

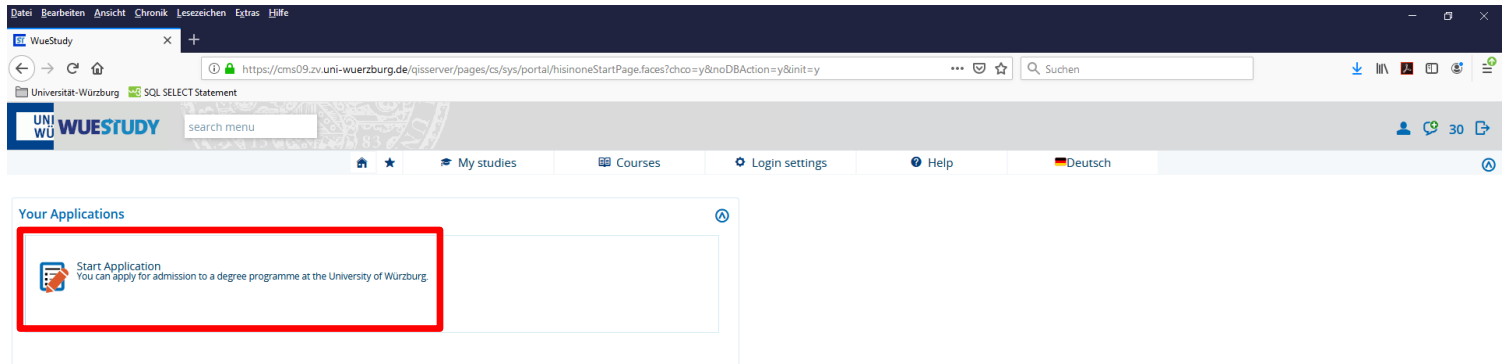
Tutorial: Online-Enrollment

1) This tutorial will show you how to enrol via the WueStudy portal.

To be able to enrol, you will have to register to the portal. We have another tutorial that shows you how that works.

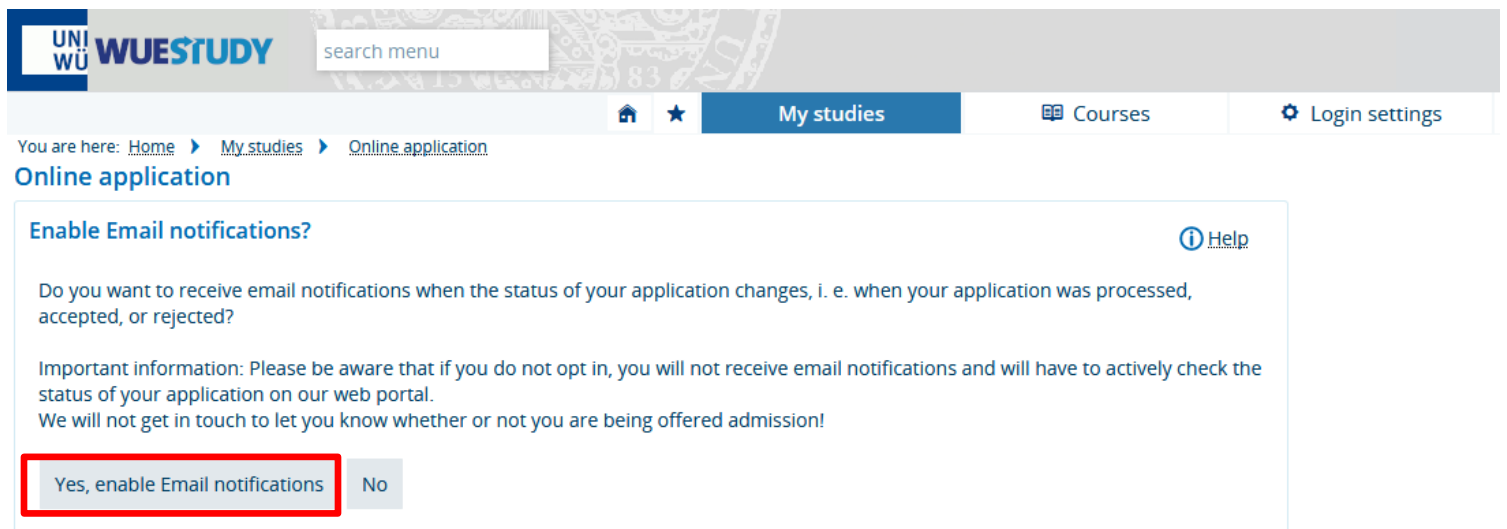
2) Start out by logging in to WueStudy (user name: small s and six digits) in the login area (top right) in WueStudy.

Then click 'Start Application'.

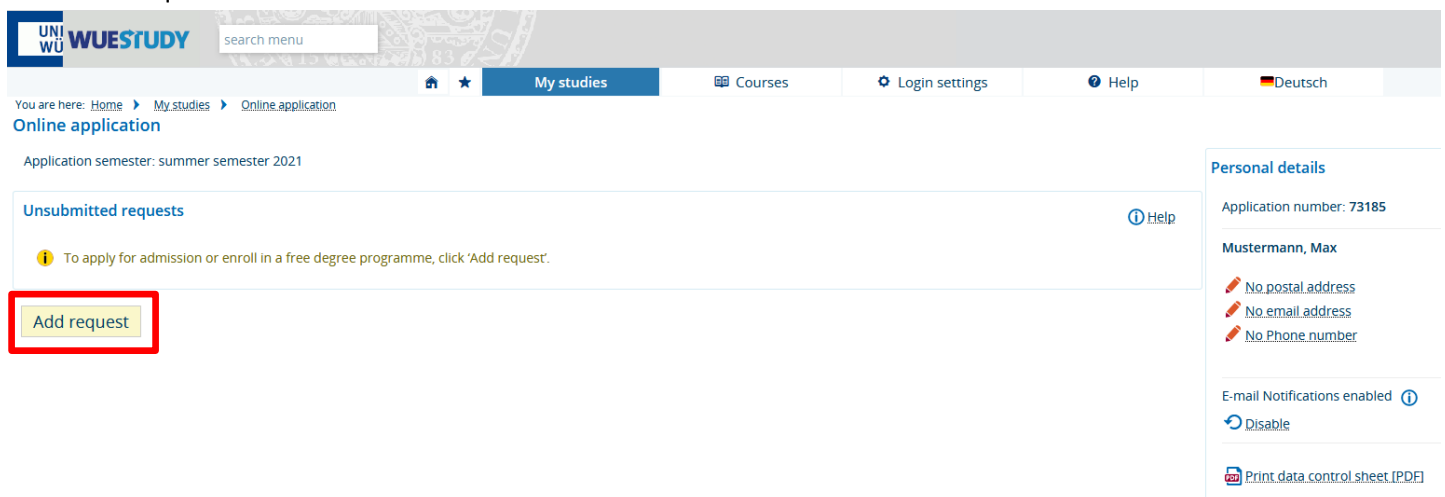


3) Please confirm that you want to receive email notifications when the status of your application changes.

To do so, click 'Yes, enable email notifications'.



Click 'Add request'.



4) Select the degree programme, subject and semester of your choice.

Here are a few things that you need to know:

- The year in brackets after the subject indicates the examination regulations version. If you want to be enrolled into the first subject semester, select the most recent version.
- Some degree programmes comprise more than one subject. If that is the case, you will have to select the same subject semester for each of the subjects.

After you have made your selections, click 'Continue'.

Online application

Application semester: summer semester 2021

[Go to overview](#)

The degree programme of your choice

i Please choose the course of study you want to apply for. Once you have chosen a complete course of study, please proceed by clicking "Next". After each of your selections additional fields related to that selection will be displayed. If you want to choose a combined course of study (e.g. Lehramt), you have to repeat this procedure for every single subject of your course of study.

If you would like to apply for admission to a degree programme in the area of Medizin after the Physik exam (Medicine clinical stage), please select the first subject semester; the count restarts from one.

Please note:

- Requests for enrolment on courses of study that consist only of admission-free subjects can be submitted from February 15th 2021 onwards.

* Degree programme	Teaching degree Realschule	ⓘ
* Subject	LARS Englisch HF (2016)	ⓘ
In which semester do you want to start studying?	1. subject related semester	ⓘ
Type of Admission	No Admission Restriction	

* Degree programme	Teaching degree Realschule	ⓘ
* Subject	LARS Geographie HF (2015)	ⓘ
* In which semester do you want to start studying?	1. subject related semester	ⓘ
Type of Admission	No Admission Restriction	

* Degree programme	Teaching degree Realschule	ⓘ
* Subject	LARS Erziehungswissenschaften HF (2015)	ⓘ
* In which semester do you want to start studying?	1. subject related semester	ⓘ
Type of Admission	No Admission Restriction	

Continue

Personal details

Application number: 73185

Mustermann, Max

No postal address

No email address

No Phone number

Print data control sheet (PDF)

Help & Contact

If you have any questions regarding the application procedure, please contact us per phone at +49 931 318 318 3 or per email at bewerbung@uni-wuerzburg.de.

[Information on online application](#)

5) Enter your higher education entrance qualification.

Online application

Application semester: summer semester 2021

1. Request: LARS Englisch HF (2016), LARS Geographie HF (2015), LARS Erziehungswissenschaften HF (2015)

[Go to overview](#)

Entrance qualification

[Help](#)

i Please enter the data of your entrance qualification. The fields marked with * are obligatory.

* Acquired in	Abroad	
* Country	Afghanistan	
* Type of Entrance Qualification	General higher education entrance qualification obtained at a German school abroad	ⓘ
* Average grade	2,5	ⓘ
* Date of acquisition	01.01.2000	ⓘ

Request to improve the waiting time by means of an vocational training (only for an application for the 1st subject semester)

[Help](#)

Did you acquire your higher education entrance qualification (HZB) before 16 July 2007 and did you successfully complete vocational training PRIOR to acquiring your higher education entrance qualification?

☐ Yes

☒ No

Continue

You will then see an overview of the details of your programme.

Tick 'I hereby confirm that the data entered is correct' to confirm that the information you have provided is correct.

Then click 'Submit request'.

Entrance qualification

Type of Entrance Qualification	General higher education entrance qualification obtained at a German school abroad
Average grade	2.5
Date of acquirement	01/01/2000
Acquired in	Afghanistan

The degree programme of your choice

Course of study (subject)	Erste Staatsprüfung für das Lehramt an Realschulen Erziehungswissenschaften Hauptfach (2015)
Begin term of study submitted	1
Requestsubject status	In preparation
Type of Admission	No Admission Restriction

Enrollment periods Erste Staatsprüfung für das Lehramt an Realschulen Erziehungswissenschaften Hauptfach (2015) 1. Semester:

1.-7. Semester: from Feb 15, 2021 by May 15, 2021

[Show all periods](#)

Entrance qualification


Type of Entrance Qualification	General higher education entrance qualification obtained at a German school abroad
Average grade	2.5
Date of acquirement	01/01/2000
Acquired in	Afghanistan

Confirm statements and submit application request

I hereby confirm that the data entered is correct. ☒

[Back](#)

[Submit request](#)

 You can submit your application by May 15, 2021.

6) Enter the required information into the enrolment wizard.

To save your progress, click 'Continue'.

Home

Personal details

Address

University entrance qualification

Your university background

Double degree program

Stays abroad

Qualifications previously earned

Health Insurance

Home District

Professional experience

Picture

Completion of enrollment

You are here: [Home](#) > [My studies](#) > [Online application](#)

Home

Welcome to our online enrolment wizard!

You have selected a degree programme to which you were admitted. You will now be asked to provide a number of details to complement the the information you provided when you applied for admission.
Please take account of the additional information on this page and let our wizard guide you through the online enrolment process!

Should you encounter any problems during online enrolment, please restart the process.

Important: To save your changes, please click 'Continue'. Clicking on an item in the menu bar or clicking 'Back' will lead to a loss of unsaved changes.

Additional information:
Required fields are marked with an asterisk (*). We need the respective data both for administrative purposes and for compiling statistics of higher education (Gesetz über die Statistik für das Hochschulwesen (Act on Statistics of Higher Education, HStatG) dated 2 November 1990).

Many fields have a blue *Info* button. This can be clicked for information on what details are to be entered in the respective field.

Two green arrows appear next to some fields. Often, the fields in a form are mutually dependent; after entering data in one field, another field might, for example, become required or might no longer be relevant. Depending on what information was entered into the field next to the green arrows, clicking these arrows will update the status of the other fields in the form.

[Back to overview](#)

[Continue](#)

7) When you have entered all your information and uploaded your photo, you can complete the enrolment process.

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[Qualifications previously earned](#)
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[Completion of enrollment](#)

You are here: [Home](#) > [My studies](#) > [Online application](#)

Completion of enrollment

Data input completed. Clicking "Complete input of enrolment data and back to overview" will take you to the list of your applications for admission and for enrolment. There, you can create a printout of your application for enrolment. Please submit your signed application for enrolment per post together with the required documents. We will then process your application for enrolment.

You will no longer be able to make changes to your data until you have been officially enrolled.
Please note that due to the large number of applications we receive, processing of your application may take some time. We apologise for any inconvenience this may cause.

[Finish online enrollment and back to overview](#)

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

8) You will once again see an overview of the details of your programme.

Underneath those details, you will find your application for enrolment. Please print that application out and send it to the University of Würzburg along with the documents listed on the printout.

Please also read and follow the information and instructions given in the printout.

You are here: [Home](#) > [My studies](#) > [Online application](#)

Online application

Application semester: summer semester 2021

Submitted requests

Request #1

Erste Staatsprüfung für das Lehramt an Realschulen Englisch Hauptfach (2016), 1. subject related semester	No Admission Restriction	Requestsubject status: Open admission
Erste Staatsprüfung für das Lehramt an Realschulen Geographie Hauptfach (2015), 1. subject related semester	No Admission Restriction	Requestsubject status: Open admission
Erste Staatsprüfung für das Lehramt an Realschulen Erziehungswissenschaften Hauptfach (2015), 1. subject related semester	No Admission Restriction	Requestsubject status: Open admission

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

You can submit your enrollment by May 15, 2021.

Personal details

Application number: 73185
Student ID number:

Mustermann, Max

Teststraße 1, 97074 Würzburg
 test@testmail.com
 No Phone number

E-mail Notifications enabled [Info](#)
[Disable](#)

[Print data control sheet \(PDF\)](#)

Help & Contact

If you have any questions regarding the application procedure, please contact us per phone at +49 931 318 318 3 or per email at bewerbung@uni-wuerzburg.de.

[Information on online application](#)