

# Application Guide

**Free Mover Students at Justus Liebig University Giessen**

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## General Notes




- To access further information about an input field or action, please click on the „i“ displayed next to the field. An information box will appear.
- Please read any text displayed on the website carefully as these texts provide helpful information.
- In the screenshots used in this guide, relevant fields and information have been highlighted in yellow colour.

For questions regarding the application platform and process, required documents and so on, please contact us at [international.admission@admin.uni-giessen.de](mailto:international.admission@admin.uni-giessen.de).

Please provide your full name as well as your applicant's number when messaging us so we can find a solution quickly.


# Switching the Website to English

If you would like to use the website in English, please toggle the language to “English” in the bottom right corner.



User name

Password



Login

[Lost login data?](#)



Hello at JLU!

GUDE (Gießen Universal Data Entry Program) is your digital campus for information about your studies at Justus Liebig University Giessen. If you're already a student here, you can log in with your HRZ credentials and network password. During application periods, you can use the portal to apply for our study programs. Additionally, the portal allows you to retrieve certificates and submit requests (such as leave of absence, deregistration, etc.).

If you're not yet a student with us, we'd like to guide you through the registration and application process. Further information can be found on the following pages.

Important notice: The application start for non-restricted admission programs has been delayed by a few days. The reason is potential changes to the semester ticket/Deutschlandticket that have emerged in the last few days. For restricted admission programs, the application start remains on December 1, 2023. **Applications for non-restricted admission programs are expected to be possible from Tuesday, December 5, 2023.**

Apply directly

>

Applying with a step-by-step guide

>

Additional Information

- [Our Counseling Services](#)
- [Frequently Asked Questions](#)
- [Our Range of Studies](#)



Deutsch

English

English

English

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# Creating Your Account

First, you have to create your applicant's account. Please click on "Applying with a step-by-step guide".



JUSTUS-LIEBIG-  
UNIVERSITÄT  
GIESSEN

[Lost login data?](#)






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Apply directly >

Applying with a step-by-step guide > 


Please click on “I do have an international university entrance qualification”.




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UNIVERSITÄT  
GIESSEN

User name


Password


 [Login](#)

[Lost login data?](#)



What kind of university entrance qualification do you have?

 I do have a German university entrance qualification >


 I do have an international university entrance qualification >

Further information

- [What is an university entrance qualification?](#)

[back to homepage](#)

HiSinOne

Default language  
 English



Please click on "I would like to apply for the "Free Mover" program (...)".

User name

Password



Login

[Lost login data?](#)



What degree would you like to apply for?



I would like to apply for an undergraduate degree program (Bachelor's degree/teaching position) with an international university entrance qualification



I would like to apply for a Master's degree program with an international university entrance qualification



I would like to apply for the "Free Mover" program or a doctorate with an international university entrance qualification



Please click on “Jetzt registrieren!”. If you would like to find out about required documents, click on the link highlighted in yellow below.




Login

[Lost login data?](#)


#### Promotionsstudium

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

Sofern Sie schon bei uns an der JLU Gießen studieren, registrieren Sie sich bitte nicht neu. Verwenden Sie bitte Ihre HRZ-Kennung und Ihr Netzpassword, um sich einzuloggen.

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](mailto: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](mailto:international.admission@admin.uni-giessen.de) (für internationale Bewerbende).

Für das Promotionsstudium gilt **keine Bewerbungs- bzw. Einschreibefrist**, solange das Portal offen ist (Start: 05.12.2023), ist die Bewerbung möglich. Der Nachweis von Kenntnissen der deutschen Sprache ist nicht erforderlich.

#### Free Mover

Sie bewerben sich als Free Mover 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 via E-Mail: [international.admission@admin.uni-giessen.de](mailto:international.admission@admin.uni-giessen.de).

Bewerbungsfrist für Free Mover: 05.12.2023 – 20.03.2024






**Jetzt registrieren!**

Hier registrieren Sie sich und wählen Ihre Zugangsdaten aus.






Please click on “OK”. This will generate a new account for you.



User name

Password

 Login

[Lost login data?](#)

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

Registration


**Do you already have an account?**


If you are using our application portal for the first time, please register with a **new account**.


If you have an **HRZ identifier** and a **network password from JLU Gießen**, please log in with this information.

Have you tried registering in the portal but had no success, or the verification email has not arrived? Then please do not try again directly, but first check your email inbox, especially the spam folder (perhaps the confirmation email landed there). If you are still not successful, please contact our [Registrars Office](#). In case of multiple registrations by an applicant, suspicious accounts are blocked for security reasons.




Do you want to proceed with the online registration?





Default language  
 English

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Please fill out all required fields. These are marked with an asterisk (\*).

Please note: “Surname” means your family name,  
 “first name” means your personal name,  
 “all first names” means you have to fill in your personal name, as well as any middle names you have, in the order they appear in on your ID card.

Example: **Ms Jane Mary Doe** would fill out the fields like so:  
 Surname: **Doe**  
 First name: **Jane**  
 All first names: **Jane Mary**

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

[Import your personal data from an external identity provider](#)

### 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  ⓘ

Once you have entered your personal information, an activation e-mail will automatically be sent to the e-mail address you have provided.

Please click on the link in your activation e-mail to activate your account.

Welcome Mrs. Cho Chang,

we have reserved the following user data:

\*\*\*\*\*  
username: chang1  
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://gude.uni-giessen.de/qisserver/pages/psv/selbstregistrierung/pub/mailverifizierung.xhtml?\\_flowId=selfRegistrationVerification-flow&token=cf59a787-5842-4edd-8df1-812da7138e2d&navigationPosition=functions\\_mailVerification](https://gude.uni-giessen.de/qisserver/pages/psv/selbstregistrierung/pub/mailverifizierung.xhtml?_flowId=selfRegistrationVerification-flow&token=cf59a787-5842-4edd-8df1-812da7138e2d&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:

cf59a787-5842-4edd-8df1-812da7138e2d

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


# Logging in to Your Account

If you have already created an account, please log in by submitting your login credentials in the upper right corner.




User name

Password

 [Login](#)

[Lost login data?](#)





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 Apply directly >

 Applying with a step-by-step guide >

# Creating an Application

On your dashboard/homepage you can see a field titled “Zu meinen Bewerbungen”. Click on this field and follow the steps detailed in the following screenshots.

Browse menu

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**Meine Bewerbungen**  
**Zu meinen Bewerbungen**  
 Sehen Sie sich hier den Status Ihrer Bewerbungen an.

**Bearbeitungsstatus Unterlagen**

If you have decided to pursue a degree at our university and initiated the enrollment process, here is a list of documents to be submitted to complete the enrollment.

**Verlinkung BundID**

Bund.ID

Register via BundID  
 [This link leads to another website]

**Weihnachtspause des zentralen Studienservices**  
 Message from 04.12.2023 at 06:00 o'clock  
 Akademisches Auslandsamt, Call Justus, Studierendensekretariat, Zentrale Studienberatung

**Bewerbung für das Sommersemester 2024**  
 Message from 01.12.2023 at 12:00 o'clock  
 Die Bewerbungsphase für ein Studium an der Justus-Liebig-Universität (JLU) zum Sommersemester 2024 läuft.

**Studienverlaufs-Coaching im Lehramt – neues Unterstützungsangebot für Lehramtsstudierende**  
 Message from 01.11.2023 at 10:00 o'clock  
 Wenn Sie sich bei der Planung Ihres Studienverlaufs unsicher sind, bieten wir Ihnen Begleitung dabei, die notwendigen Fragen dazu an den richtigen Stellen zu adressieren und die Gesamtsituation zu klären. Melden Sie sich für einen Termin!

**Hochschulinformationstage 2024**  
 Message from 30.10.2023 at 10:00 o'clock  
 Nutzen Sie die Gelegenheit, sich am 24. und 25. Januar 2024 über die vielfältigen Studienmöglichkeiten der JLU zu informieren! Bei den Hochschulinformationstagen (HIT) erhalten Sie alle wichtigen Infos zu Ihrem Wunschstudium und können Ihre Fragen stellen.

**FAQ – Häufig gestellte Fragen rund um den Studierenden-Account und die JLU-Chipkarte**  
 Message from 10.11.2022 at 13:27 o'clock  
 Hier finden Sie Antworten auf Fragen rund um den Studierenden-Account der Justus-Liebig-Universität Gießen (JLU) sowie die multifunktionale JLU-Chipkarte.

Feed from: Aktuelles /News



[illegible]

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The next step is uploading the documents required for your application. Please upload all four documents.

- Your “**study certificate**” should state clearly that you are currently enrolled at your home university. This document must be up-to-date.
  - If you are on a leave of absence, the document may mention this as well.
- Your “**confirmation of supervision**” must be signed by a professor at JLU (“Prof.”), not any lecturer in general.
- Your “**school-leaving certificate**” is a document certifying the successful completion of your schooling (e.g. high school).
- Your “**CV**”.

When you are done uploading, please check the box (highlighted in yellow below) and click “submit request”. Your application has now been handed in.

Upload Free Mover

A change of entries is not possible after submission; they may also belong to another application, which is currently being verified by officials. If you want to edit information, you will have to withdraw all requests with these entries first (and submit them again after editing).

Please upload your study certificate (pdf file) from your home university here.

Upload study certificate Document.pdf

Please upload your confirmation of supervision from a professor of your subject area at JLU Giessen.

Upload confirmation of supervision from a professor Document.pdf

Please upload your school leaving certificate

School Leaving Certificate Document.pdf

Please upload your CV.

CV Document.pdf

These inputs affects the following application subjects

- [REDACTED]

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.

« To overview

→ Submit request

# Requesting Enrolment

When you have finished your application, proceed straight to “Online Enrolment”. Click on “Next” once you are done reading the text in the boxes. Follow the steps shown in the following screenshots.

If you click on “To overview”, you will return to your dashboard/homepage. From there, you have to click on “submit enrolment” to return to “Online Enrolment”.

**JUSTUS-LIEBIG-UNIVERSITÄT GIESSEN** Browse menu

**Sie befinden sich im Modus: Customizing / Development**

☐ Edit Datadictionary ☐ Show extended Information

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

## Online Enrollment

Welcome to the applicant website!

**Information:** You have already submitted an enrollment application and then withdrawn it. Therefore, the data on the following pages have already been entered. You can now check them and change them if necessary. To do this, please go through all the steps of enrollment again and complete it. Alternatively, you can also accept your already entered data unchecked by clicking on "Completion of enrollment" on the left and then completing the online enrollment again.

**Information:** **Welcome to online enrollment!**

In the following, you need to supplement the information you have already provided during the application with additional data required for your enrollment at Justus Liebig University Gießen. Please pay attention to the additional instructions on this page and then follow the online enrollment process.

We appreciate any feedback for improvement. Please send your feedback via email to [stud-sekretariat@admin.uni-giessen.de](mailto:stud-sekretariat@admin.uni-giessen.de). If you encounter any issues during the online enrollment process, please restart it.

**Note:** Always use the 'Next' button to save the data. Clicking on the menu or the 'Back' button will result in the loss of modified and unsaved data. Further notes: Fields marked with \* are mandatory. We need this information either for the processes of your studies at our university or for the official statistics (Higher Education Statistics Act - HStatG) of November 2, 1990.

There is a blue info button next to many fields. Here, you can find information about the expected input in the respective field.

[To overview](#) [→ Next](#)

Please fill in all required fields and then click on “Next”.

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

## Online Enrollment

### Personal data

Please give further personal information if necessary (\*).

All fields marked with an asterisk (\*) are required.

#### Person

* Surname	<input type="text"/>	
* First name	<input type="text"/>	
* Gender	female	
All first names (according to id card)	<input type="text"/>	
Degree	<input type="text"/>	
Degree affix	<input type="text"/>	
Job title	<input type="text"/>	
Name prefix	<input type="text"/>	
Name suffix	<input type="text"/>	
Pseudonym (artist name)	<input type="text"/>	
* Date of birth	<input type="text"/>	
* Place of birth	Korea	
Country of birth	Korea, South (ROK)	
Birth name	<input type="text"/>	
Nationality	Korea, South (ROK)	
Second nationality.	<input type="text"/>	

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

Default language  
 English



Please fill in all required fields.

Please check the boxes “Postal address” and “This address is my Home address” if you have entered your address in your home country. If you already have a German address as well, you may add this by clicking “+ New Address” and entering the information.

Once you are done, click on “Next”.

Justus-Liebig-Universität Gießen

Browse menu

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

## Online Enrollment

### Address


**Address**

Kindly provide a postal address (either home or semester), register with your email address, and, if necessary, include a telephone contact option. If your data is sourced from Hochschulstart.de, please ensure that any changes to your telephone number are made there before proceeding with online enrollment.

All fields marked with an asterisk (\*) are required.

#### Postal address

\* Postal address ☒

\* Adresstag ☒ This address is my Home address  ☐ This address is my Semester address

Company

\* Street and house number

Postcode

\* City

Address addition (c/o, room number)

Post office box

\* Country Korea, South (ROK)

[+ New Address](#)

#### E-mail

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

E-mail  Privat





Phone  Privat

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Other acquisition of the university entrance qualification abroad (subject-related entrance qualification)




[illegible]

Please fill in all required fields. For “parallel studies”, please enter your home university by clicking on “+ Add information about parallel studies”. When you are done, click on “Next”.








Browse menu





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


 **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.

All fields marked with an asterisk (\*) are required.

**Parallel studies at another university**

 No parallel external study

 [Add information about parallel studies](#)

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

Please fill in all required fields. As a Free Mover, please enter the country of your home university for the question “Country”. When you are done, click on “Next”.

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

**Online Enrollment**

**Graduation**

**i** 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.

All fields marked with an asterisk (\*) are required.

**Intended final examination.**

**i** Information:  
The entered information was determined from the study location of your requested program Abschluss im Ausland Wirtschaftswissenschaften. If you intend to obtain your degree for the requested program at a different location than indicated here, please modify the details. Providing a district is only necessary when selecting Germany.

\* Country Korea, South (ROK)

**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.

**i** Information:  
no external study

+ Add Degree at Another University

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Default language  
English

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Please fill in all required fields.

Please choose “exempted” if you have not yet contacted a health insurance company in Germany. You will have to contact a health insurance company regardless and once they confirm your status, this will be updated in our system automatically.

When you are done, click on “Next”.

Browse menu

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

## Online Enrollment

### Health insurance

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

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

- The proof of student health insurance is transmitted digitally from the health insurance company to the university, usually within two to three business days.
- 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 more than one business day has passed since you applied to the insurance company, but you cannot find your data here, then it was not possible to assign your data. In this case, check whether the name of the university "Muster-Hochschule" you have given to the health insurance was correct. Make sure that your personal details match the details you have given to the health insurance such as surname, date of birth and sex. Check also your health insurance personal id number for correctness.
- 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.

All fields marked with an asterisk (\*) are required.

#### Details for health insurance

\* Status of insurance

☐ liable to health insurance
 ☐ exempted

Select „liable to health insurance“ if you are covered by the statutory health insurance for students or if you are covered by your parents health insurance. Select „exempted“ if you are exempt from public insurance, for example you have private insurance.

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Default language  
 English




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Your home district should appear automatically. Please click on “Next”.




Browse menu



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 **Online Enrollment**

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.

All fields marked with an asterisk (\*) are required.

Details for Home District


\* Country of home district

Korea, South (ROK)

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Welcome to the applicant website!

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Health insurance

 **Home District**

Professional experience

Completion of enrollment

Fees

Documents

Please check “No” in both cases and then click on “Next”.

Browse menu

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

**Online Enrollment**  
**Professional experience**

If you already finished a vocational training or an internship, you must fill in the following forms otherwise continue. The Hochschulstatistikgesetz (higher education statistics law) demands this information.

All fields marked with an asterisk (\*) are required.

**Details for professional experience**

Vocational training with degree	<input type="radio"/> Yes <input checked="" type="radio"/> No
Internship or Voluntary Service for the current study	<input type="radio"/> Yes <input checked="" type="radio"/> No

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- Health insurance
- Home District
- 📍 **Professional experience**
- Completion of enrollment
- Fees
- Documents

You are now finished with your request for enrolment.

Please click on “Finish and charge fees”. This will not charge your bank account (since you have not entered any bank details yet); it will simply show you the amount you will have to pay for the semester fee once you are accepted and before you are officially enrolled → See next page/screenshot.

The screenshot displays the user interface of the Justus-Liebig-Universität Gießen online enrollment system. At the top, there is a navigation bar with the university logo, a search bar, and user information (30 notifications). Below the navigation bar, a breadcrumb trail indicates the user's path: Home > Studies offered > Application. The main content area is titled 'Online Enrollment' and 'Completion of enrollment'. A message box states: 'Ihre Daten sind erfasst. Mit dem Klick auf den Button 'Abschließen und Gebühren berechnen' werden aufgrund dieser Daten die, für die Einschreibung in Ihr gewähltes Immatrikulationssemester zu bezahlenden Gebühren ermittelt und die zugehörige(n) Rechnung(en) angezeigt.' Below this message, there are three buttons: 'Finish and charge fees' (highlighted with a yellow arrow), 'To overview', and 'Back'. A 'Reset' link is also visible. On the left side, there is a sidebar menu with various options, including 'Welcome to the applicant website!', 'Personal data', 'Address', 'University entrance qualification', 'Your university background', 'Double degree program', 'Graduation', 'Health insurance', 'Home District', 'Professional experience', 'Completion of enrollment' (selected), 'Fees', and 'Documents'.

Justus-Liebig-Universität Gießen

Browse menu

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

**Online Enrollment**  
Completion of enrollment

**Ihre Daten sind erfasst.**  
Mit dem Klick auf den Button 'Abschließen und Gebühren berechnen' werden aufgrund dieser Daten die, für die Einschreibung in Ihr gewähltes Immatrikulationssemester zu bezahlenden Gebühren ermittelt und die zugehörige(n) Rechnung(en) angezeigt.

**✓ Finish and charge fees** ←

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- Completion of enrollment**
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- Documents

The semester fee covers administrative costs and it includes a semester ticket which enables you to use public transport in Hesse, Germany.

You may transfer this amount now to the bank account listed here: <https://www.uni-giessen.de/de/org/admin/dez/b/5/studisek/semesterbeitrag>.

- If you do not accept enrolment/do not get enrolled, JLU will refund this fee in full to your account (you will have to pay any fees charged by your bank for the international transfer).
- If you accept enrolment/get enrolled but end up not studying at JLU after all, you may request a refund within a certain deadline. An administrative fee of 30€ will be deducted and you will have to pay any fees charged by your bank for the international transfer.

**Justus-Liebig-Universität Gießen**

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**Online Enrollment**

**Fees**

📘 Your data has been recorded, and an invoice for your semester of enrollment has been generated.

By clicking the 'Overview' button, you will return to the overview page with your application and enrollment requests. Your applications will be processed upon receipt of all required documents and payment.

**Sales invoices**

Purpose	Period	Debit	Credit	Invoice lines
83196 Vorname Nachname	Sommersemester 2024	314.87 €	0.00 €	

**Requested Reports {0}/ Reports**

[Gebührenaufstellung drucken \[PDF\]](#)

[To overview](#) [Back](#) [→ Next to document upload](#) [Reset](#)

Please click on “Next to document upload” to upload all documents required for enrolment.



# Submitting Documents Required for Enrolment

If you have returned to your dashboard/homepage, you may proceed to the document upload by clicking on “Submit enrolment documents”.

JUSTUS-LIEBIG-UNIVERSITÄT GIESSEN

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Application

Application semester: summer term 2024

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 do not submit until you have uploaded all documents according to the checklist.**

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

Abschluss im Ausland Wirtschaftswissenschaften, 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

Here you will find the documents that you need to submit digitally for enrolment. Please note that your application can only be processed once it has been uploaded!

Submit enrollment documents

Personal Information

Applicant number: 83196

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

For your personal documents: Print control sheet [PDF]

Help & Contact

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

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

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

Information on online application

Please upload the following documents in the corresponding fields:

- A copy of your **passport** or **ID card** (required).
- Your **CV** (required).
- Under further documents:
  - **Study certificate** (required).
  - **Confirmation of supervision** (required).
  - **School-leaving certificate** (required).
  - Confirmation of health insurance (optional).
  - Proof of payment for the semester fee (optional).

You do not need to upload any other documents.

The screenshot shows the 'Application' page of the Justus-Liebig-Universität Gießen portal. The page has a header with navigation links and a search bar. The main content area is titled 'documents' and contains a list of required documents for upload. Each document field has a label, a file upload button, and an 'Add comment' link. The documents listed are:

- University entry qualification
- Copy of ID card/passport
- Curriculum vitae in tabular form
- Suitability test
- Proof of language requirements
- Proof of German
- Further documents

Yellow arrows point to the 'Copy of ID card/passport', 'Curriculum vitae in tabular form', and 'Further documents' fields, indicating where the user should upload their documents.

If you do not have all documents on hand, please save your changes temporarily. This allows you to add more documents later on.

If you are done uploading your documents, please click “Submit enrolment documents”. You cannot add any documents after this step.

Proof of German

Choose file (click here or drop in here)

Add comment

Further documents

Choose file (click here or drop in here)

Add comment

Proof of service or voluntary social year

Choose file (click here or drop in here)

Add comment

Exmatriculation certificate (medicine)

Choose file (click here or drop in here)

Add comment

Enrollment request

Choose file (click here or drop in here)

Add comment

APS certificate

Choose file (click here or drop in here)

Add comment

Degree certificate

Choose file (click here or drop in here)

Add comment

Explanation of the document status ▶

Save changes temporarily

Submit enrollment documents

HiSinOne

Default language  
English

IMPRINT | PRIVACY | ACCESSIBILITY | HISINONE IS A PRODUCT OF HIS EG

GENERATED BY NODE PA022 IN CLUSTER PROD.

## Next Steps

Now that you have submitted your application and your request for enrolment, these are the next steps in the process:

- We will review your documents. If they are sufficient, we will offer you admission. If so, you will receive an admission letter automatically.
  - This letter will be provided in your account; you will receive a notification that a new document has been added to your inbox.
- You may wait to get health insurance and pay the semester fee until you receive your admission letter. However, these two steps are required if you want to get enrolled officially.
  - If you have transferred the semester fee, it will show up as „paid“ in our system once our bank has processed the transfer.
  - If you have requested health insurance, the health insurance company will automatically send us a confirmation of your insurance status.
- Once we have enrolled you officially, you will receive a letter of enrolment automatically.

# International Admission

Justus Liebig University Giessen

Goethestr. 58

35390 Giessen

[international.admission@admin.uni-giessen.de](mailto:international.admission@admin.uni-giessen.de)

+ 49 (0) 641 99-16400