Electronic Application for Master in Global Urban Health
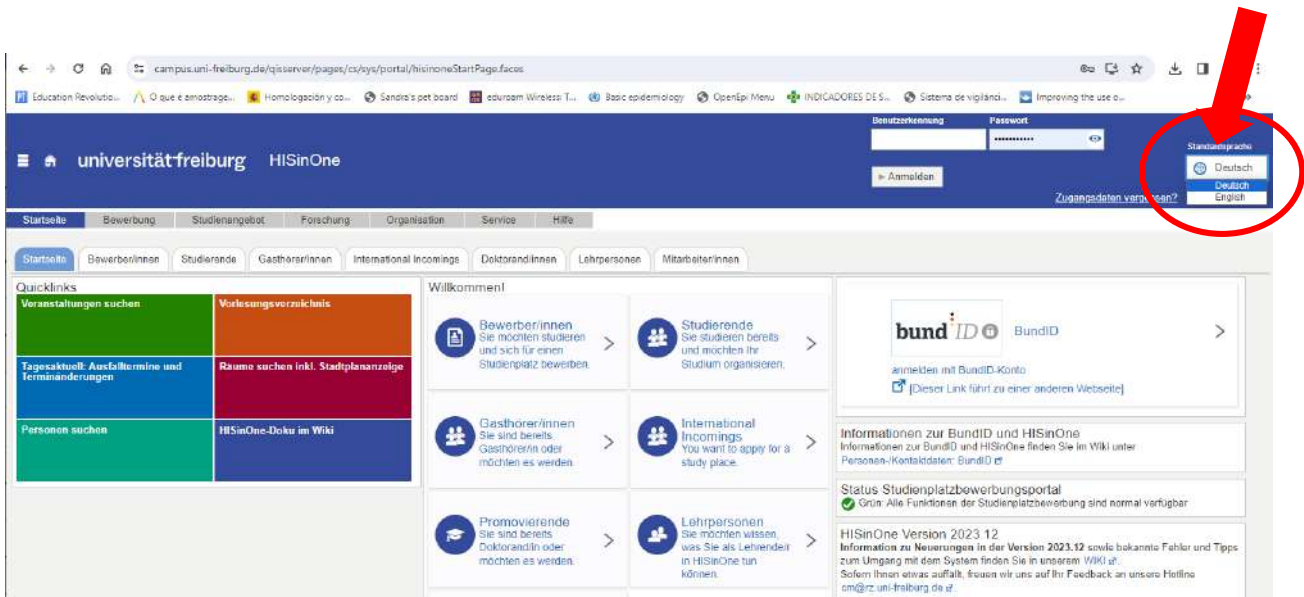
University of Freiburg

Applications for the MSc in Global Urban Health are done through the HISinOne website (university campus management system) on this link: https://campus.uni-freiburg.de

First step is the Registration (when you will create a login) and **second step is the actual application to the programme**.

Please follow the steps below to ensure a successful application.

IMPORTANT! **Before you begin, make sure you choose "English" as the default language of the portal in order to proceed. There is a button on the upper right-hand corner:**

Step 1: REGISTRATION

1. Start the self-registration process on (Click on „***Application***").

2. Read the information carefully then click on „***OK***", if you are eligible for registration.

3. You don't have to fill out any information on the first box "*Data transfer from hochschulstart.de*".
Enter your data under "*Personal details*" on the second box, and when you are done, click on
"*Register*". The fields marked with * are mandatory. For some fields you can get additional

information by pressing the info-button 🛈 .

Registration

🛈 Please note the data privacy policy regarding the registration.

Data transfer from hochschulstart.de   🛈 Help

If you wish to apply for admission to one of the degree programs **Bachelor of Science or State Examination** via
hochschulstart.de *(as listed at the info button)* you need an account at hochschulstart.de 🗗. If you have already registered,
enter your access data here. Then your personal and contact data will be transferred.
🛈 Please note the data privacy policy regarding the transfer of data from hochschulstart.de.

Applicant ID (BID)	
Applicant authentication number (BAN)	

→ Import data from hochschulstart.de

Information

After registering you will automatically receive an e-mail
with a request to verify your 'application account'.

⚠ **Important: Please remember your user
identification and your self-elected password,
that you received in your welcome email
after registration! You will need them later on
for your log in to the portal.**

Fields marked with * are mandatory.

Personal details

* Surname	
* First name	
* Gender	▾
* Date of birth (DD.MM.YYYY or MM/DD/YYYY)	mm/dd/yyyy 📅 🛈
* Place of birth	
Country of birth	▾
Different surname of birth	
* Nationality	▾ 🛈
2. Nationality	▾

You are alredy possessing an UniAccount or you are alread registered?

Please do not try to register more than once!

Please *do not* use the self-registration if you are already
registered or you already have an UniAccount 🗗. In that
case, login at the top right-hand corner of this page using
your existing applicationaccount or your UniAccount
username and **password**. Multiple registrations lead to
errors.

⚠ **You can login on the top right side of this
page using your username (which you
received via welcome-e-mail) and your self-
elected password.**

Contact information

* Country	Germany ▾
Additional address information	
* Street and number	🛈
* Postal code	
* City	🛈
Phone	🛈
Mobile Phone	🛈
* E-mail	
* Repeat E-mail	

Password

🛈 Your password must have at least 10 characters. One of them must be a special character.

* Password	🛈
* Repeat Password	🛈

🛈 Please type in the response to the question below. This is for spam defence, please understand.

Security question	**Please type in the second, third and fifth letter of 'SUFFICES'.** ⟳
* Response to the security question	🛈
* I have read and accept the data privacy policy mentioned above	☐

Register

4. After a successful self-registration, you will receive an e-mail. You can click on the link in the mail, or you can enter the activation code manually.

5. Now you have successfully created your application account! You can then sign in with your *Username* (received by email) and the password you created during the registration process. The username will come by email (username is NOT your email).

Step 2: ONLINE APPLICATION

1. Click on "**Start Application**".

2. Choose "**Winter Semester 2025/26**" (Make sure you choose this option and NOT Summer Semester!)

3. Click on **_"Add an application"_**.

4. Select the desired <u>Degree</u> program: choose "**_Master of Science_**"

5. For the other fields:
   - <u>Major/Minor</u>: Major (automatically filled out)
   - <u>Field of Study</u>: choose "**_Global Urban Health_**"
   - <u>Form of Studies</u>: Advanced Training (automatically filled out)
   - <u>Course of study</u>: Master of Science… (automatically filled out)
   - <u>Which study semester do you wish to begin your studies in</u>: 1. subject related semester (automatically filled out)
   - <u>Type of Admission</u>: With special prerequisites for admission (automatically filled out)

6. Enter information about your previous university studies/degrees
   - <u>Study course</u>: name of your degree (subject)
   - <u>University or college</u>: name of your university or college
   - <u>Studies from/to</u>: date of entry and graduation
   - <u>Please select degree</u>: select type of your degree

   and click on "***next***"

7. Current state of your university degree (enter more details and upload your transcripts)
   - <u>Current state of university degree</u>: choose the current status of your degree
   - <u>Name of the degree & subjects</u>: name of the degree from your diploma
   - <u>(Expected) date of completion</u>: date on which the degree was awarded (if not complete: expected date of completion)
   - <u>Name of university</u>: name of your university or college
   - <u>Country</u>: country of the university
   - <u>Grade according to German grading system</u>: If you know your final grade according to the German system, include it here. If not, write "0"
   - <u>Grade in international grading system</u>: your final degree grade
   - <u>Grading scale</u>: Explain your degree scale. Write the highest possible mark and the minimum pass mark, the highest mark should come first.
     Example: 10-5 (10 is the highest mark, 5 is the minimum pass mark)
   - <u>Existing matriculation number at Uni Freiburg</u>: leave BLANK

8. Upload the following documents: Transcript of records + Translation (if not in English)
   and click on "***next***"

9. Upload your Diploma + Translation (if not in English)
   Please upload your original Diploma Certificate. If it is not in English, upload the translation of the diploma in the second field.

   Click "***next***"

10. Upload your APS document (students from China, India and Vietnam additionally need an APS (Akademische Prüfstelle) certificate from the German Embassies in the respective countries.)
If you wish to submit the APS certificate later, please upload a document with the following statement: "I will submit the APS certificate upon enrolment."

11. Please upload English Proficiency (minimum B2)
Minimum requirement for entering the Master GUH program is a B2 level of English. You must provide a proof* of your English level here. Enter the level of proficiency and type of your exam. Upload the certificate at the bottom and click "*next*"

*Accepted certificates: Cambridge FCE, (CAE (C1) and CPE (C2), IELTS (5.5-6.5 points), IELTS Indicator Test, PTE Academic (59-75 points), TOEFL (72-94 points "Internet" / at least 567 points "paper"), TOEFL Home Edition, OOPT (60-79 points), telc B2-C1 University, TOEIC (at least 785 points "listening / reading", 160 points "speaking" and 150 points "writing"), Completion of an English-language undergraduate course (official confirmation from the examination office or "medium of instruction: English" in the diploma supplement), if your countries' official language is English, English as a mother tongue.

For exceptions and more information regarding language certificates recognised by the University of Freiburg, please refer to https://www.studium.uni-freiburg.de/en/student-services/language-certificates/language-certificates

12. Upload the MSc GUH Application form (link for download here) and your CV (Europass format) and click "*next*"

Step 3: CONFIRMATION OF YOUR DATA

1. Download the document *"Confirmation of the applicant (PDF)"*
2. Print, fill it out (example below*) and sign it
3. Upload the signed document at the designated space.

*Data confirmation form:

UNI
FREIBURG

Bestätigung der/des Bewerberin/Bewerbers

Confirmation of the applicant

Ich versichere, dass ich die Angaben in diesem Antrag vollständig und wahrheitsgemäß gemacht sowie die Bewerbung um einen Platz im Studiengang* _____

eigenständig durchgeführt habe. Mir ist bekannt, dass fahrlässig oder vorsätzlich falsche Angaben ordnungs-widrig sind und zum Ausschluss vom Vergabeverfahren oder – bei Feststellung nach der Immatrikulation – zum Widerruf der Immatrikulation führen.

_____   _____
Ort, Datum   Unterschrift

2.

I hereby declare that all of the information I have provided is complete and correct and that I completed the entire application for a place in the degree program* MSc Global Urban Health _____ by myself.

I am aware that missing or incomplete information, whether deliberate or the result of negligence, may exclude me from the admissions procedure or – if it is not noticed until after I matriculate – may lead to revocation of my admission.

_____   _____
Place, date   Signature

* Wenn Sie sich für einen Studiengang ohne Zulassungsbeschränkung (zulassungsfrei) bewerben, geben Sie hier bitte ausschließlich das Abschlussziel ohne Angabe des Faches an (z.B. Bachelor of Science, Bachelor or Arts, Polyvalenter Bachelor usw.)
If you apply for a degree program without special prerequisites for admission (free admissions), please state here the title of your degree without the name of your subject (e.g. Bachelor of Science, Bachelor of Arts, Polyvalent Bachelor's Degree etc.).

Step 4: SUBMITTING THE APPLICATION

You have now entered all necessary information for your application. Please review your data before submitting it to make sure you didn't make any mistakes.

Scroll down to the bottom of the page, check the box and click on "submit".

After you successfully submitted your application, you will receive a confirmation e-mail.