

# Application Process for International Applicants for Winter Semester 2024/25

Guide for filling out the online application form

**Application period for Bachelor and State Examination programs:**

**May 2024 until July 15, 2024**

**For Studienkolleg:**

**May 2024 until July 15, 2024**

Please refer to this link for updated information:

<https://www.uni-regensburg.de/ur-international/incomings/pursuing-a-degree-program/application/index.html>

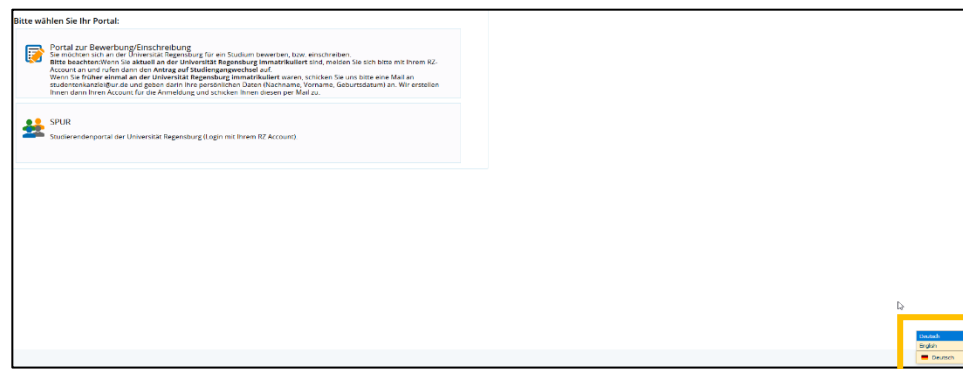
The entire application, including the documents must be received online at the University of Regensburg by the deadline.

The online application via <https://campusportal.uni-regensburg.de> consists of 2 steps:

1. registration of the applicant data and opening of an applicant profile
2. application and online submission



The default language configuration is normally German. The language selection button, to change to English, is located on the furthest right bottom of the page.



1. **Registration:** enter your personal data and choose a password for your profile.


1.1. If it is the first time you apply or enroll at the UR, please open a new applicant's account.

1.1.1 You will receive a verification e-mail with your user ID.

3) Enrolling for all programs with free admissions or if admission has been granted for a restricted admission program:

- Login with your account data. If you have already applied for a program with restricted admittance, please use the same login data!
- During the enrollment period: Matriculate online, upload a photo,
- and then enroll with your signed enrollment application and all the documents necessary.


**Register now!**  
Create an account and chose your login data.  
If you already have an account, login to the portal using the fields at the top of the page with your username and password.



studentenkanzlei@ur.de

**Campus portal Universität Regensburg: setting up your account**

Welcome Pineda Daria, We have reserved the following username for you to carry out your  
(username and password) as you will need them right the way through until your enrollment




Welcome Pineda Daria,

We have reserved the following username for you to carry out your online a

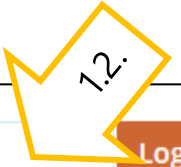
**Username: daria**  
This is to be used together with the password you chose.

1.2 Currently enrolled students log in directly with their personal UR user data, **RZ account and password** (e.g. sfl88888).

1.3 Applicants who have already been enrolled at the UR at an earlier point in time should considerate the information in the applicant's portal.

Username Password **Login** 

Only for applicants: password reset



1) Create an account as an applicant

If you have never been enrolled at Universität Regensburg:


- Use "Create an account" to create an account for your application. After entering your contact information, you will receive an email with instructions on how to activate your account.
- Follow the instructions in the email to activate your account.
- *Take good care of your login data (username and password): you will need it right the way through until your enrollment!*

If you are currently enrolled as a student at Universität Regensburg

- please log on using your computer center account and use the function "apply to change data"

If you were previously enrolled as a student at Universität Regensburg

- please send an email to studentenkanzlei@ur.de giving your personal information (surname, matriculation number, etc.) and apply with and send the data to you by email.



2. **Application:** After you have been informed about the University of Regensburg and know that you meet the academic admission requirements for the desired subject, you can start your application.
- The status of your application is only displayed in the application portal.

Once you have registered as a prospective doctoral student, you can also enroll in the doctoral program via > **Courses and Programs** > **Admission/Enrollment**:

## Admission/Enrollment

**Application #3** Status of application: In preparation

B.A. American Studies, 1. subject-related semester	<a href="#">Admission restriction (manually)</a>
B.A. Applied Kinesiology (minor), 1. subject-related semester	<a href="#">Admission restriction (manually)</a>
B.A. History (minor), 1. subject-related semester	<a href="#">Admission restriction (manually)</a>

[→ Submit application](#) [✎ Edit application](#)

The application can be submitted up until Jul 15, 2023. [i](#)

[+ Add application](#)

2.1

- 2.1. Applicants for **Combinatory Courses of Study** cannot click "Next" until all subjects have been selected, i.e. either 2 major subjects or 1 major subject and 2 minor subjects. Therefore, please note when making your selection whether the subject is marked "major" or "minor".
- 2.2. When asked about your **general average grade**, please select the default value "7,0". Otherwise you cannot click forward.

**Your choice of program**

1 Please select the program you wish to apply for. In addition, detail your educational background. After you have chosen a complete program, you can go to the next stage by clicking the "Next" button. Every time you make an entry, you will automatically be shown the entry fields which fit to your choices. If you are applying for a program with several subjects (for example teaching degrees), you will need to make these entries for each subject.

* University entrance qualification	Ich habe KEINE Staatsangehörigkeit aus EU, Island, Norwegen oder Liechtenstein UND KEINE deutsche	ⓘ
* Degree	Bachelor of Arts (joint)	ⓘ
* Form of studies	first enrollment	ⓘ
* Subject	B.A. General and Comp. Linguistics	ⓘ
* In which semester do you want to start studying?	1. subject-related semester	ⓘ

* University entrance qualification	Ich habe KEINE Staatsangehörigkeit aus EU, Island, Norwegen oder Liechtenstein UND KEINE deutsche	ⓘ
* Degree	Bachelor of Arts (joint)	ⓘ
* Form of studies	first enrollment	ⓘ
* Subject	B.A. History of Science / minor	ⓘ
* In which semester do you want to start studying?	1. subject-related semester	ⓘ

* University entrance qualification	Ich habe KEINE Staatsangehörigkeit aus EU, Island, Norwegen oder Liechtenstein UND KEINE deutsche	ⓘ
* Degree	Bachelor of Arts (joint)	ⓘ
* Form of studies	first enrollment	ⓘ
* Subject	B.A. History / minor	ⓘ
* In which semester do you want to start studying?	1. subject-related semester	ⓘ

Next

Übergangsmaske zu ausgefilterten Studiengängen:

1. Major

2. Major/1. Minor

2. Minor

2.3. If you were enrolled at a university already, please add details of your previous studies here.

**Previous studies** ⓘ Help

Details of previous studies: if you have already taken studies at a university, you need to provide details here. If you have changed university or program, please put these in different entries. Enter all data regardless of the currently selected program in your application.

Further details  
Click on the following button to add a possible relevant part of the application

[Add Previous studies](#)

Next

2.3

2.4. The attendance of a **Studienkolleg** is only necessary in specific cases. If you have a direct higher education entrance qualification for universities in Germany, click here on "Next". If you are **unsure about your higher education entrance qualification**, please contact the [Advisors at the International Office](#).

2.5. If you are applying for a Master's program, you must now provide information about your previous program. Fields marked with "\*" are mandatory. Please note that if the bachelor's degree program was not completed at the University of Regensburg, a module description for your previous degree program must also be uploaded, although this is not marked with "\*".

### Details of previous program

Use this page to fill in **details of your first degree program** which you are using to apply for the master's subject (bachelor's program or equivalent such as *Bakalavr, Laurea, Licence, Lisans Diploması*).

2.5

Please enter the name of the degree program, e.g. "B.Sc. Psychology" or "B.Sc. Mathematics"

\* Name of program

Please select the university, if you studied in Germany.

Place and university (in Germany)

If your university is not listed, then please write it in the text field.

Other place of study: Name of university, city

Select the country in which you studied

\* Country in which you studied

Do you also wish to include credits from a *further degree program* in your application?

\* Credits from another program

Back

→ Next

2.6. If you have applied for asylum in Germany, please add more information about it.

**details of application for asylum**

Further details  
Click on the following button to add a possible relevant part of the application [Add details of application for asylum](#)

**Back** **→ Next**

2.7. To **apply for a place in the preparatory German course**, please select "Non- degree (German course)" as your degree, right at the beginning of the application. Later in the form, you will be asked to select the subject and degree you would like to study at the UR after the German course.

- Applicants for the Studienkolleg and the subjects Human Medicine, Dentistry and Molecular Medicine will not find these subjects in the selection menu because the UR does not offer courses for this groups. Applicants who intend to study these subjects must visit language courses outside the UR and apply directly for a subject afterwards.
- Most applicants for master's degree must apply at the faculty first, befor registering on Campusportal for the German courses.

**our choice of program**

**i** Please select the program you wish to apply for. In addition, detail your educational background.  
After you have chosen a complete program, you can go to the next stage by clicking the "Next" button. Every time you make an entry, you will automatically be shown the entries for the other subjects.  
If you are applying for a program with several subjects (for example teaching degrees), you will need to make these entries for each subject.

\* University entrance qualification

\* Degree   
Please select...  
**Non-degree (German course)**  
Bachelor of Arts  
Bachelor of Arts (joint)  
Bachelor of Education  
Bachelor of Science

ug-Infos zu ausgefilterten Studiengängen:

**Deutschkurs: geplantes Fach und Abschluss (Kein Abschl. Deutsch(e) Philologie 1. FS)**

**i** Bitte geben Sie an, welches Fach Sie nach Abschluss des Deutschkurses studieren möchten.

\* Geplantes Fach

**i** Welchen Abschluss streben Sie an?

\* Geplanter Abschluss

**Zurück** **Weiter**

2.8. Now you need to upload your application documents such as your CV, language certificate, passport copy, etc. All fields marked with \* are mandatory.

Please merge all documents of one category into one PDF. If your original documents are not provided in English, French or German, a certified copy is required in addition to the original. Then click on Next.

**Upload documents**

Please use at least three characters to name the files.

Please upload the documents for your application (as pdf, png or jpg files). As far as possible please put your documents together in one file (max. size 10 MB) per upload. All certificates and supporting documents must be submitted **not only** in the original language **but also** as an official English or German translation (where the original is not in German, English or French).

\* Copy of passport

Resume in German or English:  
Please give details of your school, academic and professional history, listed chronologically without gaps. Include periods of employment, internships, and training and education. When giving dates, please use the at least the format month/date.

\* Resume

German language skills:  
• For attendance in the preparatory German language semester: at least B1 (for all certificates, only with very good or good examination results (at least 80% of the examination requirements))  
• For DSH examination and studienkolleg (preparatory college): at least B2  
Please note our [list of proof of German skills which we accept](#).

\* Certification of German language skills

Schulabschlusszeugnis mit Notenübersicht (z.B. baccalaureat, Lise diplomas, Maturität)

\* Schulabschlusszeugnis

University entrance examination - if available

Proof of your studies (overview of grades, graduation certificate) - if available

Proof of studies

Only for applicants from China, India and Vietnam: APS certificate

APS certificate

Other documents (where necessary, for example, confirmation of termination of enrollment, doctoral certification, marriage certificate showing a name change, transfer of credit notice)

Other documents



2.8

Error notifications appear always at the right side



Lebenslauf in Deutsch oder Englisch

\* Lebenslauf   
 Keine Datei ausgewählt.

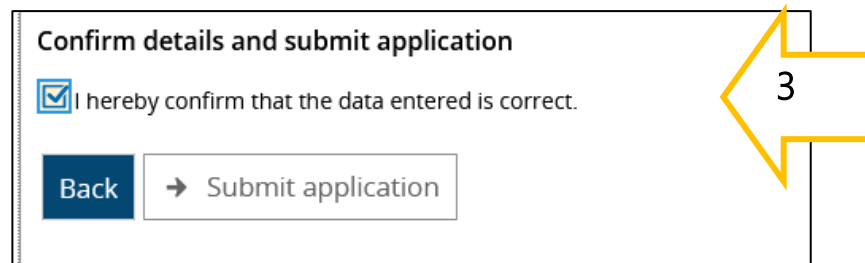
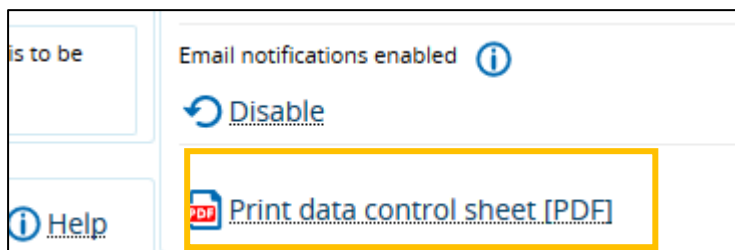
Keine Dokumente zugeordnet.

**Wichtige Informationen und K** • Das Hochladen einer Datei ist notwendig.

Liebe Studieninteressierte,  
herzlich willkommen an der Universität Regensburg - bitte beachten Sie die folgenden Hinweise zu Ihrer Bewerbung und

3. **Submit application:** at the end you can see an overview of the data you have entered. If everything is correct, **confirm that your details are correct and submit your application.** You can also generate a "data control sheet" to document your entries. You will find the button on the right side of the page.

- Even if you fill out several applications, only **one application can be submitted.** This one will be marked with the status "received".
- You will always see the current status of your application in the "Status of requested subject" field.
- By clicking on the "Print your application" button, you will receive an automatically generated confirmation of your application.



**Application submitted** Help

**Application #3** Status of application: Received

B.A. American Studies, 1. subject-related semester	<a href="#">Admission restriction (manually)</a>	Status of requested subject: <a href="#">Received</a>
B.A. Applied Kinesiology (minor), 1. subject-related semester	<a href="#">Admission restriction (manually)</a>	Status of requested subject: <a href="#">Received</a>
B.A. History (minor), 1. subject-related semester	<a href="#">Admission restriction (manually)</a>	Status of requested subject: <a href="#">Received</a>

[Print out your application](#)
[Show details](#)
[Cancel and edit application](#)
[Cancel application](#)


After completing your online application, please create a confirmation for your own records by pressing the "Print out your application" button. You will also find further information there on how to proceed. Please note the application deadline for subjects with restricted admittance and for applicants who have qualified abroad for admission to universities.

3.1. If your application is not complete, you will be notified accordingly on the applicant's portal (inbox). In this case, upload the required documents and submit the application again. **Applications in evaluation process will be marked "received" and later "valid".**

- The status "**valid**" does not mean that you have been admitted, but that all documents have arrived at the Registrar's Office.
- You will also see the Officer's reply to your application later in the "Status of requested subject " field.



## Our recommendations

1. Inform yourself about the courses offered at the University of Regensburg before applying online: [International Office > Information on subjects offered](#)
2. Find out whether you can study the desired course with your school and higher education certificates: [Advisory Service International Office](#)
3. Prepare your application documents in digital form on time.
4. Make sure you activate the email notification in the applicant's portal so that you do not miss any status changes. It is particularly important when applying for subjects with limited admission to accept the assigned place before stated deadline. 
5. In case of technical difficulties with the Campusportal, please contact the [Registrar' Office](#) directly.