



JLU APPLICANT PORTAL

Detailed Instructions

Dear Applicant,

To start the application process, please visit <https://bewerbung.uni-giessen.de>

(If possible, please use the browser Chrome, as you may encounter problems when using Explorer or Firefox.)

This is a detailed description of the application process with the JLU university portal and it will guide you step by step through the online portal. The **“Online Enrolment”** starts on page 6.

Please note: Do not use the “forward” and “backward” button of your browser! Only use the buttons of the university portal when these are visible.



This is the first page when you open the university portal. Please select **“Bewerben per Schritt-für-Schritt-Anleitung”**.

JUSTUS-LIEBIG-UNIVERSITÄT GIESSEN

User name Password [Lost login data?](#)

Willkommen im Bewerbungsportal der Justus-Liebig-Universität Gießen!

Wie schön, dass Sie sich für ein Studium an der Justus-Liebig-Universität Gießen (JLU) entschieden haben. Auf den folgenden Seiten können Sie sich um einen zulassungsbeschränkten Studienplatz an der JLU bewerben oder direkt die Immatrikulation in einen zulassungsfreien Studiedengang beantragen. Alle dafür nötigen Unterlagen können Sie direkt im Portal hochladen.

Wir sehen uns – an der JLU!

>

>

Instruction on how to use the JLU Applicant Portal

On the next page please select “**Ich habe eine internationale Hochschulzugangsberechtigung (HBZ)**”.

 Ich habe eine internationale Hochschulzugangsberechtigung >

Please select “**Free Mover and international PhDs**” regardless of your country of origin. Also if you are from an EU or EEA country!



 You own a foreign HZB and would like to apply for an elementary course of study (Bachelor's/teaching profession)? Please click here. >

 You would like to apply for a Master's program with a foreign HZB? This way! >

 Free Mover and international PhDs please this way! >

We are looking forward to your application!

You can change the language settings here.

HSinOne

Default language
English

Yellow Box: Information about the application process for international doctoral candidates.

Please note that the online portal only works until the deadlines indicated on the platform website. If you want to apply after the deadline, please send an email to **international.admission@admin.uni-giessen.de**.

If you click on the link in this box, you will see a list of all the documents needed for the application. You DO NOT have to send any documents by post. All documents will be uploaded as PDFs in the online portal.

Red Box: Read the information (“Self-Registration”) then start your application by clicking on “Register now!”

Promotionsstudium

Sie bewerben sich für ein Promotionsstudium direkt hier im Portal. Nutzen sie hierfür die Registrierung und schon kann es losgehen.

Welche Voraussetzungen Sie erfüllen müssen, um sich für ein Promotionsstudium einschreiben zu können, entnehmen Sie bitte unserer [Webseite](#), bei Fragen kontaktieren Sie uns bitte unter stud-sekretariat@admin.uni-giessen.de (für nationale Bewerbende).

Die entsprechenden Informationen für internationale Promovierende finden Sie [hier](#). Bei Rückfragen erreichen Sie uns unter international.admission@admin.uni-giessen.de (für internationale Bewerbende).

Für das Promotionsstudium gilt keine Bewerbungs- bzw. Einschreibefrist, solange das Portal offen ist, ist die Bewerbung möglich. Der Nachweis von Kenntnissen der deutschen Sprache ist nicht erforderlich.

Freemover

Sie bewerben sich als Freemover direkt hier im Portal. Nutzen sie hierfür die Registrierung und schon kann es losgehen.

Weitere Informationen zu den erforderlichen Unterlagen, die Sie im Portal werden hochladen müssen, finden Sie auf unserer Webseite unter: <https://www.uni-giessen.de/de/internationales/studierenjlu/bewerbung/as>

Der Nachweis von Kenntnissen der deutschen Sprache ist nicht erforderlich. Bei weiteren Fragen erreichen Sie Frau Smolka und Frau Wobisch via E-Mail: international.admission@admin.uni-giessen.de.

Bewerbungsfrist für Freemover: 01.06.2023 – 20.09.2023

 Jetzt registrieren!
Hier registrieren Sie sich und wählen Ihre Zugangsdaten aus. >

[zurück zur vorhergehenden Seite](#)

[zurück zur Startseite](#)

Instruction on how to use the JLU Applicant Portal

Please select "OK" on the following page unless you have already registered for the current semester. In that case, you can just log in here:

JUSTUS-LIEBIG-UNIVERSITÄT GIESSEN

User name Password Login

[DataDictionary bearbeiten](#) [Erweiterte Informationen anzeigen](#)

You are here: [Home](#) > [Admission](#) > [Registration](#)

Registration

Do you already have an account?

If you have applied for a previous semester, please register with a new account.

Have you already tried to register on the portal but were unsuccessful or the verification mail did not arrive? Then please do not try again directly, but first check your spam folder in your mailbox (maybe the verification mail landed there). If you are still not successful, please contact our support. In case of multiple registrations for one and the same applicant, suspicious accounts will be blocked for security reasons.

Do you want to *continue* with the online registration?

On the following page, you must enter your personal data and choose a password. After entering all required data, click on "Register" at the end of the page.

Personal data

* Surname

* First name

* All first names (according to id card) ⓘ

* Gender

Degree affix ⓘ

* Date of birth ⓘ

* Place of birth

Country of birth

Birth name

* Nationality

2. Nationality

Contact information

* Country

Address addition (c/o, room number) ⓘ

* Street and house number

* Postcode

* City

* Phone ⓘ

Mobile Phone ⓘ

* E-mail ⓘ

* Repeat e-mail ⓘ

Password

ⓘ Your password must be at least 6 characters long and consist of upper and lower case letters as well as at least number and a special character. A special character is any character that is not a letter, underscore (_), space or digit.

* Password ⓘ

* Repeat password ⓘ

Security question (Captcha)

ⓘ In order to ensure that the request was made by a person and not by a spam machine, please enter the letters or numbers from the query below in the answer field.

Security question (Captcha) ⓘ

* Response to the security question ⓘ

Data privacy policy

* I have read and accept the data privacy policies listed at the beginning of this page.

[→ To the data privacy policies.](#)

Instruction on how to use the JLU Applicant Portal

After that, you will receive an email from **campusmanagement@uni-giessen.de**. Check your emails and confirm your mailing address by clicking on the link in the email. If you do not receive any email, please check your spam folder as well.

Welcome Mrs. Mueller,

we have reserved the following user data:

username: [REDACTED]
password: your chosen password

IMPORTANT: Please remember your user data, you will need them once in a while to log in to the application portal.

Please confirm your e-mail address with the following link:

https://bewerbung.uni-giessen.de/qisserver/pages/psv/selbstregistrierung/pub/mailverifizierung.xhtml?_flowId=selfRegistrationVerification-flow&token=d3132768-1e5c-44a5-b538-430616ddd046&navigationPosition=functions.mailVerification

If your e-mail program does not display a direct link, please copy the complete line into your browsers address bar.

Alternatively you could select the menu item 'E-mail Verification' and type in the following activation code:
d3132768-1e5c-44a5-b538-430616ddd046

This e-mail was generated automatically, please do not reply.

By clicking on the link in the email, you will be relayed to the following website. Enter your username (provided in the email from campusmanagement) and password. Please note that the username is always spelled in lower case letters and hyphenated names are written as one name, without using umlauts or special characters.

You are here: [Home](#) > [Admission](#) > [E-mail verification](#)

E-mail verification

Your verification has been successful.
Please sign in with your username (not with your e-mail-address) you have received by e-mail and your password.

User name

Password

Information

Welcome
The self-chosen account was mailed to you.

IMPORTANT
Please remember your user data, you will need them once in a while to log in to the application portal.

After entering your login data, click on "Zu meinen Bewerbungen".

Meine Bewerbungen

Sehen Sie sich hier den Status Ihrer Bewerbungen an.

Verlinkung BundID

Bund.ID
Register via BundID

- Bewerbung für Tiermedizin - Online-Vortrag**
Message from 01.06.2023 at 10:00 o'clock
- Einblicke in die Lehramtsstudiengänge an der JLU - Präsenz-Vortrag**
Message from 01.06.2023 at 12:00 o'clock
- Anforderung der Studienbescheinigungen / Aktualisierung der Chipkarten**
Message from 01.03.2023 at 07:00 o'clock
- Open Campus Day 2023**
Message from 06.03.2023 at 11:00 o'clock
- Energiepauschale für Studierende / Energy price flat rate (EPP) for students**
Message from 27.02.2023 at 12:10 o'clock
- FAQ - Häufig gestellte Fragen rund um den Studierenden-Account und die JLU-Chipkarte**
Message from 10.11.2022 at 13:27 o'clock
- Feed from: [Aktuelles /News](#)

Instruction on how to use the JLU Applicant Portal

Now click on "Add a request"

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

Application

 Application semester: winter term 2023/24

 There are no documents in your inbox yet. 

Unsubmitted requests [Help](#)

 To apply for admission to university click the "Add a request" button.

 [Add a request](#)

Please select "Promotionsstudium" and after that your subject and the semester in which you would like to study. Now select "Next"

Application

 Application semester: winter term 2023/24

 [To overview](#)

Privacy statement

 Incomplete and not yet submitted applications will be saved for the time being so that you can continue your application later. Applications will be deleted immediately after the admission procedure was carried out. In order to support applicants filling out their applications requests, responsible officials are also able to look into incomplete and not yet submitted applications. Access to the documents for persons in charge is only possible, when you contact the registrar's office first.

Your preferred course of study

 Please select the degree programme you would like to apply for. If one or more subjects of your combination meet the language requirements or require an aptitude test (see also [requirements](#)), admission is subject to the condition that you prove the relevant requirements for your degree programme in accordance with the relevant regulations of Justus Liebig University Gießen at the time stated there. If the proof is not provided, admission/enrollment is not possible or enrollment will be revoked.

* Which study program do you want to apply for? 
* Subject 
* In which semester would you like to start studying? 

 [Next](#)

Please click on the "info" button to help determine which of the subjects applies to you.

Select "international" and click on "Next"

Application

 Application semester: winter term 2023/24

1. Selected request: Promotion Germanistik

The fields marked with * are obligatory.

 [To overview](#)

Promotionsstudierende

 Diese Angabe ist relevant für die Erfassung weiterer Daten.

* Are you a national or international PhD student?

 [Next](#)

You will be led to the next page, where you have to enter data of your academic career. We will go through it step by step.

First, you need to upload your School Leaving Certificate (SLC), your University Entrance Qualification (UEQ) and the date UEQ. More information in the red box.

Secondly, data of your bachelor's (BA) and master's (MA) degree is required. The menu item "*Grade MA/BA" wants you to choose whether your grade was "very good, good, average or sufficient".

After you have uploaded and selected all data regarding your master's degree, you have to upload your University Degree certificate incl. your Academic Transcript and then select the subject in which you are doing your doctorate.

Afterwards you have to upload your CV and the letter of consent from your supervisor. Upload your files and then click on "Next".

Instruction on how to use the JLU Applicant Portal

Internationale Promovierende

1 Please upload your school-leaving certificate, both in the official language and the English/German translation, as a pdf.
* School Leaving Certificate Choose file (click here or drop in here, max 10 file or files)

1 University entrance qualification
* University entrance qualification

1 Date UEQ
* Date UEQ

1 Country of origin of university entrance qualification
* Country of origin of university entrance qualification

1 Grade BA
* Grade BA

1 Date: BA certificate
* Date: BA certificate

1 Where did you take your Bachelor examination?
* Where did you take your Bachelor examination?

1 Grade MA
* Grade MA

1 Date of graduation: master's degree
* Date of graduation: master's degree

1 Where did you take your Master's examination?
* Where did you take your Master's examination?

1 Please upload your high school degree certificate, both in the official language and in English/German translation, as a pdf file.
* University Degree certificate incl. Academic Transcript (incl. German/English translation) Choose file (click here or drop in here, max 10 file or files)

1 Please select here in which subject you are doing your doctorate.
* In which subject are you doing your doctorate?

1 Please upload the letter of consent (a short letter from your supervisor (JLU professor) stating that s/he is willing to act as your academic supervisor) or a letter of admission from the respective doctoral study programme as pdf-file.
* Letter of consent from your supervisor (JLU professor) Choose file (click here or drop in here, max 1 file or files)

1 Please upload your CV as a pdf file.
* CV Choose file (click here or drop in here, max 1 file or files)

Back Next

Your SLC and your UEQ can be the same document (your high school diploma, for example) or they can be two different documents in case your SLC did not enable you to go to university directly afterwards.

Download the **Checklist for Enrolment for Freemover and international PhD** applicants and read it carefully. It contains important information regarding the completion of the enrolment procedure. Please note: **International PhDs do not need to submit proof of health insurance.** After having saved the checklist please select "ja" and then "Next".

Hinweise zu den Checklisten Promotion + Internationale Promotion

1 Bitte beachten Sie, dass Sie für die Immatrikulation die **Checkliste für Einschreiber** (Promotion, extern oder intern, oder Internationale Promotion) nutzen, da es sich **nicht um eine Bewerbung, sondern um einen Antrag auf Immatrikulation** handelt.

Nationale Promovierende nutzen bitte diesen Link: [Informationen zur Einschreibung](#)

Welche Voraussetzungen Sie erfüllen müssen, um sich für ein Promotionsstudium einschreiben zu können, entnehmen Sie bitte unserer [Webseite](#), bei Fragen kontaktieren Sie uns bitte unter studsekretariat@admin.uni-giessen.de (für nationale Bewerbende)

Internationale Promovierende nutzen bitte diesen Link: [Informationen zur Einschreibung bzw. Checkliste](#)

Die entsprechenden Informationen für internationale Promovierende finden Sie [hier](#). Bei Rückfragen erreichen Sie uns unter international.admission@admin.uni-giessen.de (für internationale Bewerbende).

* Bitte bestätigen Sie, dass Sie die Informationen gelesen haben.
ja

Back Next

You will be forwarded to the next page, where you can check your entered data.

Application

Application semester: winter term 2023/24

Your application request - Request #1

← To overview

- Many Thanks. You have entered all the information required for your application. Please check your data before submitting. If your entries are complete and correct, you can submit the request at the bottom of the page using the "Submit request" button.
- You can submit your application until Sep 20, 2023.

Request #1

Request status: In preparation

Promotion Germanistik, 1. Subject-related semester

No admission restriction

Requestsubject status:
[In preparation](#)

Promotionsstudierende

- Diese Angabe ist relevant für die Erfassung weiterer Daten.
- Are you a national or international PhD student? **international**

Internationale Promovierende

- Please upload your school-leaving certificate, both in the official language and the English/German translation, as a pdf.

School Leaving Certificate

- University entrance qualification
- University entrance qualification

- Date UEQ
- Date UEQ

- Country of origin of university entrance qualification
- Country of origin of university entrance qualification

- Grade BA
- Grade BA

- Date: BA certificate
- Date: BA certificate

- Where did you take your Bachelor examination?
- Where did you take your Bachelor examination?

- Grade MA
- Grade MA

- Date of graduation: master's degree
- Date of graduation: master's degree

- Where did you take your Master's examination?
- Where did you take your Master's examination?

- Please upload your high school degree certificate, both in the official language and in English/German translation, as a pdf file.
- University Degree certificate incl. Academic Transcript (incl. German/English translation)

- Please select here in which subject you are doing your doctorate.
- In which subject are you doing your doctorate?

- Please upload the letter of consent (a short letter from your supervisor (JLU professor) stating that s/he is willing to act as your academic supervisor) or a letter of admission from the respective doctoral study programme as pdf-file.
- Letter of consent from your supervisor (JLU professor)

- Please upload your CV as a pdf file.
- CV

Next, you will have to confirm your statements and then click on "Submit request".

Hinweise zu den Checklisten Promotion + Internationale Promotion

- Bitte beachten Sie, dass Sie für die Immatrikulation die **Checkliste für Einschreiber** (Promotion, extern oder intern, oder Internationale Promotion) nutzen, da es sich **nicht um eine Bewerbung, sondern um einen Antrag auf Immatrikulation** handelt.

Nationale Promovierende nutzen bitte diesen Link: [Informationen zur Einschreibung](#)

Welche Voraussetzungen Sie erfüllen müssen, um sich für ein Promotionsstudium einschreiben zu können, entnehmen Sie bitte unserer [Webseite](#), bei Fragen kontaktieren Sie uns bitte unter stud.sekretariat@admin.uni-giessen.de (für nationale Bewerbende)

Internationale Promovierende nutzen bitte diesen Link: [Informationen zur Einschreibung bzw. Checkliste](#)

Die entsprechenden Informationen für internationale Promovierende finden Sie [hier](#). Bei Rückfragen erreichen Sie uns unter international.admission@admin.uni-giessen.de (für internationale Bewerbende).

Bitte bestätigen Sie, dass Sie die Informationen gelesen haben.

Ja

Confirm statements and submit application request

I hereby assure that I am aware that: in the event that untrue or incomplete information is discovered, in the context of an application or enrolment, the enrolment is to be revoked in accordance with § 63 Hessian Higher Education Act and can also be revoked in the event of previous admission. Changes of address or name must be reported to the Registrar's Office (Studierendensekretariat) immediately. I also agree to the further processing of my data by the University.

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→ Submit request

- You can submit your application until Sep 20, 2023.

Instruction on how to use the JLU Applicant Portal

Well done! You have completed your online application. Next Step: Enrolment.

On the next page, you can start your **“Online Enrolment”**. Please read the instruction. Then click on **“Next”**.

The screenshot shows the 'Online Enrollment' page. At the top, it says 'You are here: Home > Studies offered > Application'. The main heading is 'Online Enrollment' with a sub-heading 'Welcome to the applicant website!'. A message box contains the following text: 'Welcome to Online Enrollment! Now you need to complete your application by adding all the required information we need for your academic program. Step by step this online registration process guides you easily through your enrollment at Justus Liebig University Gießen. Please do not hesitate to contact us by e-mail if you have further suggestions: stud-sekretariat@admin.uni-giessen.de Please note the following: All fields marked with an asterisk * are obligatory and must be completed. We need this information either for your course sequence or to transmit statistical data to the statistical offices. (The legal basis of the statistics of higher education is the Law on Statistics of Higher Education (higher education statistics law) of 2 November 1990). Click on the blue i-button to display more detailed information on the expected entry. The green arrows indicate a dependency between certain text fields, e.g. a former optional text field may become mandatory depending on what kind of entry was made. Note: Always click on the next-button to confirm your changes. Using the back-button or clicking through the menu leads to data loss.' At the bottom of the message box, there are two buttons: 'To overview' and 'Next', with the 'Next' button highlighted by a red box.

Online Enrolment

!!! Relevant information only if you logged out after completing the online application: Please login again and then proceed with the enrolment by clicking on **“Studies offered”** and select **“Online Application”**. Then click on **“Request for enrolment”**.

The screenshot shows the 'Online application' page. At the top, it says 'You are here: Home > Studies offered > Online application'. The main heading is 'Online application' with a sub-heading 'Application semester: winter term 2023/24'. A message box contains the following text: 'There are no documents in your inbox yet.' Below this, there is a section titled 'Requests for enrollment' and another titled 'Missing documents'. The 'Missing documents' section contains the following text: 'Please print out the application for enrollment and send it to us signed. Please note : 1. You can find out which documents you have to enclose with your application in the "Checklist" that applies to you. 2. Please also enclose - if necessary - proof of sufficient German language skills (see point 2 at http://www.uni-giessen.de/internationales/studierenjlu/sprachkenntnisse/zulassung). 3 If you are enrolled in a degree program that does not require admission, please submit an application for enrollment directly. Please use the checklist for enrollment (matriculation) to find out which documents you still have to submit. 4. Only applicants who have applied through uniasist or International Exchange Students do not need to submit any further documents. The above mentioned checklist does not apply to these groups of applicants. Only uniasist applicants or International Exchange Students will receive a personal message from the student secretariat via e-mail if documents are missing.' At the bottom of the page, there are two buttons: 'Request for enrollment' and 'Show details', with the 'Request for enrollment' button highlighted by a red box.

Instruction on how to use the JLU Applicant Portal

The personal data is given out of your previously filled-in application form. Please check if the data is correct and enter personal details if desired. Then click on “Next”.

Personal data

Please give further personal information if necessary (*).

The fields marked with * are obligatory.

Person

* Surname	Bauch	
* First name	Sarah	
* Gender	female	
All first names (according to id card)	Sarah	
Degree		
Degree affix		
Job title		
Name prefix		
Name suffix		
Pseudonym (artist name)		
* Date of birth	09/05/2000	
* Place of birth	Spain	
Country of birth		
Birth name		
Nationality	Spain	
Second nationality.		

Your data should be indicated here.

To overview Back **Next** Reset

The address is given out of your previous application form as well. Please choose if it is your “home address” or “semester address”. Then click on “Next”.

Address

Please enter at least one address. Indicate the address you regularly use as your postal address. If you enter more than one address, please mark each address, whether it is your home address or a semester address. We need at least your e-mail address for your registration. For urgent cases you may leave your telephone number.

The fields marked with * are obligatory.

Postal address

Postal address

* Adresstag

This address is my Home address

This address is my Semester address

Company

* Street and house number Goethestraße 58

* Postcode 35390

* City Gießen

Address addition (c/o, room number) Goethestraße 58

Post office box

* Country Germany

[+ New Address](#)

E-mail

[+ Phone](#) [+ Messenger](#) [+ Hyperlink](#)

E-mail Privat

Phone Privat

To overview Back **Next** Reset

Instruction on how to use the JLU Applicant Portal

This section refers to your school-leaving certificate. Please enter all required data and click on "Next".

- Welcome to the applicant website!
- Personal data
- Address
- University entrance qualification**
- Your university background
- Double degree program
- Graduation
- Home District
- Professional experience
- Completion of enrollment
- Documents

Online Enrollment

University entrance qualification

Please enter information about your university entrance qualification here. If you have already entered this in your application, we would ask you to enter it again anyway.
If you have already studied in the past and had a different university entrance qualification for your first degree, please enter this information by clicking on Add university entrance qualification.
The higher education entrance qualification that was a prerequisite for your first degree is required by the official statistics.

You can find the Bavarian formula for converting the grade [here](#).
The Bavarian formula is used to convert the note from your home country to the German system. If you have any questions, please send an email to international.admission@admin.uni-giessen.de.

The fields marked with * are obligatory.

Entrance qualification

* Acquired in	Abroad
Country	
* Type of Entrance	ion
Average grade	
* Date of UEQ	

+ Add entrance qualification

To overview

Back

→ Next

Reset

You only need to fill in these questions if you have ever studied at a different university in Germany. If not, just click on "Next".

- Welcome to the applicant website!
- Personal data
- Address
- University entrance qualification
- Your university background**
- Double degree program
- Graduation
- Home District
- Professional experience
- Completion of enrollment
- Documents

Online Enrollment

Your university background

If you have indicated in your application that you have already obtained a degree, please provide the relevant information here. If this does not apply to you, please skip this section.

The fields marked with * are obligatory.

Data about previous studies in Germany.

If you already studied in Germany before your application, please indicate the university of your first studies and its beginning. Furthermore, we need information about different semesters. This information is obligatory.

Country	
Term of first registration	
Year of first enrollment	
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.

Previous number of terms at a German university	
Semester of internship	
Semester on leave/leave of absence	
Semester at a preparatory college	
Semester of interruption	

Clear input fields

Information about your studies prior to the current semester.

No notes for the study at the recent term

No notes for the study at the recent term

Are you leaving your university (in Germany or abroad) to study at our university? If so, please fill in the following forms. This information is obligatory (higher education statistics law). If you already studied, but currently interrupting your studies, you can voluntarily provide information. If you do not wish to do that, please continue.

+ Add information about your studies prior to the current semester

To overview

Back

→ Next

Reset

If you are changing to JLU directly from another university, please click on "Add information about your studies prior to the current semester", then click on "Next". If you have not studied in the past semester, click on "Next" directly.

Instruction on how to use the JLU Applicant Portal

In case you will study at **two different universities**, please fill in the required data. If not, just click on "Next".

■ Welcome to the applicant website!

■ Personal data

■ Address

■ University entrance qualification

■ Your university background

📍 Double degree program

■ Graduation

■ Home District

■ Professional experience

■ Completion of enrollment

📄 Documents

Online Enrollment

Double degree program

📘 Are you currently enrolled at another university in another study programme (no double degree) and would like to continue your studies at our university after receiving an admission? In this case, you can study at two universities at the same time and must make the following entries otherwise continue.

The fields marked with * are obligatory.

Parallel studies at another university

📘 No parallel external study

+ Add information about parallel studies

[To overview](#) [Back](#) [→ Next](#) [Reset](#)

This section refers to your **previous university degrees**. Please enter all required data about your bachelor's and master's degrees and click on "Next".

■ Welcome to the applicant website!

■ Personal data

■ Address

■ University entrance qualification

■ Your university background

■ Double degree program

📍 **Graduation**

■ Home District

■ Professional experience

■ Completion of enrollment

📄 Documents

Online Enrollment

Graduation

📘 If you have already studied and achieved a degree/several degrees, you must fill in the following forms otherwise continue. If you provided information about your studies in your previous semester, they appear automatically for an easier registration. However, if you got a degree of another course of studies, you must create this degree again.

The fields marked with * are obligatory.

Intended final examination.

📘 Information:
The data entered were recorded from the location of the course of study **Promotion Germanistik** you are applying for.

If you want to earn the degree, for the course of study 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 study

+ [Add Degree at Another University](#)

[To overview](#) [Back](#) [→ Next](#) [Reset](#)

Instruction on how to use the JLU Applicant Portal

Please enter the required details about your **registered address in Germany** and click on "Next".

Online Enrollment
Home District

Home District

It is possible that this information is already completed because your contact address is marked as your home address. Please enter the district in Germany, where your primary residence (registered address) is located. If your primary residence is outside Germany, please add the state in the field "Country home district". The Hochschulstatistikgesetz (higher education statistics law) demands this information.

The fields marked with * are obligatory.

Details for Home District

* Country of home district

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- Welcome to the applicant website!
- Personal data
- Address
- University entrance qualification
- Your university background
- Double degree program
- Graduation
- Home District**
- Professional experience
- Completion of enrollment
- Documents

Please **skip this section** and click on "Next".

Online Enrollment
Professional experience

If you already have vocational training or a degree, please enter the details in the following forms otherwise continue. The Hochschulstatistikgesetz (higher education statistics law) demands this information.

The fields marked with * are obligatory.

Details for professional experience

Vocational training with degree Yes No

Internship or Voluntary Service for the current study Yes No

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If you have filled in all required data, click on "Finish and document upload" and finalise your request of enrolment.

Online Enrollment
Completion of enrollment

Your data is registered.
By clicking on the button 'Complete registration data entry and return to overview' you will be taken to the overview page with your application and registration applications. Here you can print out your application for enrollment.

Please upload the documents required for enrollment here in the portal after online enrollment. Please note to not submit the documents until they are completely uploaded. Only then will your enrollment be processed in the Registrar's Office (Studierendensekretariat).

[✓ Finish and document upload](#)

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- Welcome to the applicant website!
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- Double degree program
- Graduation
- Home District
- Professional experience
- Completion of enrollment**
- Documents

!!! This part is different from last semesters process.

On the following page you will have to upload all necessary documents (see blue/yellow box) again, also if you've just uploaded them for the registration process.

! If you do not have all the required documents at hand, make sure to use the option to "Save changes temporarily" at the end of the page. As soon as you have your documents complete, upload them to the application portal.

JUSTUS-LIEBIG-UNIVERSITÄT GIESSEN

search menu

Edit Datadictionary Show extended information

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

Online Enrollment

Documents

Upload documents

i Please upload the documents listed below.

In case you have missing documents, you can submit them later. Upload all documents that you already have. Then select "Save changes temporarily". On the overview page of your application, you can submit documents for enrolment later. The next time you log on to the university portal, you will find "Submit enrollment documents".

Only when you select "Submit enrollment documents" your documents will be sent. You can add notes to a document as a comment. Your comment will be taken into account when the document is checked. After the check, you will also receive comments from us as a status comment if applicable.

The fields marked with * are obligatory.

University entry qualification	<input type="button" value="Choose file (click here or drop in here)"/>	<input type="button" value="Add comment"/>
Deposit receipt	<input type="button" value="Choose file (click here or drop in here)"/>	<input type="button" value="Add comment"/>
Copy of ID card/passport	<input type="button" value="Choose file (click here or drop in here)"/>	<input type="button" value="Add comment"/>
Curriculum vitae in tabular form	<input type="button" value="Choose file (click here or drop in here)"/>	<input type="button" value="Add comment"/>
Suitability test	<input type="button" value="Choose file (click here or drop in here)"/>	<input type="button" value="Add comment"/>
Proof of language requirements	<input type="button" value="Choose file (click here or drop in here)"/>	<input type="button" value="Add comment"/>
Proof of German	<input type="button" value="Choose file (click here or drop in here)"/>	<input type="button" value="Add comment"/>
Acceptance as a PhD candidate by the responsible doctoral committee or confirmation of supervision by doctoral supervisor	<input type="button" value="Choose file (click here or drop in here)"/>	<input type="button" value="Add comment"/>
Further documents	<input type="button" value="Choose file (click here or drop in here)"/>	<input type="button" value="Add comment"/>
Proof of service or voluntary social year	<input type="button" value="Choose file (click here or drop in here)"/>	<input type="button" value="Add comment"/>
Exmatriculation certificate (medicine)	<input type="button" value="Choose file (click here or drop in here)"/>	<input type="button" value="Add comment"/>
Enrollment request	<input type="button" value="Choose file (click here or drop in here)"/>	<input type="button" value="Add comment"/>

[Explanation of the document status >](#)

[To overview](#) [Back](#) [Reset](#)

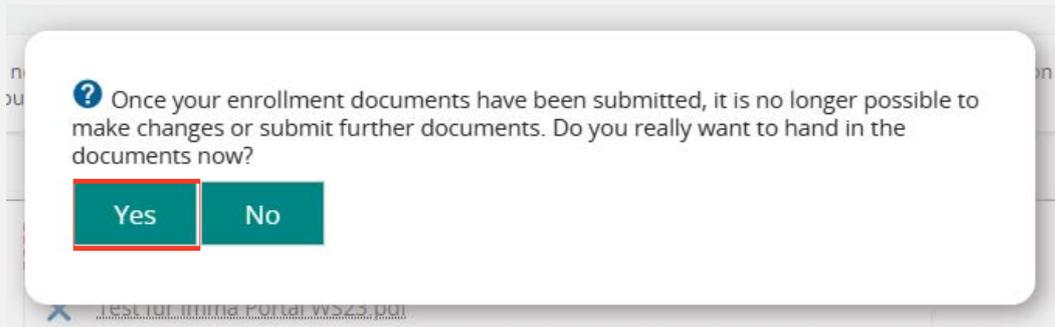
You ONLY need to upload a copy of the payment receipt and a copy of the ID card / passport. All other documents are not relevant for you. There is also a checklist for this at <https://www.uni-giessen.de/de/studium/bewerbung/portal/formulare> Documents mentioned in it are the only ones that need to be uploaded.

For more information on the document status, please click here.

When you uploaded all documents, please click on "Submit enrollment documents".

Once your documents have been submitted, you can make no more changes or submit further documents.

When you are sure you have all documents complete, please click on "Yes".



Congratulations, your request for enrollment has been submitted!

On this page you can see an overview of your requests for enrollment.

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

Application

Application semester: winter term 2023/24

There are no documents in your inbox yet.

Requests for enrollment

Missing documents Following online enrollment (after successful admission), you will be asked to upload documents. These are your enrollment documents.

Please note :

1. You can find out which documents you have to enclose with your application in the "Checklist" that applies to you (<https://www.uni-giessen.de/studium/bewerbung/einschreibung>)
2. Please also enclose - if necessary - proof of sufficient German language skills (see point 2 at <http://www.uni-giessen.de/internationales/studieren/jlu/sprachkenntnisse/zulassung>).
3. If you are enrolled in a degree program that does not require admission, please submit an application for enrollment directly. Please use the checklist for enrollment (matriculation) to find out which documents you still have to submit.
4. Only applicants who have applied through uniassist or International Exchange Students do not need to submit any further documents. The above mentioned checklist does not apply to these groups of applicants. Only uniassist applicants or International Exchange Students will receive a personal message from the student secretariat via e-mail if documents are missing.

Please note: If you have completed online enrollment for more than one degree program, please note that you will be enrolled for all of them (if the requirements are met). Therefore, it is necessary that you withdraw enrollment applications for which you do not wish to be enrolled.

Request #1 Request status: Request for enrollment submitted

Promotion Germanistik, 1. Subject-related semester	No admission restriction	Requestsubject status: Request for enrollment submitted
--	--------------------------	--

Print the enrollment request Show details ← Withdraw request for enrollment

→ Edit enrollment data Print data control sheet for enrollment

Click on the link below to access the documents you need to submit online for enrollment.

→ Submit enrollment documents

You can find more information on the documents you need to upload in the yellow box.

You can find "Withdraw request for enrollment", "Edit enrollment data" and the "Data control sheet for enrollment".

To access the documents you need to submit online for enrollment, please click on "Submit enrollment documents".

When you chose "Save changes temporarily" on the "Upload documents" page, please click on "Submit enrollment documents" to submit the missing documents.

Instruction on how to use the JLU Applicant Portal

This is an example of how the "Antrag auf Immatrikulation" (enrolment request) looks like. You **do not** have to sign and/or send it, it is just for your own records.



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**JUSTUS-LIEBIG-
UNIVERSITÄT
GIESSEN**

Sarah Bauch - Goethestraße 58 - 35390 Gießen - Deutschland

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**Dezernat B - Recht,
Zentrale Aufgaben, Sicherheit
und Angelegenheiten der
Studierenden**

- Studierendensekretariat -

Erwin-Stein-Gebäude
Goethestr. 58
35390 Gießen, 07. Juni 2023

Telefon (0641) 99 - 16400 (über Call
Justus)
Telefax (0641) 99 - 12159

E-Mail:
stud-sekretariat@admin.uni-giessen.de
(für nationale Bewerbende)
international.admission@admin.uni-giessen.de (für internationale
Bewerbende)
Internet: [http://www.uni-giessen.de/
studium/](http://www.uni-giessen.de/studium/)

- für Ihre Unterlagen -
Dieses Blatt muss nur von
minderjährigen
Bewerberinnen und
Bewerbern im Portal
hochgeladen werden!

Antrag auf Immatrikulation im Wintersemester 2023/24
Bewerber-Nummer: 94770
Abschluss: Promotion
Fach: Germanistik (1. Fachsemester)

Sehr geehrte Mitarbeitende des Studierendensekretariats,

Am 05.06.2023 habe ich meine Online-Einschreibung vorgenommen und bitte Sie, mir die Immatrikulation durch Zusendung der Einschreibeunterlagen abschließend zu bestätigen.

Ich habe alle notwendigen Unterlagen und - soweit erforderlich - den Nachweis ausreichender Deutschkenntnisse (s. Punkt 2 unter <https://www.uni-giessen.de/internationales/studierenjlu/sprachkenntnisse/zulassung>) im Bewerbungsportal hochgeladen.

Mir ist bewusst, dass Zulassung und Immatrikulation erlöschen, falls nach der Studienordnung das Vorliegen von Sprachvoraussetzungen oder das Bestehen einer Eignungsprüfung (<https://www.uni-giessen.de/studium/bewerbung/voraussetzungen>) nachgewiesen werden müssen und dieser Nachweis nicht bis zum Ende des zweiten Fachsemesters erfolgt.

Datum, Ort _____

Unterschrift Erziehungsberechtigte/r _____

Bitte beachten Sie:

Welche Unterlagen Sie Ihrem Antrag / Ihren Anträgen beifügen müssen, können Sie der für Sie geltenden (interne/externe Einschreiber- bzw. Einschreiber-Master-) "Checkliste" entnehmen: <https://www.uni-giessen.de/studium/bewerbung/portal/formulare>.

Matrikelnummer:

Bauch, Sarah
05.09.2000

Promotion
Germanistik, 1. Fachsemester

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E-Mail:
stud-sekretariat@admin.uni-giessen.de
(for national applicants)
international.admission@admin.uni-giessen.de (for international applicants)
Internet: [http://www.uni-giessen.de/
studium/](http://www.uni-giessen.de/studium/)

- für Ihre Unterlagen -
Dieses Blatt muss nur von
minderjährigen
Bewerberinnen und
Bewerbern im Portal
hochgeladen werden!

Application for Registration in the Admissions Procedure, winter term 2023/24
Applicant's number: 94770
Degree to be attained: Promotion
Subject: 1st semester of Germanistik

Dear members of registration office,

I completed my online registration on 05.06.2023 and would like to request you to provide final confirmation of my registration by sending me the enrolment documents.

I submitted all necessary documents and - if required - proof of sufficient German language skills (see point 2 at <https://www.uni-giessen.de/internationales/studierenjlu/sprachkenntnisse/zulassung>) in the application portal.

I am aware of the fact that if language requirements apply to one or several subjects in my combination or if an aptitude test is required (cf. <https://www.uni-giessen.de/studium/bewerbung/voraussetzungen>), admission or registration will only be possible under this condition and that i have to provide proof of the pre-requisites for my study programme in accordance with the applicable regulations of Justus Liebig University Giessen at the times stated in the regulations. If I am not able to provide proof, it is possible that registration will not be possible or may be rendered void.

Date, Place _____

Signature (only needed if you are a
minor - by parent or legal guardian) _____

Please note:

N.B.: The requisite documents to accompany your application are listed in the "Checklist" applicable to you (internal/external applicants, applicants for Master's...): <https://www.uni-giessen.de/studium/bewerbung/portal/formulare>.

Matrikelnummer:

Bauch, Sarah
05.09.2000

Promotion
Germanistik, 1. Fachsemester

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You will receive an email from campusmanagement as well.

The university received the following application: Promotion Germanistik 1. FS

✓ Von: campusmanagement@uni-giessen.de

Dear Ms. Sarah Müller,

You received a new message from the application portal of the Justus Liebig University Giessen:
"The university received the following application: Promotion Germanistik 1. FS"

Please log in with your access data, to learn more about it.
No further notifications to the topic "Bewerbungsdaten sind eingegangen" will be sent until you visit the application portal again.

With best regards

Hochschul-Informations-System eG

This e-mail was generated automatically, please do not respond to this e-mail.

Instruction on how to use the JLU Applicant Portal

You did it!

You will be able to download your admission in English from your mailbox, if you need it for the embassy (if needed it can also be generated in German).

As soon as the enrollment is completed the status of your application in the applicant portal will change to "enrolled". After that, you will also be able to find your matriculation number in the portal. The preliminary semester ticket will ONLY be sent to an address in Germany (this note can also be found in the admission).

If you have any questions regarding your application, please send an email to international.admission@admin.uni-giessen.de.

If you have any technical problems, please see the box "Help & Contact" on the right side.



Help & Contact

Phone +49 641 - 99 - 16400 (student service "Call Justus" - Mon - Fri 8:30 am - 12 pm and 1pm - 4 pm)

Email: stud-sekretariat@admin.uni-giessen.de

Website: <http://www.uni-giessen.de/studium/bewerbung>

 [Information on online application](#)

If you have any questions regarding your doctoral studies at JLU in general, do not hesitate to get in touch with us. Our office is responsible for supporting all international PhD students and we will be happy to assist you with administrative processes and issues. We currently offer advice by email or phone.

Support Services for International Doctoral Students

Justus-Liebig-University Giessen

International Office

Goethestrasse 58, room 21

35390 Giessen

Tel.: ++49 (0)641 99 12172

Fax.: ++49 (0)641 99 12179

Office Hours: Mondays and Wednesdays, 10 am – 12 am or by arrangement

Email: promotionsstudium-international@uni-giessen.de

