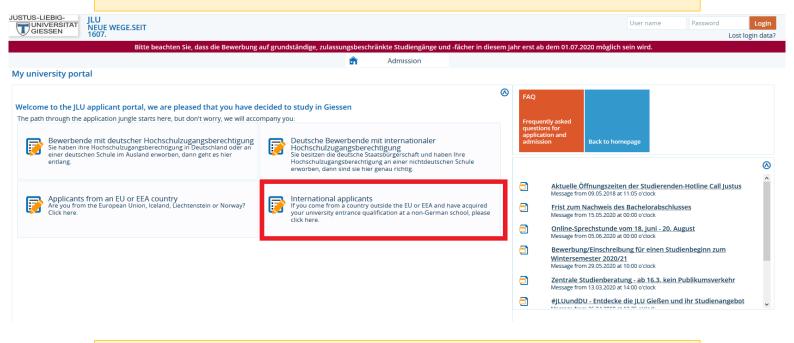
Instruction on how to use the JLU applicant portal – English Version

https://bewerbung.uni-giessen.de (If possible, please use the browser Chrome, because problems can occur when you use Explorer or Firefox.)

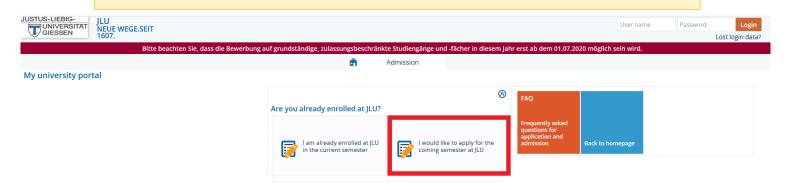
This is a detailed description of the application process with the JLU university portal and it will guide you step by step through the online portal.

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 online portal. Please select "international applicants" regardless of your country of origin. Also if you are from an EU or EEA country!



After selecting "international applicants", the portal will guide you to a new page. Please choose "I would like to apply..." if you are not enrolled at JLU yet. Please note that this instruction follows the steps for non-enrolled applicants.



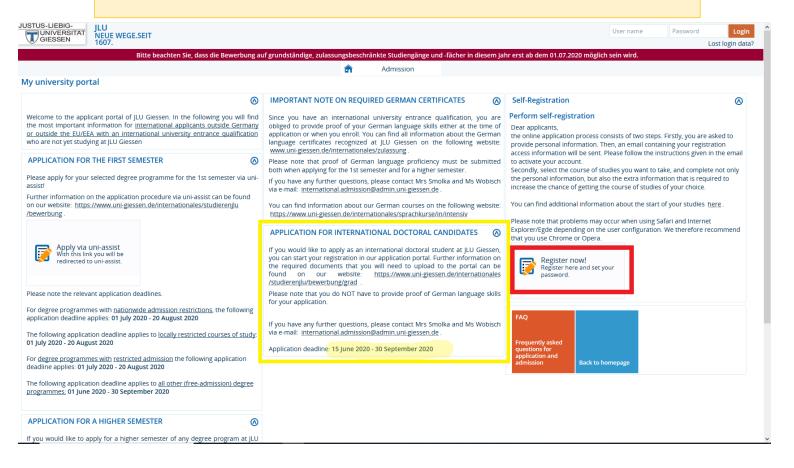
Information about the application process for international doctoral candidates can be found in the box we highlighted in yellow in this instruction.

Please note that the online portal only works until 30 September 2020. If you want to apply after this date, please send an email to Ms Smolka and Ms Wobisch:

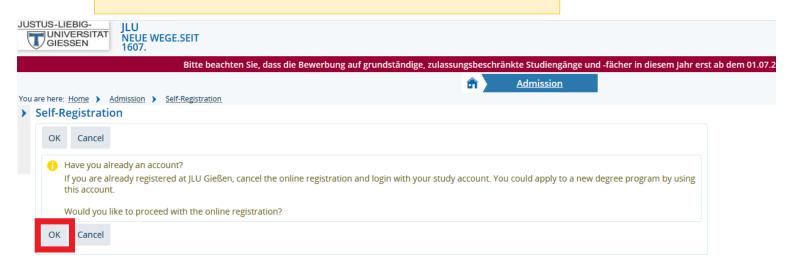
international.admission@admin.uni-giessen.de.

If you click on the link in this box, you will see all documents needed for the application. You DO NOT have to send any documents by post. All documents will be uploaded as PDFs in the online portal.

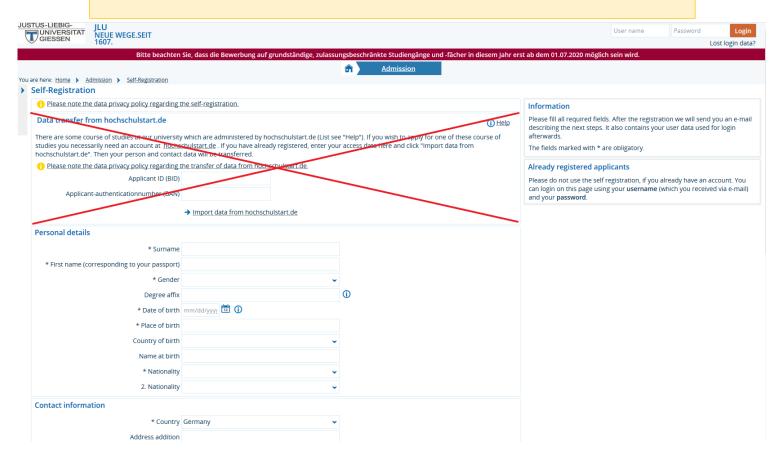
After reading the information in the "Self-Registration" box start your application by clicking on "Register now!"



Please select "Ok" on the following page, if you are not enrolled at JLU yet.



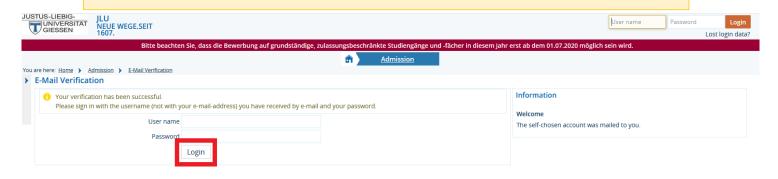
On the following page, you have to enter your personal data and choose a password. ALWAYS ignore the box about "Hochschulstart". After entering all required data, click on "Register" at the end of the page.



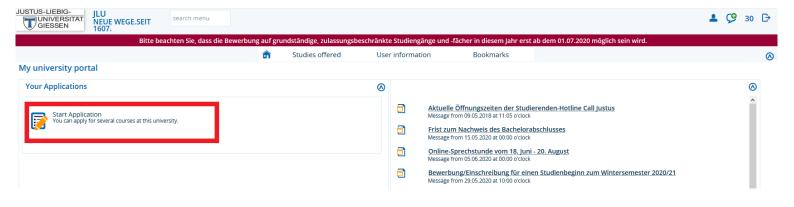
After that, you will receive an email from campusmanagement@uni-giessen.de. Check your emails and confirm your mailing address by clicking the link in the email. If you do not receive any email, please check your spam folder as well.



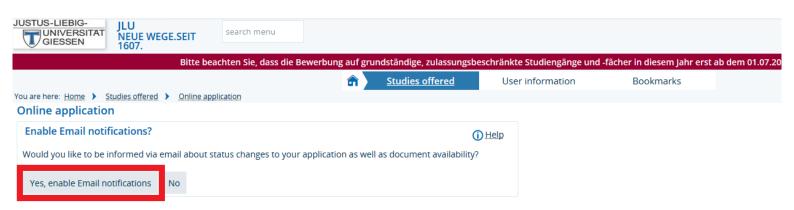
By clicking on the link in the email, you will get to the following website: Enter your user name (you can find it in your email from campusmanagement) and password. Please note that the user name is always spelled in lower case letters and hyphenated names are written as one name, without using umlauts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



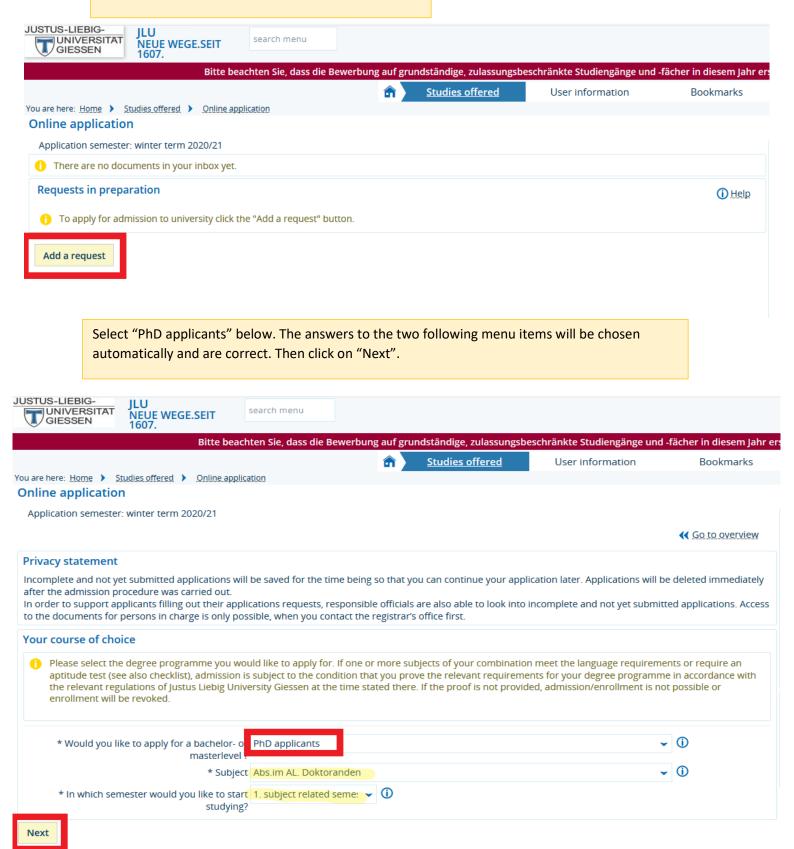
After entering your login data, click on "start application".



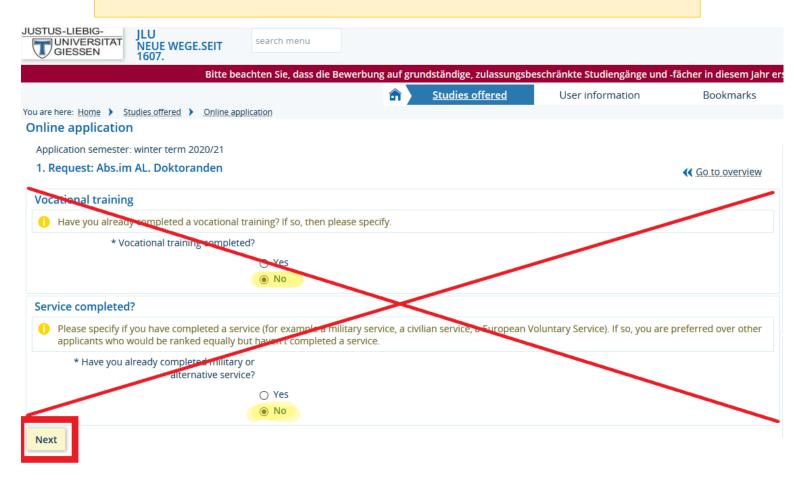
Please select "Yes,..." to be informed about any status changes or other notifications regarding your application.



Click on "Add a request" to continue your application.



You do not have to change anything here. Please ignore this page; it is not relevant for you. Leave the menu items with "No" and click on "Next".



You will be led to the next page, where you have to enter data of your academic career. We will go through it step by step.

First, you need to upload your school-leaving certificate. Click on "Durchsuchen..." to upload your pdf.



Secondly, data of your master's degree is required. The menu item "*Grade MA" wants you to choose whether your grade was "very good, good, average or sufficient". To upload your master's degree certificate, click on "Durchsuchen...".



Afterwards you have to upload your CV and the letter of consent from your supervisor. Again, click on "Durchsuchen..." to upload your files. Then write down the faculty by "Department of the doctorate", e.g. faculty 05 – Language, Literature, Culture.

Please upload your CV as a pdf file.

*CV

Durchsuchen... Keine Datei ausgewählt.

No documents found.

Please upload the letter of consent from your supervisor (a short letter from your supervisor at JLU Giessen 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

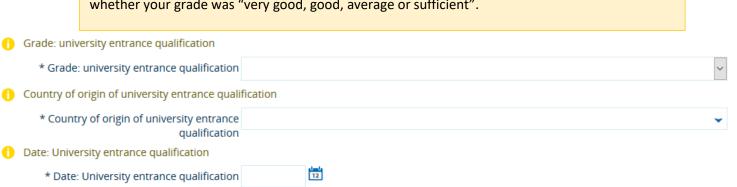
Durchsuchen... Keine Datei ausgewählt.

No documents found.

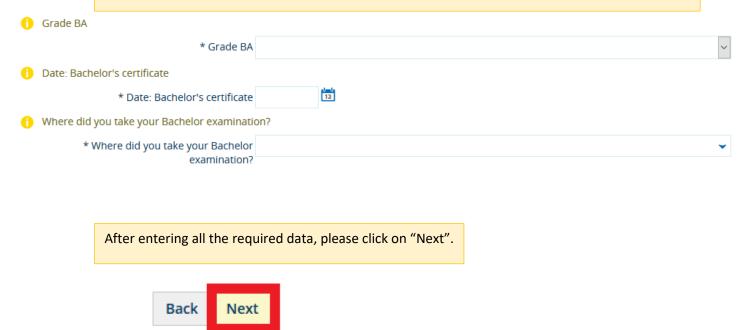
In which subject area will you do your doctorate?

*Department of the doctorate

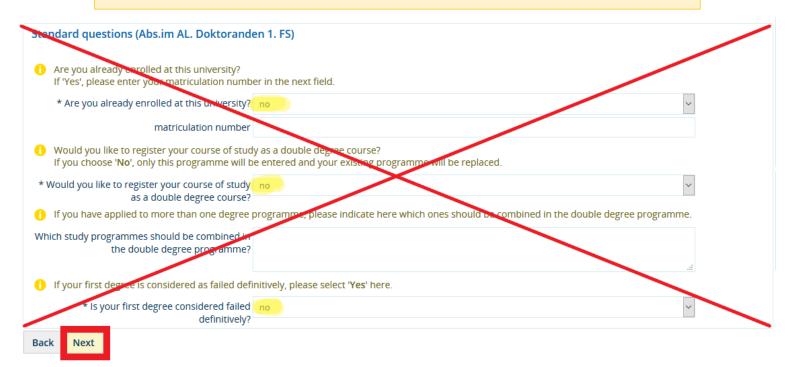
The next requirements pertain to your school-leaving qualification (=university entrance qualification), which you had to upload at the beginning of this page. Again, you have to choose whether your grade was "very good, good, average or sufficient".



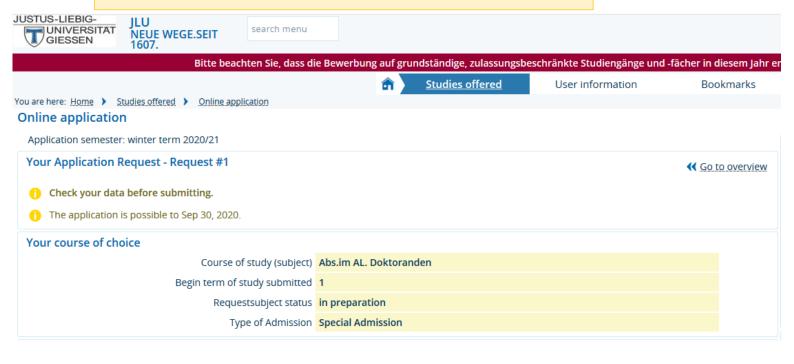
Then you need to enter the data about your bachelor's degree. Like before, you have to choose whether your grade was "very good, good, average or sufficient".



Please ignore the following page. It is not relevant for you. Leave all menu items with "no" and click on "Next".



You will be forwarded to the next page, where you can check your entered data.



If the entered data is correct, please confirm the statement and click on "submit request".

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 §57 paragraph 3 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.

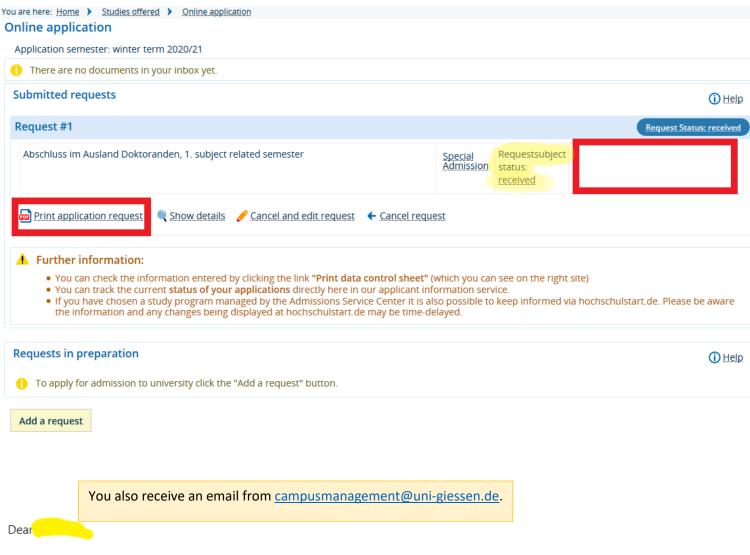
Back Submit request

The application is possible to Sep 30, 2020.

On the next page, you can see your submitted request and status. Your application will be processed now. Please give us some time for that. If all required documents are complete, you will be accepted and receive the letter of admission. If there are any documents missing, you will be informed in this online portal, so that you can hand in the missing documents.

Please note: You have to send the pdf "Print application request" by email to international.admission@admin.uni-giessen.de to complete your application.

When your admission is accepted, you will receive the letter of admission as a pdf on this website. (It will be displayed in the (here) red box. Please scroll down to see an example.)



You received a new message from your Campus-Management-System:

"The university received the following application: Abs.im AL. Doktoranden 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 your Campus-Management-System again.

With best regards

Hochschul-Informations-System eG

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

This is an example of the pdf, which you need to send by email to the international admission office.

An die Justus-Liebig-Universität Gießen Studierendensekretariat Goethestraße 58 35390 Gießen Bewerbungsantrag zum Wintersemester 2020/2021 - muss bis zum Ende der Bewerbungsfrist im Studierendensekretariat vorliegen -Gewünschter Abschluss im Ausland Abschluss: € Fach / Fächer: Doktoranden, 1. Fachsemester 997 Sehr geehrte Damen und Herren, 8 bestätige ich die Richtigkeit der folgenden Angaben: Familienname Nationalität Doktoranden, 1. Fachsemester Vorname Geschlecht Wohnort Straße Bewerber Nr. Geburtsort E-Mail Geburtsdatum Telefon (FN) Mir ist bewusst, dass die Angaben zur HZB-Note sowie ggf. wartezeitrelevanten Angaben berücksichtigt werden können. Ich versichere, dass mir bekannt ist, dass bei festgestellten unwahren oder unvollständigen zurückgenommen werden kann. Gewünschter Abschluss Fach / Fächer:

Bearbeitungsvermerke:

Nur vom Studierendensekretariat auszufüllen



ich bewerbe mich für einen Studienplatz im o.g. Studiengang an der JLU Gießen. Ich bestätige ausdrücklich, dass die von mir im Onlineportal eingegebenen Daten korrekt sind. Insbesondere



(Berufsausbildung, früheres Studium etc.) weder von der Universität ermittelt noch nachträglich

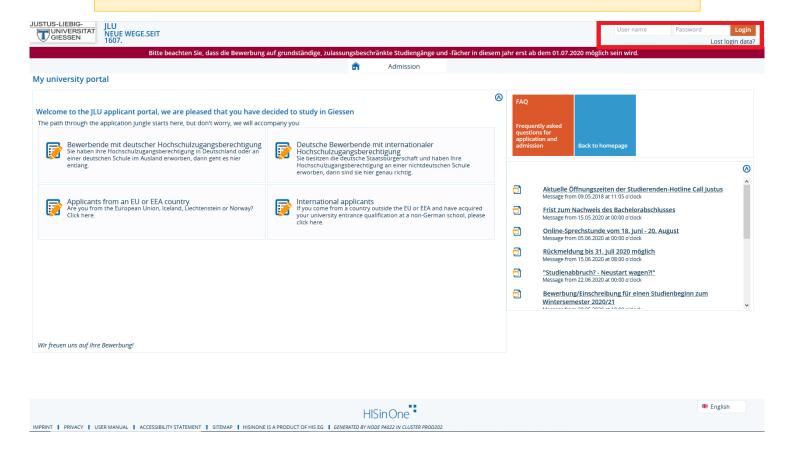
Angaben im Rahmen von Bewerbung oder Immatrikulation, die Immatrikulation nach § 57 Abs. 3 Hessisches Hochschulgesetz zurückzunehmen ist und auch bei vorheriger Zulassung

Datum, Ort		

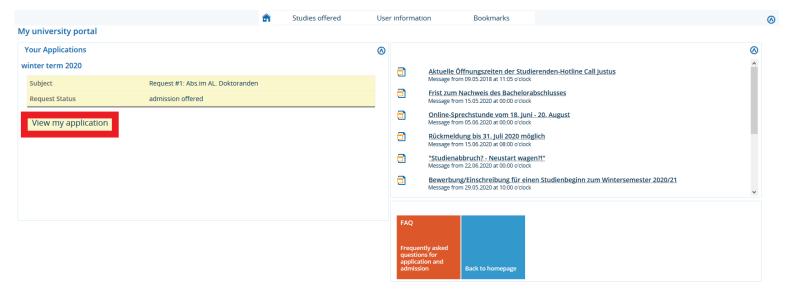
Unterschrift (ggf. zusätzlich Erziehungsberechtigte/r)

Welche Unterlagen Sie Ihrem Antrag / Ihren Anträgen beifügen müssen, können Sie der für Sie geltenden (interne/externe Bewerber) "Checkliste" entnehmen: https://www.uni-giessen.de/ studium/bewerbung/portal/formulare

If you want to check your admission status, please go to https://bewerbung.uni-giessen.de and enter your login data.



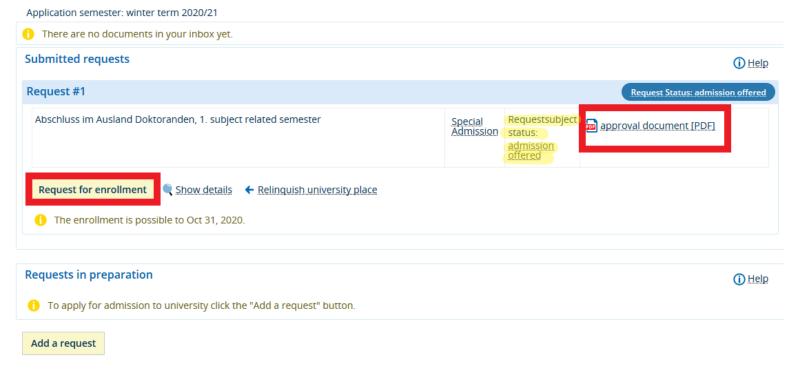
After entering your login data, you will be forwarded to a new page. There, click on "View my application".



When your admission is accepted, the request subject status changes to "admission offered" and you get your letter of admission as "approval document [PDF]".

Then you have to click on "Request for enrollment" and complete a new online form, in which you can, for example, upload your photo and confirmation of health insurance.

Online application



If you have any questions regarding your application, please send an email to 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

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

(i) 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

Website: www.uni-giessen.de/cms/dr