

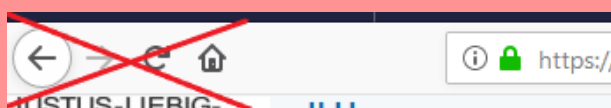
# Instruction on how to use the JLU applicant portal:

## Part II – Matriculation (English Version)

After getting the approval document, you can start your request for enrolment. This is a detailed description of the matriculation process with the JLU university portal and it will guide you step by step through the online portal.

### Please note:

- If possible, please use the browser Chrome, because problems can occur when you use Explorer or Firefox.
- Do not use the “forward” and “backward” button of your browser! Only use the buttons of the university portal when these are visible.



Go to <https://bewerbung.uni-giessen.de> and enter your login data.

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

Admission

User name Password Login Lost login data?

My university portal

FAQ

After entering your login data, please click on “View my application”.

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

search menu

Studies offered Organisation

My university portal

Your Applications

winter term 2020


Subject	Request #1: Abs.im AL. Doktoranden
Request Status	request for enrollment submitted

View my application

Then click on "Request for enrolment".

## Online application

Application semester: winter term 2020/21

 There are no documents in your inbox yet.

### Submitted requests

 [Help](#)

#### Request #1

Request Status: admission offered

Abschluss im Ausland Doktoranden, 1. subject related semester

Special  
Admission

Requestsubject  
status:  
admission  
offered

 approval document (PDF)

**Request for enrollment**

 [Show details](#)

 [Relinquish university place](#)

 The enrollment is possible to Oct 31, 2020.

### Requests in preparation

 [Help](#)

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

Add a request

Read the information and click on "Next".



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

Welcome to the Applicant  
website!

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[University entrance qualification](#)

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## Online Enrollment

Welcome to the Applicant website!

### Online Enrollment

Welcome to Online Enrollment!

You have selected a degree programme with open admissions, therefore you can apply directly for 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.

Please do not hesitate to contact us by e-mail if you have further suggestions: [bewerbung@uni-giessen.de](mailto:bewerbung@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.

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**Next**

The personal data is given out of your previously application form. Please check if the data is correct and enter personal details if desired



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## Online Enrollment

### Personal details

Please enter your personal data.

The fields marked with \* are obligatory.

#### Person

\* Surname

\* First name (corresponding to your  
passport)

\* Gender

Given names

Degree

Degree affix

Job title

Name prefix

Name suffix

Pseudonym

\* Date of birth

\* Place of birth

Country of birth

Name at birth

Nationality

Second nationality.

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[Reset](#)

The address is given out of your previously application form as well. Please choose if it is your “home address” or “semester address”. Then click on “Next”.

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## Online Enrollment

### 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 number

\* Postal code

\* City

Address addition

Post office box

\* Country

[New Address](#)

#### E-mail

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

E-mail 

privat

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This section refers to your school-leaving certificate. Please enter all required data and click on “Next”.

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## Online Enrollment

### University entrance qualification

Your last university entrance qualification (UEQ) has been registered during the application. Did you have an UEQ before register it here.

The fields marked with \* are obligatory.

#### Entrance qualification

\* Acquired in Abroad

Country

\* Type of Entrance Qualification

\* Average grade

\* Date of UEQ

[Add entrance qualification](#)

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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".



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## Online Enrollment

### Your university background

Have you ever studied at a different university? If so, complete the form otherwise continue.

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

If you are changing to JLU directly from another university, please click on “Add Degree at Another University”, then click on “Next”. If you do not studied in the ultimate semester, click on “Next” directly.


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## Online Enrollment

### Your university background II

The fields marked with \* are obligatory.

#### Data about previous studies exclude previous term


 No study before the last study period

 [Add Degree at Another University](#)


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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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## Online Enrollment


### Double degree program

Are you currently enrolled at another university 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


*i* No parallel external study

 [Add Degree at Another University](#)

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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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You are here: Home > Studies offered > Online application

The fields marked with \* are obligatory.

Intended final examination.

Information:

The data entered were recorded from the location of the course of studies **Abschluss im Ausland Doktoranden** you are applying for.

If you want to earn the degree, for the course of studies 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.

Information:

no external study

Add Degree at Another University

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Please enter the data about your health insurance and click on "Next".

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The fields marked with \* are obligatory.

Details for Health Insurance

\* Insurant Status

\* Health Insurance

\* Other health insurance

Information

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 details about your registered address in Germany and click on “Next”.

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### Home District

It is possible that this information is already completed because your contact address is marked as your home address. Please enter the district in Germany, where your primary residence (registered address) is located. If your primary residence is outside Germany, please add the state in the field “Country home district”. The Hochschulstatistikgesetz (higher education statistics law) demands this information.

The fields marked with \* are obligatory.

#### Details for Home District

\* Country of Home District

Germany


\* Home District

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If you have completed any apprenticeship or internship, please fill in the required data and click on “Next”.

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### Professional experience

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

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

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Please upload a passport photo here. Then click on “Next”.

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## Online Enrollment

### Picture

Upload your passport photo for the listed usage.  
Click the Upload-button to select the photo you want to upload from your local computer drive, then start the upload.  
Please note that this passport photo will remain unchanged. Submit a good-quality photo.  
You can adjust the photo after it has been uploaded.

The fields marked with \* are obligatory.

#### Upload picture

Please upload a picture here for the following context:  
- Foto  
The maximum file size is: 2 MB  
The following formats are possible: image/jpg, image/jpeg, . . .

\* Upload picture

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**Next**

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If you have filled in all required data, click on “Finish online enrollment...” and terminate your request of matriculation.

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**Completion of enrollment**

## Online Enrollment

### Completion of enrollment

Your data is registered.  
When you click on the button "Finish registration of enrollment and back to overview", you get back to the overview with your application and enrollment requests. There you can print your request for enrollment. Please send us the signed request for enrollment and the required documents. Your request of enrollment will be edited after receiving the written confirmation.

**Finish online enrollment and back to overview**

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Please click on „Print the enrollment request“.



## Online application

Application semester: winter term 2020/21

There are no documents in your inbox yet.

### Requests for enrollment

[Help](#)

#### Missing documents

Your documents for enrollment are complete! Applicants who applied via uni-assist or International Exchange Students do not have to send further documents. The checklist is NOT valid neither for uni-assist Applicants nor for International Exchange Students! In case of missing documents the registrar's office will contact you.

If you are enrolled in a degree programme that does not require admission, you can register directly (immatriculation). Please use the checklist for enrollment to check which documents you still have to submit.

#### Request #1

Request Status: request for enrollment submitted

Abschluss im Ausland Doktoranden, 1. subject related semester

[Special Admission](#)

Requestsubject status:  
[request for enrollment submitted](#)

[approval document \[PDF\]](#)

[Print the enrollment request](#)

[Show details](#)

The enrollment is possible to Oct 31, 2020.

[→ Edit enrollment data](#) [Print data control sheet for enrollment](#)

### Submitted requests


[Help](#)

### Requests in preparation


[Help](#)

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

This is an example how the enrollment request looks like. Please print it and sign it. Then send it to [international.admission@admin.uni-giessen.de](mailto:international.admission@admin.uni-giessen.de).



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Stefanie Johnson - Wintersemester 6 - 15100/Gießen

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

Erwin-Stein-Gebäude  
 Goethestr. 58  
 35390 Gießen, 06. Juli 2020

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/>

**Bearbeitungsvermerk:**  
 Nur vom Studierendensekretariat auszufüllen

Immatrikulation: \_\_\_\_\_

Studierendensunterlagen erhalten: \_\_\_\_\_

An die  
 Justus-Liebig-Universität Gießen  
 Studierendensekretariat  
 Goethestraße 58  
 35390 Gießen  
 Germany/Deutschland

Matrikelnummer: \_\_\_\_\_

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

**Antrag auf Immatrikulation im Wintersemester 2020/21**  
 Bewerber-Nummer: [REDACTED]  
 Abschluss: Abschluss im Ausland  
 Fach: Doktoranden (1. Fachsemester)

Sehr geehrte Mitarbeitende des Studierendensekretariats,

ich habe am 06.07.2020 meine Online-Einschreibung vorgenommen und bitte Sie, mir die Immatrikulation durch Zusendung der Einschreibeunterlagen abschließend zu bestätigen.

Zusammen mit diesem unterschriebenem Immatrikulationsantrag übersende ich die notwendigen Unterlagen (s.u.) sowie - soweit erforderlich - den Nachweis ausreichender Deutschkenntnisse (s. Punkt 2 unter <https://www.uni-giessen.de/internationales/studierenjlu/sprachkenntnisse/zulassung>).

Mir ist bewusst, dass falls für ein Fach oder mehrere Fächer meiner Kombination Sprachvoraussetzungen bestehen oder eine Eignungsprüfung erforderlich ist (<https://www.uni-giessen.de/studium/bewerbung/voraussetzungen>), die Zulassung bzw. die Immatrikulation nur unter diesem Vorbehalt erfolgen kann, und dass ich die entsprechenden Voraussetzungen für meinen Studiengang gemäß der betreffenden Ordnung der Justus-Liebig-Universität Gießen zu den dort genannten Zeitpunkten nachweisen muss. Sollte ich diesen Nachweis nicht erbringen, ist ggf. eine Immatrikulation nicht möglich bzw. wird unwirksam.

\_\_\_\_\_  
 Datum, Ort

\_\_\_\_\_  
 Unterschrift (ggf. zusätzlich 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>.

You will receive an email from campusmanagement as well.

Der Status Ihrer Studienbewerbung im Hochschulportal hat sich geändert.



campusmanagement@uni-giessen.de

Allen antworten | v

Sie haben eine neue Nachricht von Ihrem Campus-Management-System erhalten:  
"Der Status Ihrer Studienbewerbung im Hochschulportal hat sich geändert."

Bitte melden Sie sich mit Ihren Zugangsdaten an, um mehr darüber zu erfahren.  
Es werden Ihnen solange keine weiteren Benachrichtigungsmails zum Thema "Statusänderung der Studienbewerbung" gesendet, bis Sie Ihr Campus-Management-System wieder besuchen.

Mit freundlichen Grüßen

Hochschul-Informationen-System eG

Diese E-Mail wurde automatisch erzeugt, bitte antworten Sie nicht auf diese E-Mail.

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).

If you have any technical problems, please see the box “Help & Contact” on the right side.

### Help & Contact

Phone +49 641 - 99 - 16400 (student service Call Justus - Mon - Fri 8.30 - 12 am and 1- 5 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 in Giessen in general, do not hesitate to get in touch with us. Our office is responsible for all international PhD students and we support you with administrative processes and issues. We 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)

Website: [www.uni-giessen.de/cms/dr](http://www.uni-giessen.de/cms/dr)