



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 “Bewerbung Schritt-für-Schritt”.

Rückmeldung
Die Rückmeldung für das Wintersemester 2026/2027 hat am 15.06.2026 begonnen und endet am 31.07.2026. Bitte übermitteln Sie in diesem Zeitraum den Semesterbeitrag. Detaillierte Informationen finden Sie hier.

About JLU Study Research Faculties & Research Centres Organisation International Pages

Forgot password?

Hello at JLU!

GUDE (Gießen Universal Data Entry Programme) is the central portal for information and services relating to studying at Justus Liebig University Giessen.

JLU students log in using their **MKE ID** and **network password**. On the portal, they can, for example, access certificates and submit applications, such as for a **leave of absence** or to **deregister**.

During the application periods, you can also **apply for degree programmes** via GUDE.

If you are not yet a student at JLU, the portal will guide you through the **registration and application process**. Further information on this can be found on the following pages.

Please note:
If you no longer have an active applicant account and are not currently studying at JLU, you will need to **register again**. For data protection reasons, applicants' details are deleted once the application process has been completed.

Start your application
Go to the portal registration page and start your application straight away.
[Apply directly](#)

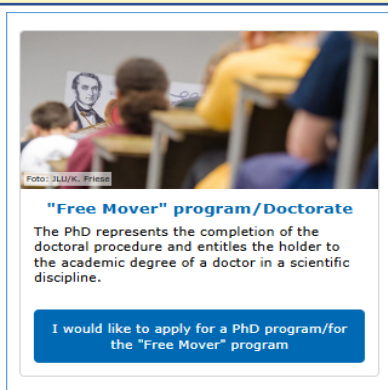
Application - Step by step
A guide to the application process containing all the key information.
[To the guide](#)

FAQs about the portal
Frequently asked questions about the student and application portal.
[To the FAQs](#)

On the next page please select “I have an international university entrance qualification”.



Please select “Free Mover” program/ Doctorate regardless of your country of origin. Also if you are from an EU or EEA country!



You can change the language settings here.

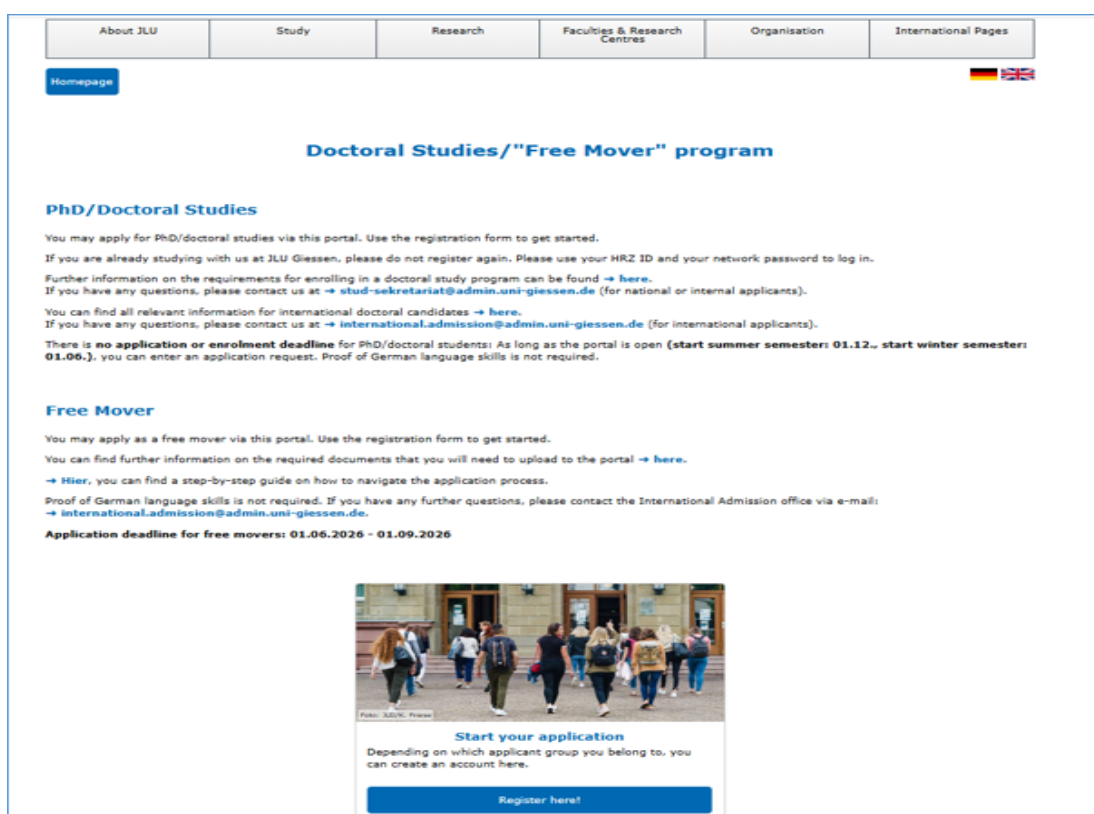


Information about the registration process for international doctoral candidates:

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.

Important: You DO NOT have to send any documents by post. All documents will be uploaded as PDFs in the online portal.

Then start your application by clicking on “Register now!”



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:

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.

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

Welcome Mrs. Mueller,

we have reserved the following user data:

username: [REDACTED]

password: your chosen password

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

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

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

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

Alternatively you could select the menu item 'E-mail Verification' and type in the following activation code:

d3132768-1e5c-44a5-b538-430616ddd046

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

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

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

E-mail verification

① 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

Login

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 "To my applications".



My applications

You can view your submitted applications or make new applications here. Please make sure that you only upload pdf-documents without a digital signature.

To my applications

Now click on "Add a request".

My applications

Application semester: winter term 2024/27

There are no documents in your inbox yet. Please do not upload any documents with a digital signature. ⓘ

Unsubmitted requests

ⓘ Help

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

➕ Add a request

My desired course of study

Application semester: winter term 2026/27

All fields marked with an asterisk (*) are required. Some input fields provide an info icon to display additional information.

Advice on application

Application requests that are incomplete or have not been submitted yet will be saved for the time being so that you may continue your application later. Applications will be deleted immediately after the admission procedure was carried out. In order to support applicants in filling out their application requests, responsible officials are able to access incomplete and unsubmitted application requests as well. However, officials only access these requests if you contact the registrar's office first.

Select course of study

Please select the degree program you wish to apply for. If there are language requirements or aptitude tests for specific subjects in your combination (see [Requirements](#)), admission is conditional on providing evidence that you meet the specified requirements for your degree program according to the relevant regulations of Justus Liebig University Giessen at the specified time. If the evidence is not provided, admission/enrollment is not possible, or enrollment will be revoked at the corresponding time.

Please note, particularly at the time of enrollment, that additional documents may need to be submitted:

- For subjects/degree programs such as **Biologie, Chemie, Englisch, Spanisch, Französisch, Philosophie (Bachelor/Lehramt), Latein, Griechisch (Lehramt), Kultur der Antike (Bachelor)**: Language proficiency certificates are required. Information can be found under: [Language Requirements](#).

- For subjects/degree programs like **Sport, Kunst (-pädagogik), Musik (-pädagogik, -wissenschaft), Angewandte Theaterwissenschaft, Choreographie & Performance**: Aptitude tests (or recognition of aptitude tests taken at another German university by the relevant institute at the University of Giessen) are required. Information can be found under: [Aptitude Test](#).

- For degree programs such as **Bewegung und Gesundheit, the subject Sport in Lehramt an Grundschulen (L1) and Lehramt an Förderschulen (L5)**: a medical certificate of fitness for sports is required. The necessary form can be found under: [Physical Fitness for Sports](#).

- **For foreign educational qualifications**: Sufficient knowledge of German is required. More information on this can be found here: [German-Language Prerequisites for Application/Admission and Matriculation](#).

After selecting a complete degree program, you can proceed with "Next." Further input fields relevant to your selection will be automatically displayed after each entry. For programs with multiple subjects (e.g., Teaching degree), please make these entries separately for each subject in your degree program.

The subjects of degree programs with several subjects (Bachelor, Master) can be found under the categories Bachelor or Master listed alphabetically by main subject.

Information for teacher applicants:

The correct classification, enrolment in the old study and examination regulations before winter semester 23/24 and the new teacher training regulations from winter semester 23/24 onwards will be carried out by the Registrars Office upon enrolment. You will not be asked about this when you apply. Please note that if you are placed in a higher semester, you will need the semester recognition certificate from the [Hessian Teachers Academy](#). Further information can be found [here](#).

Studiengangsangebot der JLU

After reading the information provided, please select "Promotion" and after that your subject and lastly 1. subject-related semester, as you would like to start studying in the first semester. Now select "Next".

The screenshot shows a web form titled "Studiengangsangebot der JLU". It contains three dropdown menus, each with an asterisk indicating it is required. The first dropdown, labeled "* Which study program do you want to apply for?", has "Promotion" selected. The second dropdown, labeled "* Subject", has "Promotion Anglistik" selected. The third dropdown, labeled "* In which semester would you like to start studying?", has "1. subject-related semester" selected. At the bottom of the form, there are two buttons: "To overview" and "Next". The "Next" button is highlighted with an orange circle, indicating it should be clicked.

Additional data - Request #1 Promotion Agrarwissenschaften, 1. subject-related semester

Application semester: winter term 2026/27

All fields marked with an asterisk (*) are required. Some input fields provide an info icon to display additional information.

Promotion

Please note the information on PhD/doctoral studies at JLU: [PhD — JLU](#) and [Doctoral studies - JLU](#)

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

* School Leaving Certificate

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 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)

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You will now first have to enter data of your academic career. Please upload your School Leaving Certificate, your University Degree Certificate and the letter of consent from your supervisor. Afterwards select "Next".

Additional data - Request #1 Promotion Agrarwissenschaften, 1. subject-related semester

Application semester: winter term 2026/27

All fields marked with an asterisk (*) are required. Some input fields provide an info icon to display additional information.

Notes on the PhD and International PhD checklists

Please note that you must use the enrolment checklist for doctoral studies when enrolling, as this is not an application but a request for enrolment.

Please use this link: [Information on enrolment](#) and [enrolment checklist for doctoral studies](#)

Please refer to our website for the requirements you must meet in order to enrol for a PhD programme. If you have any questions, please contact us at studsekretariat@admin.uni-giessen.de (for domestic applicants) and international.admission@admin.uni-giessen.de (for international applicants).

* Please confirm that you have read this information.

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Please read the notes on the PhD and International PhD checklists carefully and confirm that you have read this information. Then select "Next".

My application - Request #1 Promotion Agrarwissenschaften, 1. subject-related semester

Application semester: winter term 2026/27

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 Nov 11, 2026. ⓘ

Request #1		Request status: In preparation
Promotion Agrarwissenschaften, 1. subject-related semester	No admission restriction	Request subject status: In preparation

Promotion

Please note the information on PhD/doctoral studies at JLU: [PhD — JLU](#) and [Doctoral studies - JLU](#)

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

School Leaving Certificate [Test 1.pdf](#)

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) [Test 1.pdf](#)

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) [Test 1.pdf](#)

Notes on the PhD and International PhD checklists

Please note that you must use the enrolment checklist for doctoral studies when enrolling, as this is not an application but a request for enrolment.

Please use this link: [Information on enrolment](#) and [enrolment checklist for doctoral studies](#)

Please refer to our website for the requirements you must meet in order to enrol for a PhD programme. If you have any questions, please contact us at

Confirm statements and submit application request

☒ I confirm that I am aware that the enrollment may be revoked in accordance with § 63 Hessian Higher Education Act and can also be revoked in the event of previous admission if false or incomplete information is found in the application or enrollment process. 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](#) [← Back](#) [→ Submit request](#)

You can submit your application until Nov 11, 2026. ⓘ

Please note: The date shown in the yellow box is for illustrative purposes. Enrolment is possible until the date displayed in this section.

Download the **Checklist for Enrolment for Freemover and international PhD applicants** (<https://www.uni-giessen.de/de/studium/bewerbung/portal/formulare/checkliste-promotion-bewerber.pdf>) and read it carefully. It contains important information regarding the completion of the enrolment procedure.

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”**.

Welcome to the applicant website

Personal data

Address

University entrance qualification

Your university background

Double degree program

Graduation

Health insurance

Home District

Professional experience

Documents

Completion of enrolment

Fees

Edit Datadictionary

Show extended information

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

Online Enrollment

Welcome to the applicant website

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. 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.

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Online Enrolment

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”**.

Online Enrollment

Personal data

Please give further personal information if necessary (*).

All fields marked with an asterisk (*) are required. Some input fields provide an info icon to display additional information.

Person

* Surname

Promotion

* First name

International

* Gender

female

All first names (according to id card)

International

Academic degree

Academic degree suffix

Job title

Name prefix

Name suffix

Nym (artist name)

* Date of birth

01/01/2000

* Place of birth

Stadt

Country of birth

United Kingdom

Birth name

Nationality

United Kingdom

Second nationality

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Reset

Your data should be indicated here.

Please choose if it is your “home address” or “semester address”. Then click on “Next”.

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

Online Enrollment

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.

Please provide your permanent address in any case. If you still have a term address, please be sure to include it and mark it as such.

All fields marked with an asterisk (*) are required. Some input fields provide an info icon to display additional information.

Postal address

* Postal address

☒ This address is my Postal address

* Adresstag

☐ This address is my Home address

☐ This address is my Semester address

Company

* Street and house number

Straße 1

* Postcode

11111

* City

Stadt

Address addition (c/o, room number)

Post office box

* Country

Germany

 [New Address](#)

E-mail

 Phone  Messenger  Hyperlink

Phone  +40 123 4567890

 Privat 

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 [Reset](#)

This section refers to your University Entrance Qualification which is your School Leaving Certificate. Please enter all required/obligatory data and click on “Next”.

Online Enrollment
University entrance qualification

Kindly inform us of your university entrance qualification. Even if you have previously provided this information in your application, we request that you enter the details once again. If your initial entrance qualification for your first degree program differs, please include it. This information must be reported by the university for statistical purposes.

For those with a higher education entrance qualification under a non-German grading system, you can utilize the “Bavarian formula” for conversion, see [here](#). Should you have any inquiries, please feel free to reach out to us at international.admission@admin.uni-giessen.de.

All fields marked with an asterisk (*) are required. Some input fields provide an info icon to display additional information.

Entrance qualification

* Acquired in: Abroad

Country: Australia

* Type of Entrance Qualification: [dropdown menu]

* Average grade: [input field]

* Date of UEQ: [input field]

+ Add entrance qualification

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Acquisition of the university entrance qualification at a German school abroad (advanced technical college entrance qualification)
Acquisition of the university entrance qualification at a German school abroad (examination entrance qualification)
Acquisition of the university entrance qualification at a German school abroad (subject-related entrance qualification)
Other acquisition of the university entrance qualification abroad (advanced technical college entrance qualification)
Other acquisition of the university entrance qualification abroad (examination entrance qualification)
Other acquisition of the university entrance qualification abroad (subject-related entrance qualification)

You only need to fill in these questions if you have ever studied at a different university in **any country**. If not, just click on “Next”.

Welcome to the applicant website

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Graduation

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Home District

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Completion of enrollment

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Edit Databictionary | Show extended information

You are here: Home > Studies offered > Application

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.

All fields marked with an asterisk (*) are required. Some input fields provide an info icon to display additional information.

Data about previous studies

If you already studied 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: [dropdown menu]

Term of first registration: [dropdown menu]

Year of first enrollment: [input field]

University of first enrollment in Germany, if it is different from this point in time: [dropdown menu]

Please fill out the following details if you've already studied at a German university.

Previous number of terms at a German university: [input field]

Semester of internship: [input field]

Semester on leave/leave of absence: [input field]

Semester at a preparatory college: [input field]

Semester of interruption: [input field]

Clear input fields

Information about your studies prior to the current semester.

No notes for the study at the recent term

Are you transferring directly from another university (in Germany or abroad) to our university? If yes, please fill out the following fields. This information is mandatory (Higher Education Statistics Act). If you have studied before but are currently interrupting your studies, you may also provide this information on a voluntary basis. If you prefer not to, please click 'Next'.

+ Add information about your studies prior to the current semester

To overview Back **Next** Reset

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

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

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- ▼ Double degree program
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Online Enrollment

Double degree program

① 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

① No parallel external study

+ Add information about parallel studies

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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".

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- Home District
- Professional experience
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Online Enrollment

Graduation

① 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.

① 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 Germany

* District Gießen

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.

① Information:

no external study

+ Add Degree at Another University

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Please note that international PhDs do not need to submit proof of health insurance, so please select "exempt" and click on "Next".

Health insurance

① Please enter your health insurance status. If you are liable to insurance, you must enter the name of your insurance and your number, too. The information about the health insurance is obligatory.

If you are not sure about your status, please contact your health insurance company and inquire about your status.

All fields marked with an asterisk (*) are required. Some input fields provide an info icon to display additional information.

Details for health insurance

* Insurant status **exempt**

Health insurance

Other health insurance

If you didn't find your health insurance in the menu option, please enter an almost precise description of your health insurance as well as its location (town).

Health insurance number

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Please enter the required information about your home address and **skip the next section** about professional experience and click on "Next".

☐ Edit Datadictionary ☐ Show extended information

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

Online Enrollment

Home District

① 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. Some input fields provide an info icon to display additional information.

Details for Home District

* Country of home district **United Kingdom**

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☐ Edit Datadictionary ☐ Show extended information

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

Online Enrollment

Professional experience

① 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. Some input fields provide an info icon to display additional information.

Details for professional experience

Vocational training with degree ☐ Yes ☒ No

Internship or Voluntary Service for the current study ☐ Yes ☒ No

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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. Then select **"Next"**.

☐ Edit Datadictionary ☐ Show extended information

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

Online Enrollment

Documents

Upload documents

1 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 **Next** 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.
If we request any further documents please refer to the tab **"Status enrollment doc."** on the landing page.
All fields marked with an asterisk (*) are required.

Promotion Agrarwissenschaften I. Study semester | Request in preparation

APS certificate		Choose file (click here or drop in here)
Degree certificate		Choose file (click here or drop in here)
Proof of service or voluntary social year		Choose file (click here or drop in here)
Deposit receipt		Choose file (click here or drop in here)
Certificate of disenrolment		Choose file (click here or drop in here)
* University entrance qualification		Choose file (click here or drop in here)
Enrollment request (applies only to undergraduate applicants)		Choose file (click here or drop in here)
* Curriculum vitae		Choose file (click here or drop in here)
Acceptance as a PhD candidate by the responsible doctoral committee or confirmation of supervision by doctoral supervisor		Choose file (click here or drop in here)
* Copy of ID card/passport		Choose file (click here or drop in here)
* Copy of ID card/passport		Choose file (click here or drop in here)
Proof of German proficiency		Choose file (click here or drop in here)
Proof of Language requirements (except for proof of German language skills)		Choose file (click here or drop in here)
Study documents		Choose file (click here or drop in here)
Study history		Choose file (click here or drop in here)

[Save changes temporarily](#)

[Explanation of the document status >](#)

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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

☐ Edit Datadictionary ☐ Show extended information

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

Online Enrollment

Completion of enrollment

1 Your data has been recorded.
By clicking on the **Finish and charge fees** button, the fees payable for enrollment in your chosen semester will be calculated based on this data and the corresponding invoice(s) will be displayed.

✓ Finish and charge fees

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Documents

Completion of enrollment

[Fees](#)

When you uploaded all documents, please click on **"Finish and charge fees"**.

Your data now has been recorded, and an invoice for your semester of enrollment has been generated. Your application will be processed upon receipt of all required documents and payment.

Welcome to the applicant website

Personal data

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You are here: Home > Studies offered > Application

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	Due date	Debit	Credit	Invoice lines
20262277418	Wintersemester 2026/27	07/31/2026	421.43 €	0.00 €	

Fee reports

Gebührenaufstellung drucken [PDF]

To overview

Back

Reset

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

My applications

Application semester: winter term 2026/27

There are no documents in your inbox yet. Please do not upload any documents with a digital signature.

Requests for enrollment

Missing documents

You will be asked to upload documents when submitting a request for enrolment. These are your enrolment documents. **Please only submit your documents when you have uploaded all required documents.**

Please note :
1. Please check which documents you have to enclose with your enrolment request in the "Checklist" that applies to your chosen programme (Application)
2. If applicable, please upload proof of sufficient German language skills (see here: Enrolment).
3. If you are enrolling in a study programme that does not restrict admission, please submit your request for enrolment directly. Please refer to the checklist for enrolment if necessary.
4. Different rules apply for International Exchange Students, Free Movers and VIP Students. These applicant groups received an FAQ email with their application account activation from international.admission@admin.uni-giessen.de which contains a list of mandatory uploads for their enrolment.
5. Uni-assist applicants have already submitted most necessary documents via uni-assist. However, they must upload a scan of their passport/ID card for enrolment. If further mandatory uploads are required (e.g. proof of German language skills), they will be informed of this via the application portal.

Please note: If you have submitted an enrolment request for more than one degree programme, you will be enrolled in all of these programmes if the requirements are met. Therefore, it is necessary that you withdraw the corresponding enrolment requests for those programmes in which you do not wish to be enrolled.

Request #1

Promotion Agrarwissenschaften, 1. subject-related semester

No admission restriction

Request status: Request for enrollment submitted

Request subject status: Request for enrollment submitted

Print the enrollment request

Show details

Withdraw request for enrollment

Upload documents

Edit enrollment data

Print data control sheet for enrollment

Unsubmitted requests

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

Add a request

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.


475944

**JUSTUS-LIEBIG-
UNIVERSITÄT
GIESSEN**
International Promotion - Straße 1 - 35390 Giessen - Deutschland

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

- Studierendensekretariat -
Erwin-Stein-Gebäude
Goethestr. 58
35390 Giessen, 30. Juni 2026
Telefon (0641) 99 - 16400 (über Call
Justus)
Telefax (0641) 99 - 12159
E-Mail:
stud-sekretariat@admin.uni-giessen.de
(for national applicants)
international.admission@admin.uni-giessen.de (for international applicants)
Internet: <http://www.uni-giessen.de/studium/>

Bearbeitungsvermerke:
Nur von Studierendensekretariat auszufüllen
Immatrikulation:
enmatriculiert am:

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

Application for Registration in the Admissions Procedure, winter term 2026/27
Applicant's number: 277418
Degree to be attained: Promotion
Subject: 1st semester of Agrarwissenschaften

Dear members of registration office,

I completed my online registration on 30.06.2026 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/jlu/sprachenkenntnisse/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:
Promotion, International
01.01.2000 Bewerber Nr:
277418
06 - 9AA (1)

Gewünschter Abschluss:
Promotion
Agrarwissenschaften, 1. Fachsemester
Fach / Fächer:


475944

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UNIVERSITÄT
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Internet: <http://www.uni-giessen.de/studium/>

Bearbeitungsvermerke:
Nur von Studierendensekretariat auszufüllen
Immatrikulation:
enmatriculiert am:

- für Ihre Unterlagen -
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minderjährigen
Bewerberinnen und
Bewerbern im Portal
hochgeladen werden!

Antrag auf Immatrikulation im Wintersemester 2026/27
Bewerber-Nummer: 277418
Abschluss: Promotion
Fach: Agrarwissenschaften (1. Fachsemester)

Sehr geehrte Mitarbeitende des Studierendensekretariats,

Am 30.06.2026 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/jlu/sprachenkenntnisse/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 (internen/externen Einschreiber- bzw. Einschreiber-Master-) "Checkliste" entnehmen: <https://www.uni-giessen.de/studium/bewerbung/portal/formulare>.

Matrikelnummer:
Promotion, International
01.01.2000 Bewerber Nr:
277418
06 - 9AA (1)

Gewünschter Abschluss:
Promotion
Agrarwissenschaften, 1. Fachsemester
Fach / Fächer:

You will receive an email from campusmanagement as well.

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

Von: campusmanagement@uni-giessen.de

Dear Ms. Sarah Müller,

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

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

With best regards

Hochschul-Informations-System eG

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

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>.

-> **Please Note:** After successful enrolment, you will receive new log-in information provided by HRZ (in form of a j-Kennung) via mail. Please only use this new log in information from now on to log in for the GUDE portal and all other university systems.

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. 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

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 10 am – 12 am, Wednesdays 2 pm – 4 pm or by arrangement Email: promotionsstudium-international@uni-giessen.de

