



# JLU Enrolment for PhD Students

## Detailed Instructions

Dear PhD candidate,

To start the registration process, please visit <https://gude.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 registration 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”**.

Benutzerkennung  Passwort

Über die JLU Studium Forschung Fachbereiche Organisation Internationales

[Passwort vergessen?](#)

### GUDE an der JLU!

GUDE (Gießener Universelles DatenEingabeprogramm) ist Ihr Ausgangspunkt für alle Informationen rund um Ihr Studium an der Justus-Liebig-Universität Gießen.

Wenn Sie bereits bei uns studieren, können Sie sich einfach mit Ihrer HRZ-Kennung und Ihrem Netzpasswort einloggen. Während der Bewerbungsphasen haben Sie die Möglichkeit, sich über das Portal auf unser Studienangebot zu bewerben. Darüber hinaus können Sie im Portal Bescheinigungen abrufen und Anträge, wie z.B. zur Beurlaubung oder Exmatrikulation, stellen.

Sollten Sie noch nicht bei uns studieren, möchten wir Sie durch den Registrierungs- und Bewerbungsprozess begleiten. Weitere Informationen dazu finden Sie auf den folgenden Seiten.

Bitte beachten Sie: Wenn Sie **vor dem 01.12.2024** einen Bewerbungaccount erstellt haben und aktuell **nicht** an der JLU studieren, müssen Sie sich **neu registrieren**. Aus Datenschutzgründen werden die Daten von Bewerberinnen und Bewerbern nach Ablauf einer Bewerbungskampagne gelöscht.

**Starten Sie ihre Bewerbung**  
Hier gelangen Sie direkt zur Portalregistrierung und können dann im Anschluss ihre Bewerbung starten.

**Schritt-für-Schritt-Anleitung zur Bewerbung**  
Mit dieser Schritt-für-Schritt-Anleitung finden Sie spezifische Informationen für Ihren Bewerbungsverfahren.

**FAQs rund um das Portal**  
Hier finden Sie Antworten auf die häufigsten Fragen rund um das Studierenden- und Bewerberportal.

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



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



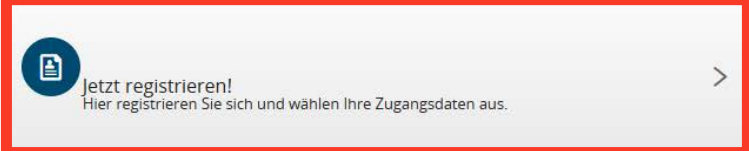
You can change the language settings here.



Yellow Box: Information about the registration 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](mailto: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. 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](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, 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/international>  
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](mailto:international.admission@admin.uni-giessen.de).  
Bewerbungsfrist für Freemover: 15.05.2023 - 20.05.2023



[zurück zur vorhergehenden Seite](#)

[zurück zur Startseite](#)

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   [Lost login data?](#)

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.](#)

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&navigationsPosition=functions.mailVerification](https://bewerbung.uni-giessen.de/qisserver/pages/psv/selbstregistrierung/pub/mailverifizierung.xhtml?_flowId=selfRegistrationVerification-flow&token=d3132768-1e5c-44a5-b538-430616ddd046&navigationsPosition=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**  
**Zu meinen 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](#)

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 now first have to enter data of your academic career. You do not need to upload your School Leaving Certificate or the University Entrance Qualification.

Secondly, data of your bachelor's (BA) and master's (MA) degree is required.

Please ignore should it ask for a high school degree certificate. You only need to upload your University Degree Certificate of BA and MA.

Next 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.

## 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

2 University entrance qualification  
University entrance qualification

3 Date UEQ  
Date UEQ

4 Country of origin of university entrance qualification  
\* Country of origin of university entrance qualification

5 Grade BA  
\* Grade BA

6 Date: BA certificate  
\* Date: BA certificate

7 Where did you take your Bachelor examination?  
\* Where did you take your Bachelor examination?

8 Grade MA  
\* Grade MA

9 Date of graduation: master's degree  
\* Date of graduation: master's degree

10 Where did you take your Master's examination?  
\* Where did you take your Master's examination?

11 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)

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

13 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)

14 Please upload your CV as a pdf file.  
\* CV

Download the **Checklist for Enrolment for Freemover and international PhD applicants** (<https://www.uni-giessen.de/de/studium/bewerbung/portal/formulare/Checkliste%20Freemover%20int.%20Promovenden/view>) 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](mailto: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](mailto:international.admission@admin.uni-giessen.de) (für internationale Bewerbende).

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

Back

# 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](mailto: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](mailto: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.

Back

→ Submit request

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

## Instruction on how to proceed with the Enrolment

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

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

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

### Online Enrollment

Welcome to the applicant website!

**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](mailto: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.

[To overview](#) [Next](#)

## Online Enrolment

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

JUSTUS-LIEBIG-UNIVERSITÄT GIESSEN | JLU NEUE WEGE. SEIT 1607.

search menu

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

### Online application

Application semester: winter term 2023/24

There are no documents in your inbox yet.

#### Requests for enrollment

#### Missing documents

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/sprachenkenntnisse/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.

[Request for enrollment](#) [Show details](#)

Your personal data will be entered automatically in the application form. Please check if the required data is correct and make changes if necessary. 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	<span>ⓘ</span>
* Gender	female	
All first names (according to id card)	Sarah	<span>ⓘ</span>
Degree		<span>ⓘ</span>
Degree affix		<span>ⓘ</span>
Job title		<span>ⓘ</span>
Name prefix		<span>ⓘ</span>
Name suffix		<span>ⓘ</span>
Pseudonym (artist name)		
* Date of birth	09/05/2000	<span>ⓘ</span>
* Place of birth	Spain	
Country of birth		<span>ⓘ</span>
Birth name		<span>ⓘ</span>
Nationality	Spain	
Second nationality.		

**Your data should be indicated here.**

To overview Back **Next** Reset

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

This section refers to your University Entrance Qualification which could be your School Leaving Certificate or an additional document. Please enter all required/obligatory 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](mailto:international.admission@admin.uni-giessen.de).

The fields marked with \* are obligatory.

### Entrance qualification

\* Acquired in

Country

\* Type of Entrance

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 joining JLU 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.

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](#)

Please enter the required details about your **registered address in Germany** 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

#### Home District

**i** 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

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

Please **skip this section** 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

#### Professional experience

**i** If you already have vocational training or an internship, 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

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

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

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

#### Completion of enrollment

**i** 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](#)

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

On the following page you will have to upload necessary documents again, even if you previously 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 enrolment portal.

JUSTUS-LIEBIG-UNIVERSITÄT GIESSEN

search menu

Edit Databictionary  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 >](#)

Please note that this is a general user interface and you are only required to upload documents mentioned in this checklist "Checkliste Einschreibung Freemover und internationale Promovierende" at <https://www.uni-giessen.de/de/studium/bewerbung/portal/formulare> such as:

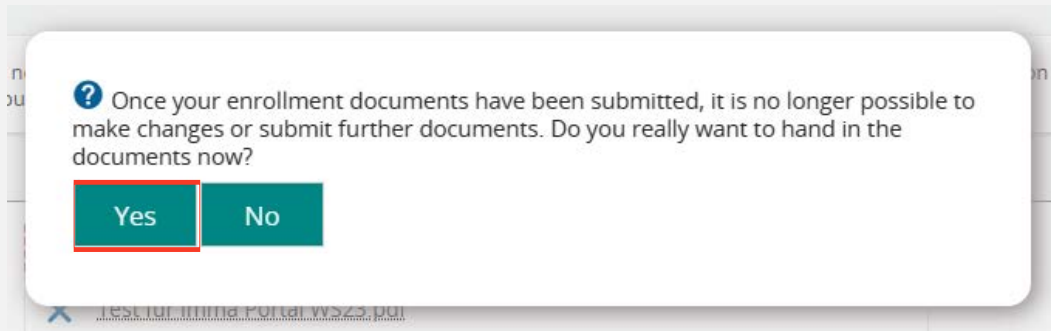
- CV
- Deposit receipt of semester fee
- confirmation of supervision by advisor
- BA & MA diplomas

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 do not need proof of health insurance or german language skills for the enrolment.

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.

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.



297794

**JUSTUS-LIEBIG-UNIVERSITÄT GIESSEN**

Sarah Bauch - Goethestraße 58 - 35390 Gießen - Deutschland

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

Beatbeitungsvermerke:  
Nur vom Studierendensekretariat auszufüllen

Immatrikulation am: \_\_\_\_\_  
examiniert am: \_\_\_\_\_

**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/studieren/ju/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: \_\_\_\_\_


Gewünschter Abschluss:  
Fach / Fächer: \_\_\_\_\_

Bauch, Sarah  
05.09.2000 Bewerber Nr: 94770 06 - 5GG (1)

Promotion  
Germanistik, 1. Fachsemester

Beatbeitungsvermerke:  
Nur vom Studierendensekretariat auszufüllen

Immatrikulation am: \_\_\_\_\_  
examiniert am: \_\_\_\_\_



297794

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

Application for Registration in the Admissions Procedure, winter term 2023/24  
**Applicant's number: 94770**  
**Degree to be attained: Promotion**  
**Subject: 1<sup>st</sup> 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/studieren/ju/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: \_\_\_\_\_

Gewünschter Abschluss:  
Fach / Fächer: \_\_\_\_\_

Bauch, Sarah  
05.09.2000 Bewerber Nr: 94770 06 - 5GG (1)

Promotion  
Germanistik, 1. Fachsemester

Beatbeitungsvermerke:  
Nur vom Studierendensekretariat auszufüllen

Immatrikulation am: \_\_\_\_\_  
examiniert am: \_\_\_\_\_

You will receive an email from campusmanagement as well.

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

Von: [campusmanagement@uni-giessen.de](mailto: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.

## You did it!

As soon as the enrollment is checked by the Student Registration Office, the status of your application in the applicant portal will change to "enrolled" (this can take up to two weeks). After that, you will be able to find your matriculation number in the portal as well as download your certificate of enrollment (Studien-/Immatrikulationsbescheinigung) from the application portal directly via <https://gude.uni-giessen.de>.

## Next important steps!

### **Activate JLU-Account**

As soon as you are enrolled you will receive an automated email within 1-2 days from the campusmanagement system IAM-portal to your private email address requesting you to activate your new JLU-Account. From this point on all emails send by any JLU/campusmanagement system will be send to your new JLU E-Mail. You can check this website for further information on how to access your JLU E-Mail via the webmailer (Web-Oberfläche) "OWA": <https://www.uni-giessen.de/de/fbz/svc/hrz/svc/email>

### **Chipcard**

The IAM-portal will also send you an email regarding the Chipcard (Studierendenausweis) requesting you to upload a picture of yourself and confirm your shipping address. Please note the chipcard will only be sent to an address in Germany.

If you have any questions regarding your application, please send an email to [international.admission@admin.uni-giessen.de](mailto:international.admission@admin.uni-giessen.de). Should you have any technical problems, please check the box "Help & Contact".



### **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](mailto: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](mailto:promotionsstudium-international@uni-giessen.de)

