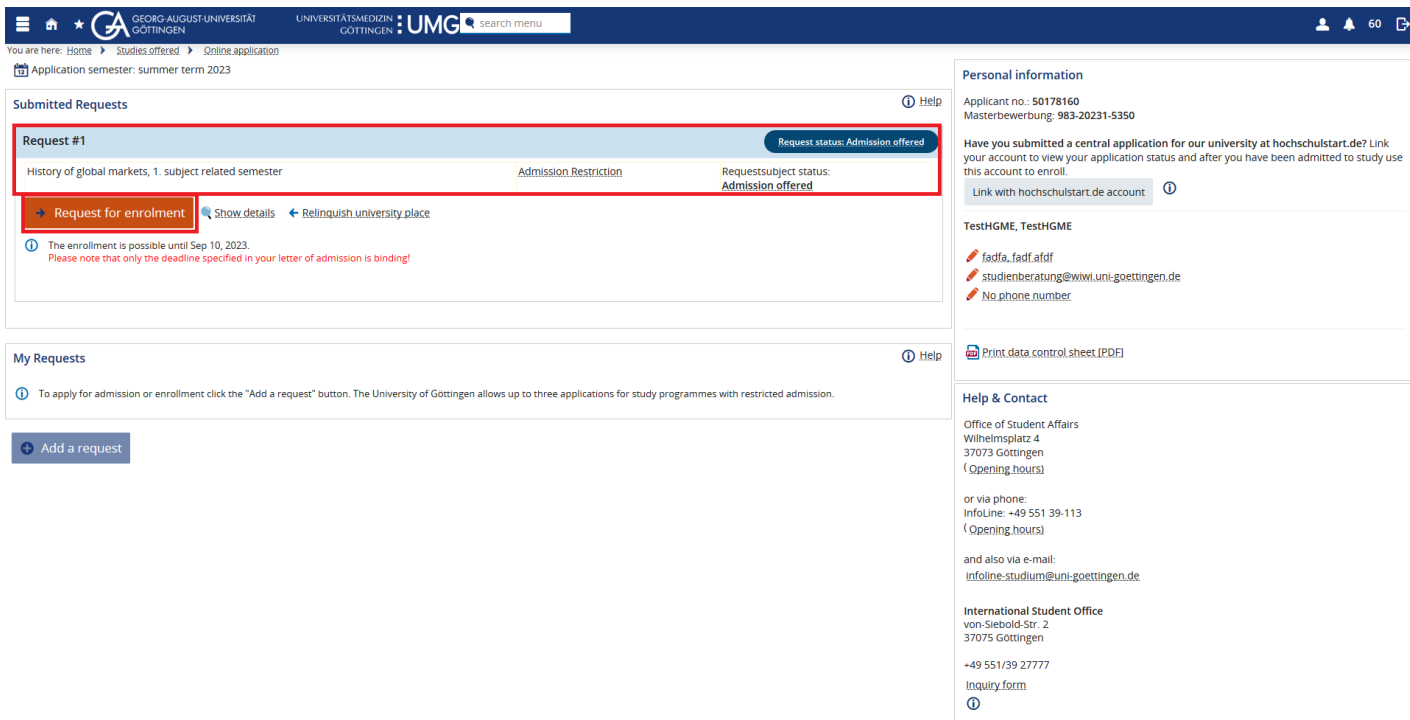
Subject	Request status
Request #1: History of global markets	Admission offered

[View my application](#)

Informationen zur Online-Bewerbung  
 To find further information on application and enrolment please use our "Application Check".  
 Please note: University of Göttingen offers an almost paperless application and enrolment.  
**Therefore the postal transmission of the documents which you uploaded in this portal is not necessary.**

d. Click on *Request for enrolment*

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



You are here: [Home](#) > [Studies offered](#) > [Online application](#)  
 Application semester: summer term 2023

**Submitted Requests** Help

Request #1	Request status: Admission offered
History of global markets, 1. subject related semester Admission Restriction Requestsubject status: Admission offered <a href="#">Request for enrolment</a> <a href="#">Show details</a> <a href="#">Relinquish university place</a>	

ⓘ The enrollment is possible until Sep 10, 2023.  
 Please note that only the deadline specified in your letter of admission is binding!

**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.

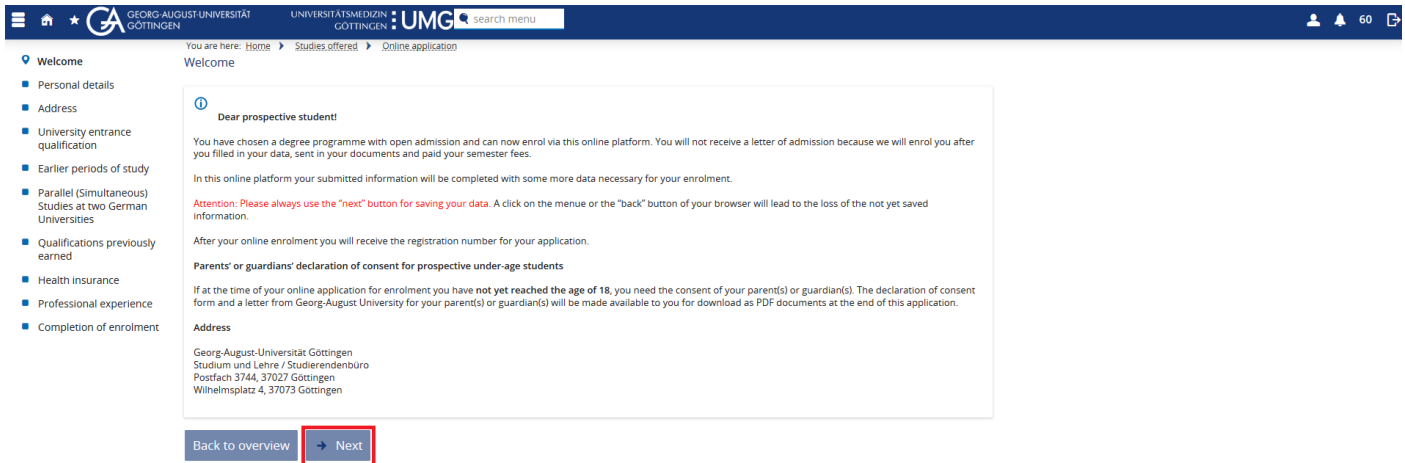
[Add a request](#)

**Personal information**  
 Applicant no.: 50178160  
 Masterbewerbung: 983-20231-5350  
 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  
 ✎ fadfa..fadf.afdf  
 ✎ studienberatung@wiwi.uni-goettingen.de  
 ✎ No phone number

[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:  
 info@studium.uni-goettingen.de  
 International Student Office  
 von-Siebold-Str. 2  
 37075 Göttingen  
 +49 551/39 27777  
[Inquiry form](#)  
 ⓘ

e. Read information and click *next*



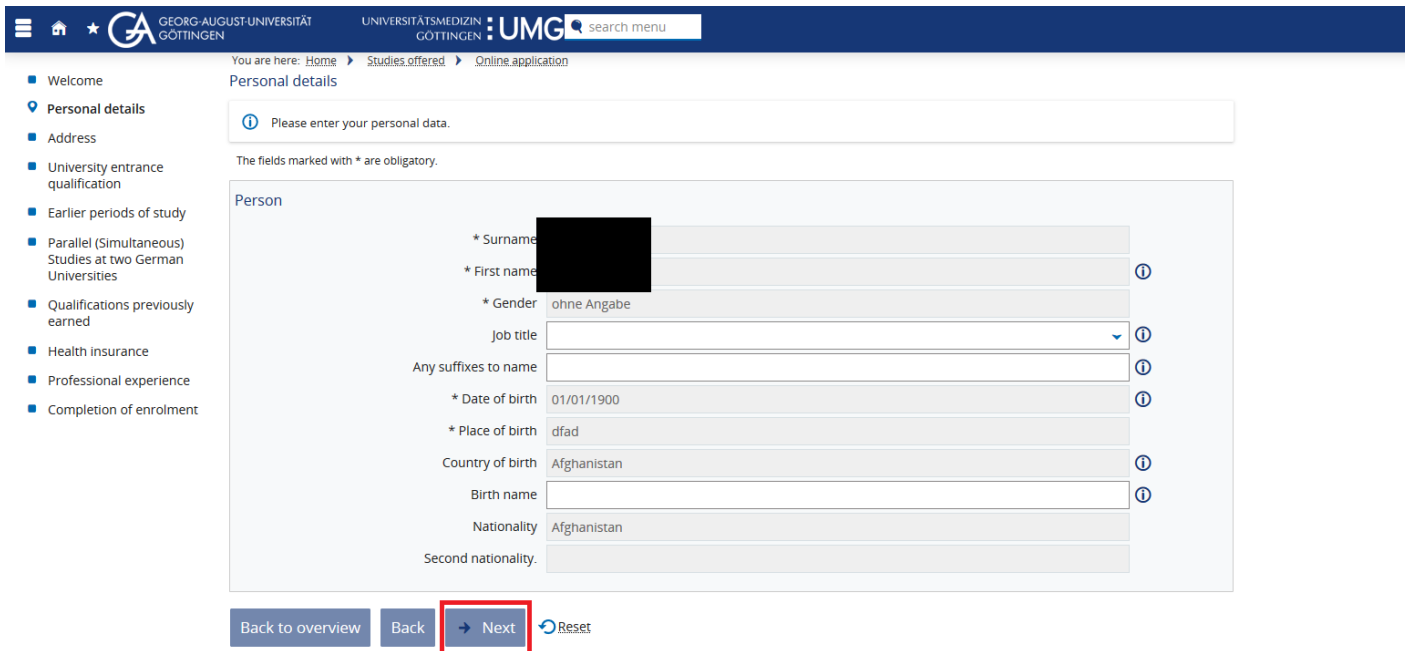
You are here: Home > Studies offered > Online application

**Welcome**  
 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 / Studierendbüro  
 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.

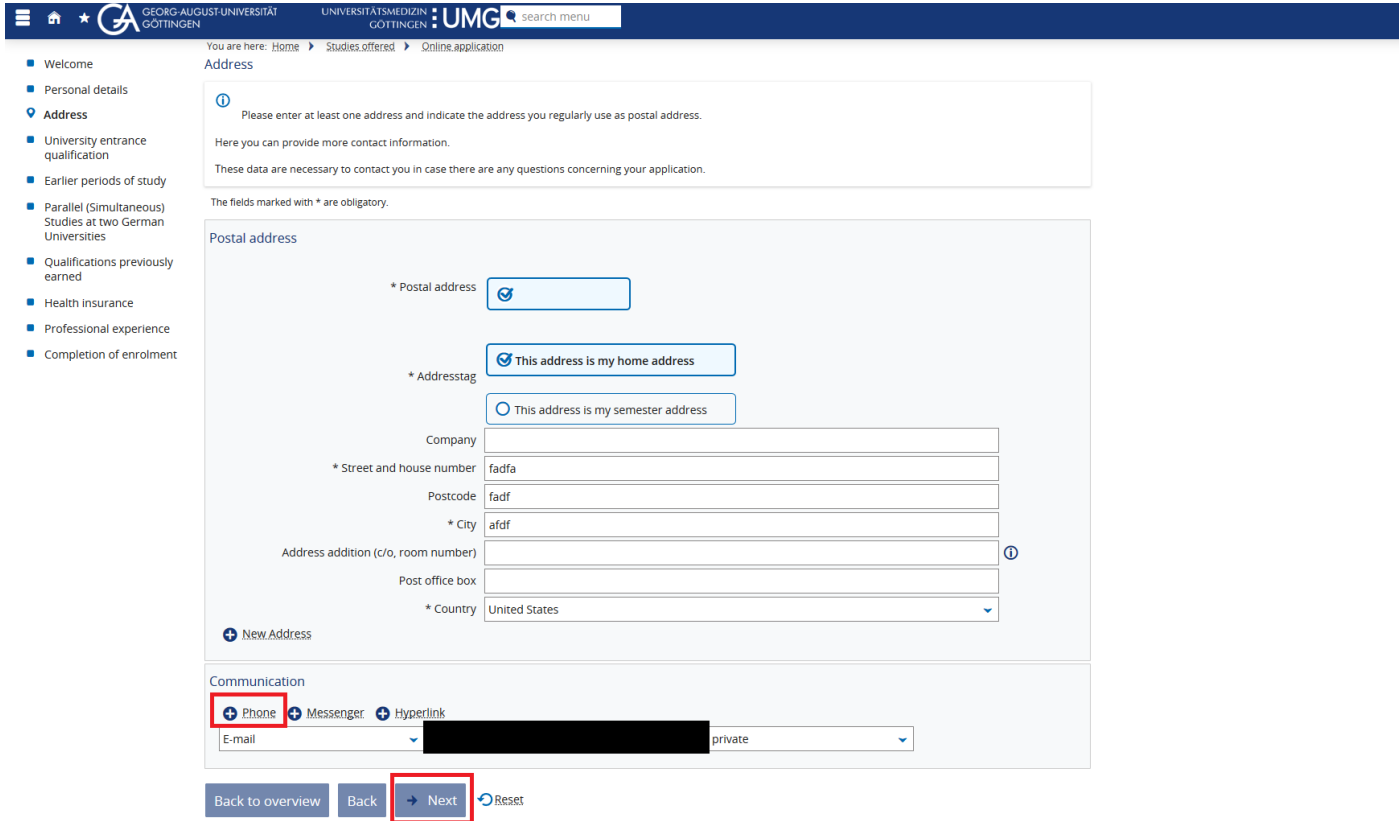
**Person**

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

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

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.



You are here: Home > Studies offered > Online application  
**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  
 This address is my semester address

\* Address tag

Company

\* Street and house number

Postcode

\* City

Address addition (c/o, room number)

Post office box

\* Country

+ New Address

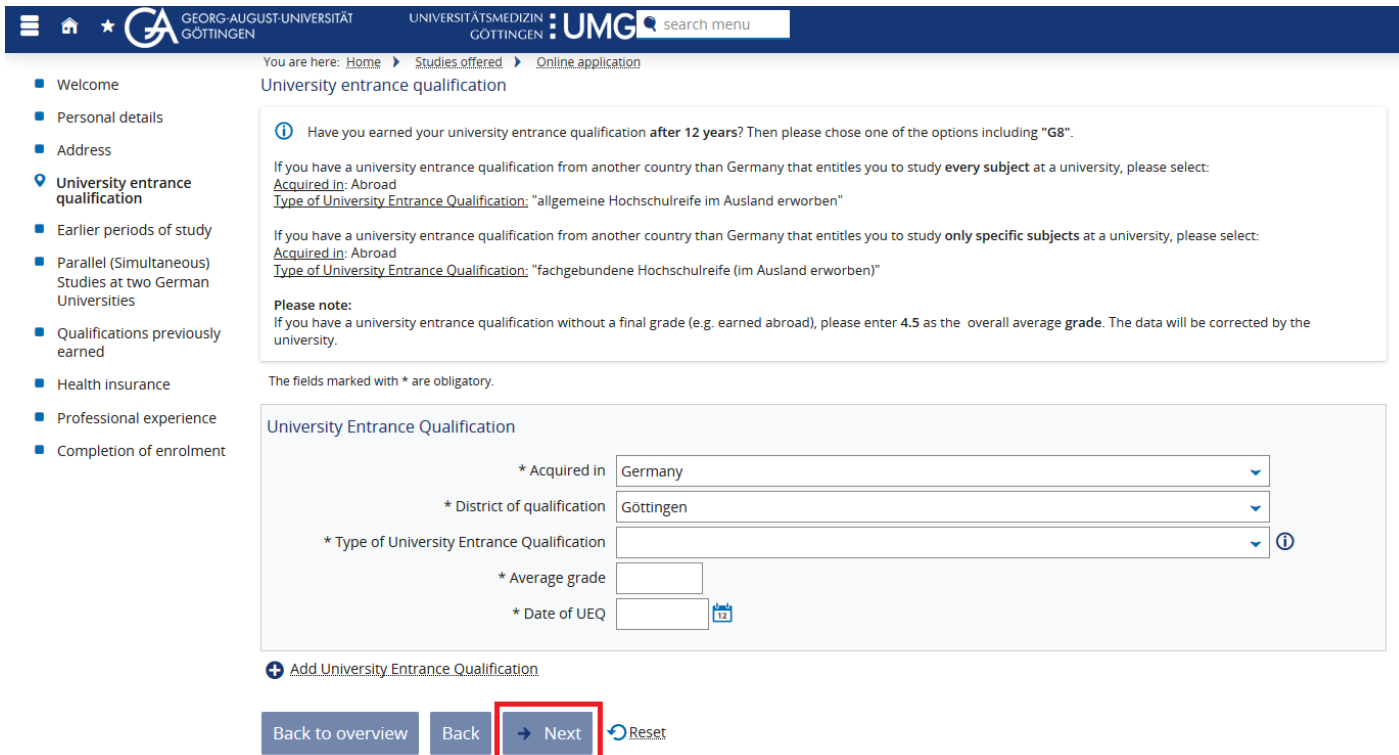
**Communication**

+ Phone  + Messenger  + Hyperlink

E-mail  private

Back to overview   Back   **Next**   Reset

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



You are here: Home > Studies offered > Online application  
**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

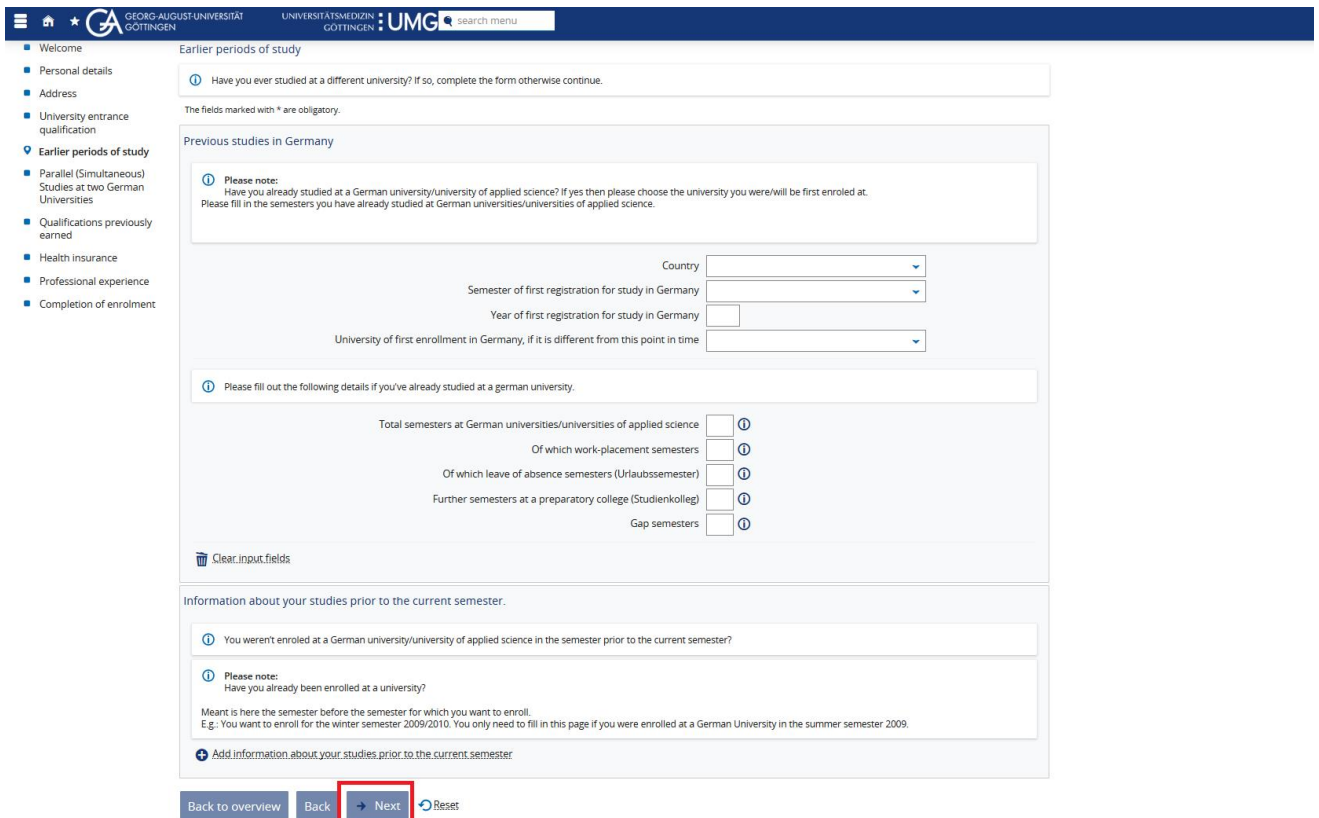
\* Average grade

\* Date of UEQ

+ Add University Entrance Qualification

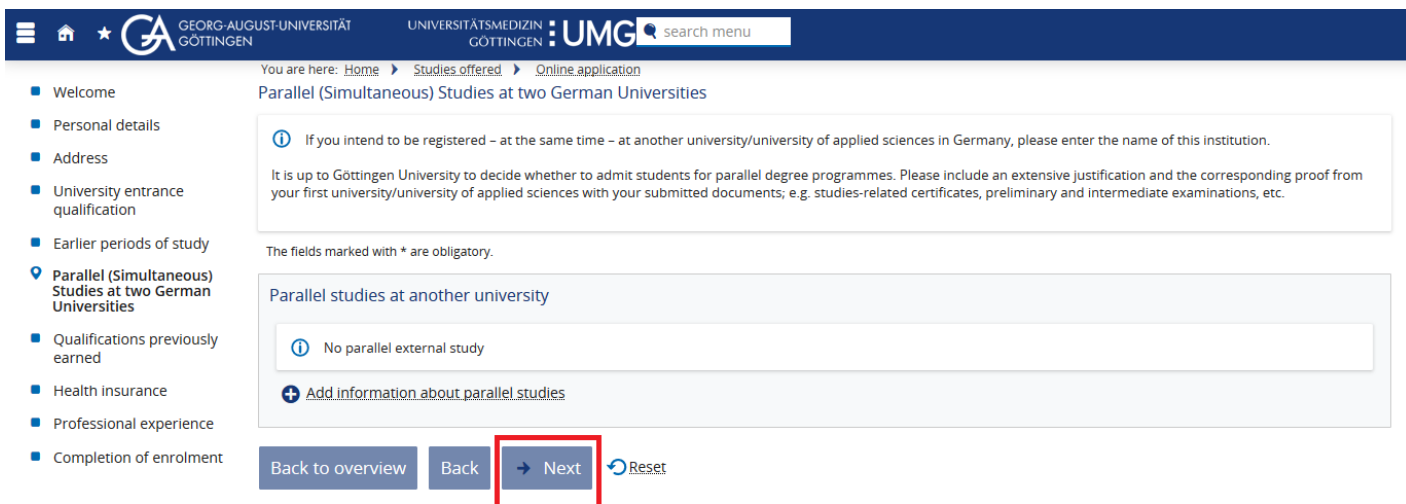
Back to overview   Back   **Next**   Reset

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



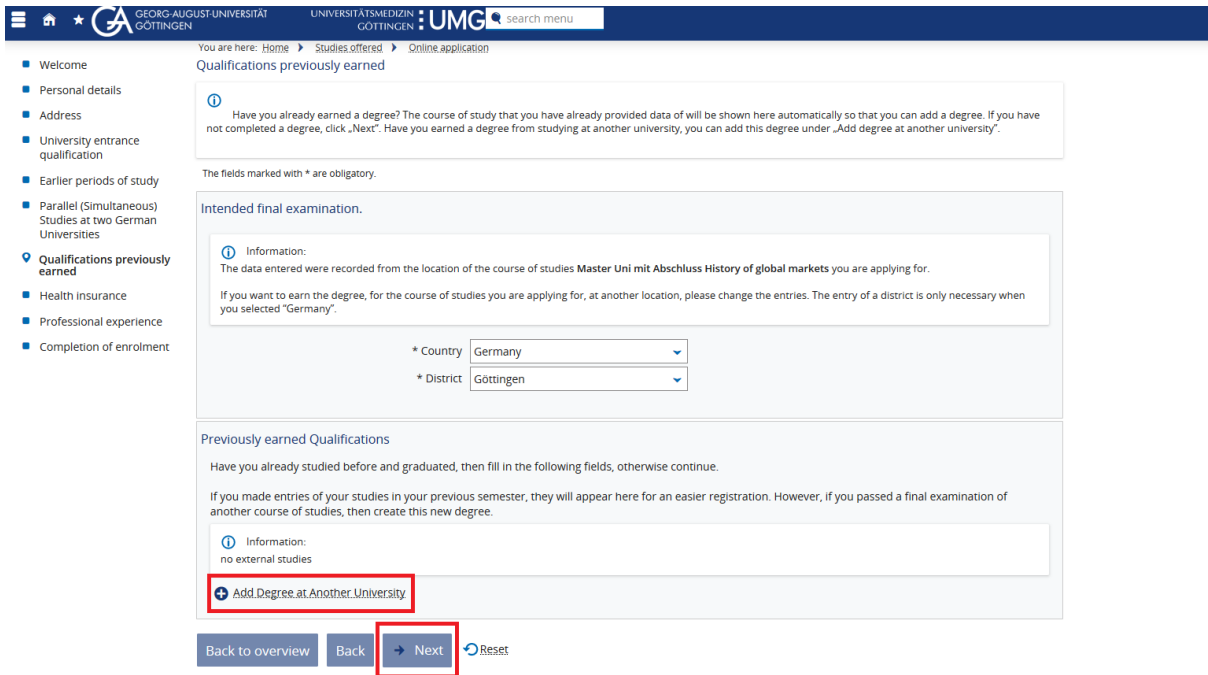
The screenshot shows the 'Earlier periods of study' section of the online application form. The left sidebar contains a navigation menu with 'Earlier periods of study' selected. The main content area includes a question: 'Have you ever studied at a different university? If so, complete the form otherwise continue.' Below this, there are sections for 'Previous studies in Germany' and 'Information about your studies prior to the current semester'. The 'Previous studies in Germany' section contains a 'Please note' box, a 'Country' dropdown, 'Semester of first registration for study in Germany' and 'Year of first registration for study in Germany' dropdowns, and a 'University of first enrollment in Germany' dropdown. The 'Information about your studies prior to the current semester' section contains a question: 'You weren't enrolled at a German university/university of applied science in the semester prior to the current semester?' and a 'Please note' box. At the bottom, there are buttons for 'Back to overview', 'Back', 'Next' (highlighted with a red box), and 'Reset'.

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



The screenshot shows the 'Parallel (Simultaneous) Studies at two German Universities' section of the online application form. The left sidebar contains a navigation menu with 'Parallel (Simultaneous) Studies at two German Universities' selected. The main content area includes a question: '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.' Below this, there is a text box for justification and a section for 'Parallel studies at another university'. The 'Parallel studies at another university' section contains a 'No parallel external study' option and an 'Add information about parallel studies' button. At the bottom, there are buttons for 'Back to overview', 'Back', 'Next' (highlighted with a red box), and 'Reset'.

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



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

**Qualifications previously earned**

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:

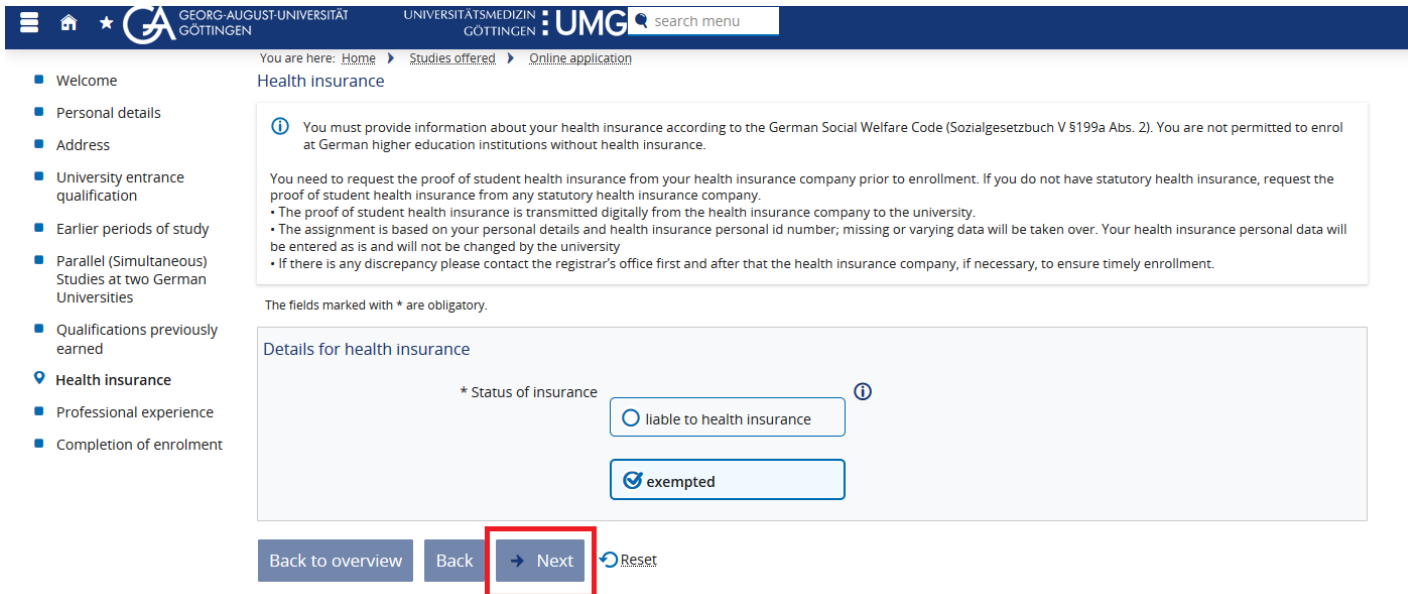
\* District:

**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

l. Complete the details of your health insurance and click *next*



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

**Health insurance**

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

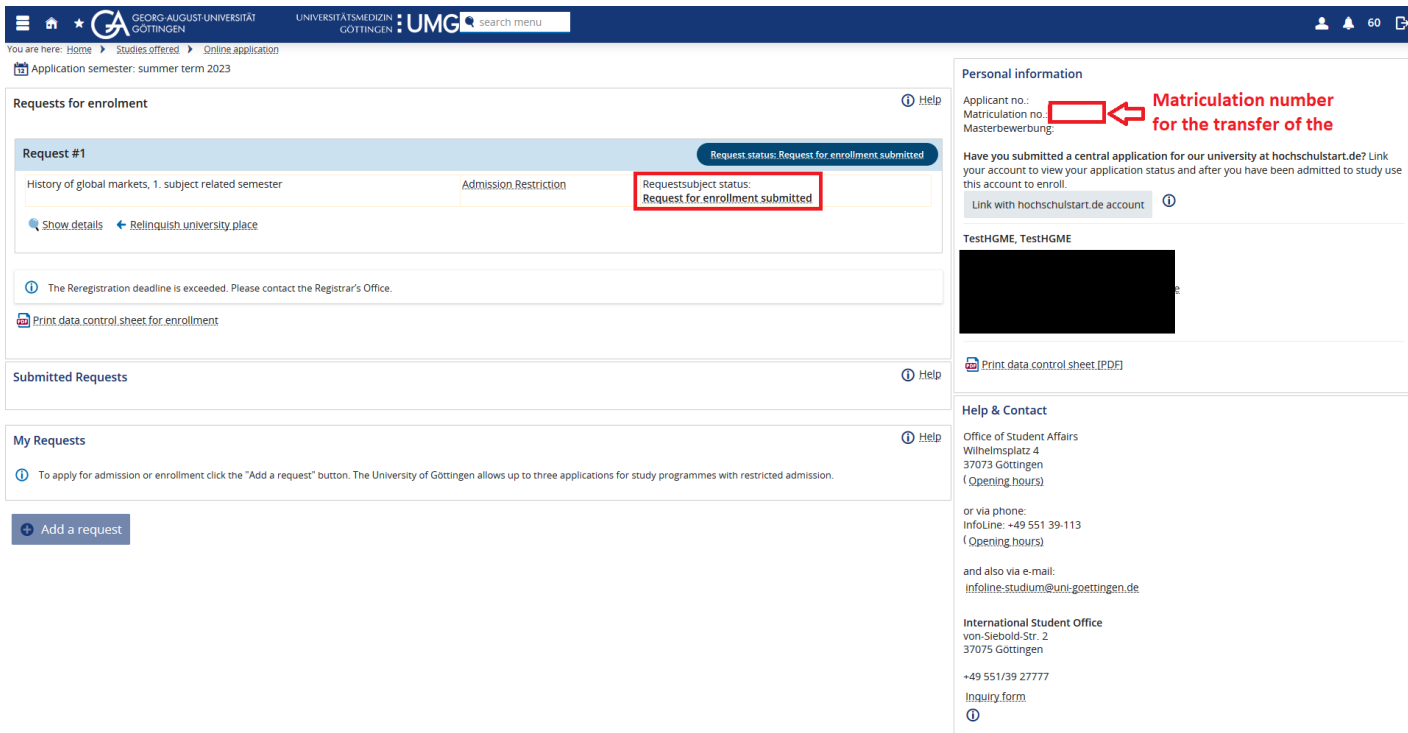
m. Only if applicable: complete the information on professional experience and click *next*

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 (selected), 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 with the question: '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 (selected). 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 with the text: '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 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“



The screenshot displays the online enrolment platform interface. The main content area is titled 'Requests for enrolment' and contains a table with the following data:

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

Below the table, there are links for 'Show details' and 'Relinquish university place'. A notification states: 'The Reregistration deadline is exceeded. Please contact the Registrar's Office.' There is also a link to 'Print data control sheet for enrolment'.

The right sidebar contains 'Personal information' with fields for 'Applicant no.', 'Matriculation no.', and 'Masterbewerbung:'. A red box highlights the 'Matriculation no.' field, and a red arrow points to it with the text 'Matriculation number for the transfer of the'. Below this, there is a section for 'TestHGME, TestHGME' with a redacted area and a link to 'Print data control sheet (PDF)'. The 'Help & Contact' section provides contact information for the Office of Student Affairs, including address, phone, and email.

You can log out of the online platform for enrolment.

Please complete your enrolment in the time period 1 June 2023 to 15 July 2023 by completing steps 2 and 3.

## Step 2: Transfer of semester fee

Transfer the semester fee for winter term 23/ 24 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](#) with the beginning of June 2023.

## 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.