

Applicants: Apply for Admission to a Master's Programme

This video tutorial will show you how to apply for admission to a Master's programme offered by Julius-Maximilians-Universität Würzburg (or JMU) through the WueStudy portal.

In our example, we will be applying for admission to a single-subject Master's programme.

You can find an overview of the degree programmes for which you can apply via WueStudy at:

<https://www.uni-wuerzburg.de/en/studying-at-jmu/studienangelegenheiten/application-and-enrollment/masterstudy/>

To submit an application, you need a WueStudy user account.

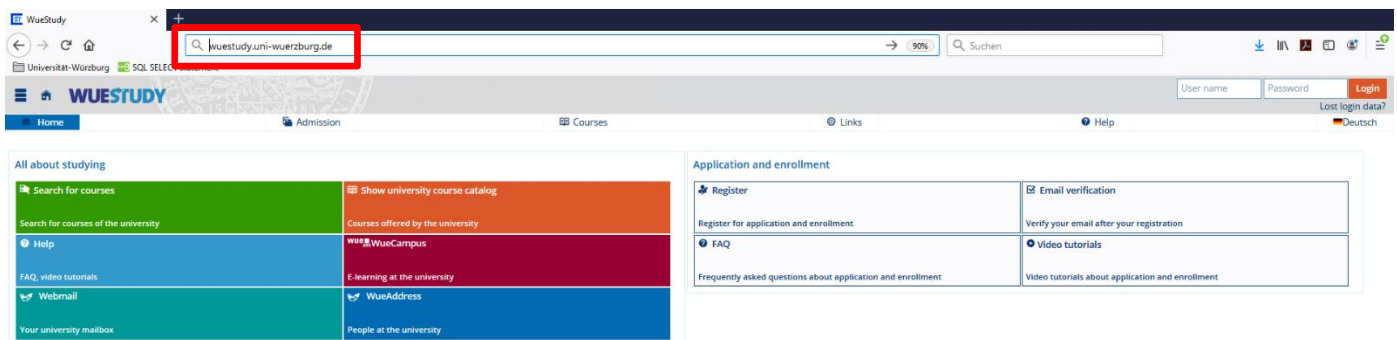
If you are already enrolled in a programme at JMU, simply use your student account.

If you don't have a student account, you will have to start out by registering to the portal and creating an applicant's account.

We have a separate video tutorial that shows you how that works.

Let's assume that you already have a WueStudy user account.

1) To go to the WueStudy portal, type the URL 'wuestudy.uni-wuerzburg.de' into the address bar of your browser.



- 2) Enter your user name and password in the boxes in the top right hand corner of the WueStudy portal page and click 'Login'.




If you are having a password problem, click 'Lost login data?'.

We have a separate video tutorial that shows you how to retrieve a lost password.

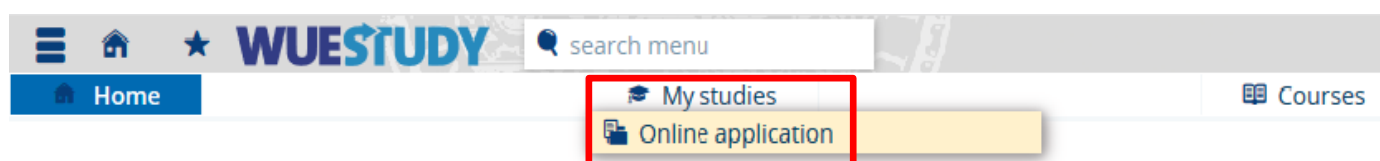


The login form is located in the top right corner of the WueStudy portal. It features two input fields: one for the username (containing 's123456') and one for the password (represented by dots). To the right of these fields is a red 'Login' button. Below the password field is a link labeled 'Lost login data?'. The entire login area is highlighted with a red rectangular box. Below the login form, there are links for 'Links', 'Help', and a language selector set to 'Deutsch'.

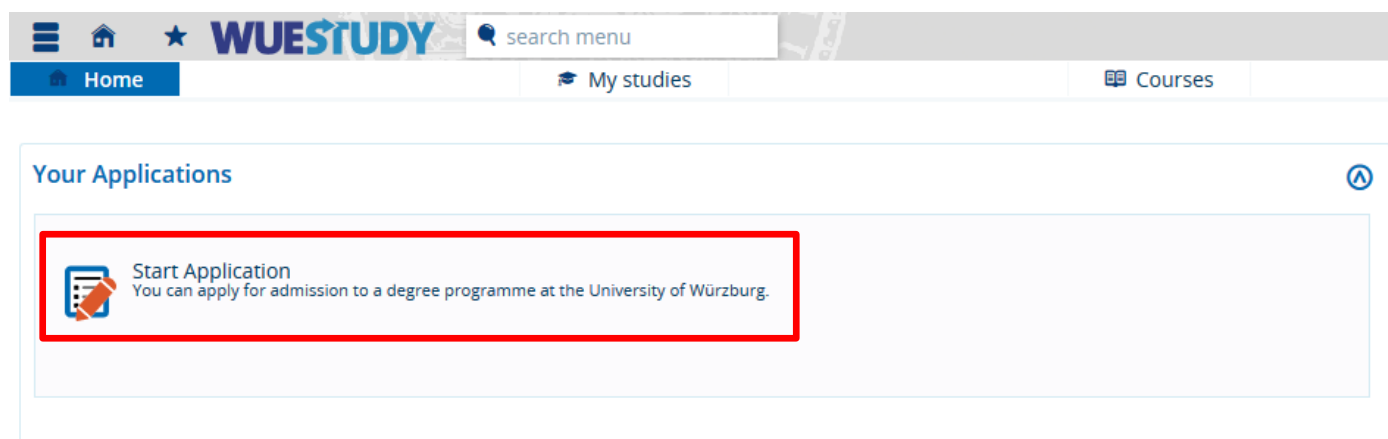
Application and enrollment

| | |
|---|--|
|  Register Register for application and enrollment | <input checked="" type="checkbox"/> Email verification Verify your email after your registration |
|  FAQ Frequently asked questions about application and enrollment |  Video tutorials Video tutorials about application and enrollment |

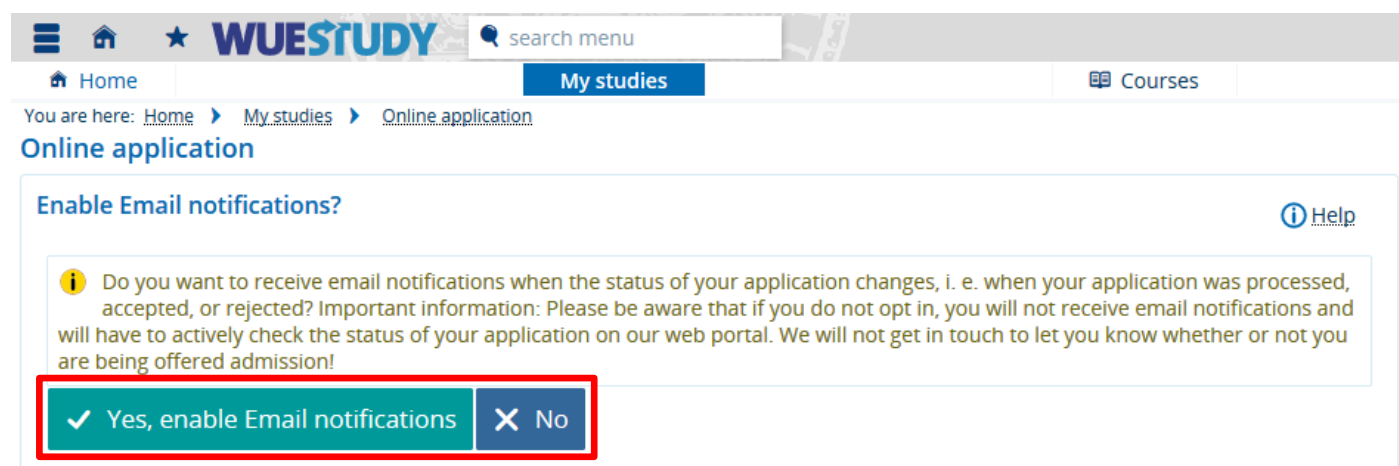
- 3.1) If you already have an active student user account, go to 'My studies' and select 'Online application'.



- 3.2) If you are a new register and have an applicant's account, click 'Start application'.



- 4) If you haven't done so already, you can now opt in to receive email notifications whenever the status of your application changes. To do so, click 'Yes, enable email notifications'.
- If you don't want to receive email notifications, click 'No'. Be aware, however, that you will then have to actively check the status of your application on the portal.



The 'Enable Email notifications?' dialog box. It features a yellow information icon and a text box explaining the importance of enabling email notifications. Below the text box are two buttons: 'Yes, enable Email notifications' (highlighted with a red rectangular box) and 'No' (highlighted with a red rectangular box). The dialog also includes a 'Help' link in the top right corner.

- 5) If you are asked to select an application semester, select the semester in which you wish to begin your studies as a Master's student. Then click 'Start application'.

Online application

Application semester



Please select your preferred application semester

At the moment it is possible to apply for different semesters. Please select the semester in which you wish to begin your studies.

summer semester 2022

Start application

- 6) Check that the semester indicated in the 'Application semester' field is the correct one. Then click 'Add request'.

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

Online application

Application semester: winter semester 2021/22

Unsubmitted requests [Help](#)

Add request

- 7) Select the degree programme of your choice. If you want to apply for admission to a single-subject Master's programme, select 'Master's (1 major)' in the 'Degree programme' field and then select the subject of your choice. The first subject (related) semester (of the Master's programme) will be preselected. Click 'Continue'.

The degree programme of your choice



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 Physikum 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 July 22th 2021 onwards.

* Degree programme Master's (1 major)

* Subject MA 1-HF Mathematik HF konsek.Ma. (2019)

* In which semester do you want to start studying? 1. subject related semester

Type of Admission Aptitude test

Continue

- 8) Check that the degree programme indicated on the next page is the correct one. If you have provided details of a higher education entrance qualification at some point in the past (e.g. when you applied for admission to a Bachelor's programme offered by JMU), the fields on this page will be prefilled with those details (if you want to reuse that qualification, you can skip the next step).

If you haven't provided details of your higher education entrance qualification, you will now have to do so.

Select the country and, if the country is Germany, the county / administrative district in which you acquired your higher education entrance qualification. Specify the type of higher education entrance qualification you are holding, your average grade and the date on which you acquired your higher education entrance qualification.

If you need help completing a particular field, click the icon next to it. When you are done, click 'Continue'.

Online application

Application semester: summer semester 2022

1. Request: MA 1-HF Mathematik HF konsek.Ma. (2019)

Go to overview

Entrance qualification

Help

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

* Acquired in

Germany

* County

Würzburg (Stadt)

* Type of Entrance Qualification

Gymnasium (general higher education entrance qualification)

* Average grade

2,5

* Date of acquirement

01.01.2020

Continue

9) You will then be taken to a page that states for which programme you are applying and which higher education entrance qualification you are using. Click 'Continue'.

Online application

Application semester: summer semester 2022

1. Request: MA 1-HF Mathematik HF konsek.Ma. (2019)

Go to overview

Entrance qualification 1. Request

Help

MA 1-HF Mathematik HF konsek.Ma. (2019)

* Please choose an university entrance qualification for the course MA 1-HF Mathematik HF konsek.Ma. (2019)

☒ Gymnasium (general higher education entrance qualification) (Jan 1, 2020)

Add further entrance qualification

Continue

10) On the next page, you will find fields asking you if you have completed a vocational training or a service. As you are applying for a Master's programme, you can simply ignore those fields. Just click 'Continue'.

Vocational training

Have you already completed a vocational training? If so, then please specify.

* Vocational training completed?

☐ Yes
☒ No

Service completed?

Please indicate whether you completed a service. The statement is not necessary, if you apply for a higher subject semester or a master degree programme.

Having completed a service will be to your advantage since applicants who completed a service will be given preferential consideration over candidates with identical data in other aspects (e. g. identical grade and identical number of *Wartesemester* (waiting semesters)).

The following services can be considered:

- military service or *Zivildienst* (alternative service) according to Section 12a *Grundgesetz* (Basic Law for the Federal Republic of Germany) or a maximum of 3 years of service as a fixed-term contract soldier
- a minimum of 2 years of *Entwicklungszeit* (development volunteer service)
- *freiwilliges soziales Jahr* (year of voluntary work in the social sector)
- *freiwilliges ökologisches Jahr* (year of voluntary work in the environmental sector)
- *Bundesfreiwilligendienst* (federal volunteer service)
- European Voluntary Service
- *Weltwärts* volunteer service
- *Kulturweit* volunteer service
- a maximum of 3 years of caring for a child under the age of 18 or other relative.

* Did you complete a service (e. g. military service, *Zivildienst* (alternative service), *Bundesfreiwilligendienst* (federal volunteer service), *freiwilliges soziales Jahr* (year of voluntary work in the social sector), caring for children or relatives, *Entwicklungszeit* (development volunteer service) etc.)?

☐ Yes
☒ No

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- 11) If you acquired your higher education entrance qualification in a country other than Germany, you will now be asked to upload your higher education entrance qualification certificate and a document that proves your proficiency in the German language (if you acquired your higher education entrance qualification in Germany, you will not be asked to complete those steps).

a) Higher education entrance qualification:

[Online application](#)

Application semester: summer semester 2022

1. Request: MA 1-HF Mathematik HF konsek.Ma. (2019)

[Go to overview](#)

Master - HZB im Ausland (MA 1-HF Mathematik HF konsek.Ma. (2019) 1. FS)

i Please upload the certificate of the higher education entrance qualification you have been awarded by a non-German institution (certificate will be accepted in German or English).

* Higher education entrance qualification certificate [Upload file \(click here or drop in here, max 10 file or files\)](#)

[Certificate abroad.pdf](#)

[Back](#) [Continue](#)

b) Proficiency in the German language:

You will then be asked to provide information about your proficiency in the German language. If your level of language proficiency or language certificate does not appear on the list, select 'miscellaneous proficiency in the German language' or 'other' and complete the field 'Type of German language certificate'. You will have to upload a document that proves your proficiency in the German language. That document must be in PDF format.

[Online application](#)

Application semester: summer semester 2022

1. Request: MA 1-HF Mathematik HF konsek.Ma. (2019)

[Go to overview](#)

Master - Proficiency in the German language (MA 1-HF Mathematik HF konsek.Ma. (2019) 1. FS)

Proficiency in the German language B2

i If you selected 'miscellaneous proficiency in the German language' please specify the type of German language certificate.

Type of German language certificate

i Please upload a document that proves your proficiency in the German language.

* Proof of proficiency in the German language [Upload file \(click here or drop in here, max 10 file or files\)](#)

[Proof German language.pdf](#)

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- 12) If you applied and received an offer of admission to the Master's programme for which you are applying now last semester, please upload your old letter of admission. If you didn't, select 'No'. When you are done, click 'Continue'.

Master - Wiederbewerbung (MA 1-HF Mathematik HF konsek.Ma. (2019) 1. FS)

i Did you successfully apply and receive an offer of admission to this degree subject from the University of Würzburg last semester but did not accept that offer?

If so, please upload your old letter of admission.

* Received an offer of admission in the past? Yes

Old letter of admission [Upload file \(click here or drop in here, max 10 file or files\)](#)

[Letter of admission.pdf](#)

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- 13) Since you need an undergraduate degree to be admitted to a Master's programme, you will now be asked to provide information about your undergraduate degree. Applicants usually hold a Bachelor's degree in the subject in question. Complete the fields on this page.
- If you need help completing a particular field, click the **i** icon next to it.

Master - Grundständiges Studium (MA 1-HF Mathematik HF konsek.Ma. (2019) 1. FS)

i Please provide information about the undergraduate degree you are holding (e.g. Bachelor's degree).

If you haven't graduated from your undergraduate programme yet, please enter your current average grade and the number of ECTS credits you have earned to date.

| | | |
|--|------------------------|----------|
| * Degree | Bachelor's (1 major) | |
| * Degree subject(s) | Sonderpädagogik | |
| * Was that programme predominantly taught in German? | Yes | |
| * Total number of ECTS credits required for that programme | 180 | |
| * Number of ECTS credits earned to date | 150 | i |
| * Grade (one digit after the decimal point, e.g. 2.5) | 1.8 | i |
| (Anticipated) date of degree completion | 12/24/2021 | |
| Attended higher education institution in Germany | Würzburg, J.-Max.-Uni. | i |
| Country of non-German higher education institution | | |

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14) On the next page, you will be asked to provide some information that we need in order to assess your aptitude for your chosen Master's programme. What that page looks like depends on which programme you are applying for. What you see here is just an example.

When you have provided the required information, click 'Continue'.

Master - Mathematik (MA 1-HF Mathematik HF konsek.Ma. (2019) 1. FS)

i I. How many ECTS credits have you earned for modules in the following areas of mathematics (minimum needed: 70 ECTS credits)?

- Analysis (differential and integral calculus of one and of several variables)
- Ordinary differential equations
- Partial differential equations
- Vector analysis
- Complex analysis
- Linear algebra
- Algebra
- Number theory
- Geometry
- Discrete mathematics
- Functional analysis
- Numerical mathematics
- Stochastics
- Financial mathematics
- Operations research
- Optimisation
- Modelling
- Computational science

* ECTS credits 75 **i**

i II. How many ECTS credits have you earned for modules in areas of mathematics other than those listed above (the total of sections I. and II. must be at least 80 ECTS credits)?

* ECTS credits 10 **i**

i III. How many ECTS credits have you earned for modules in other subjects that use mathematical methods, e.g. chemistry, computer science, aerospace information technology, physics, business management, economics etc. (the total of sections I., II. and III. must be at least 110 ECTS credits)?

* ECTS credits 40 **i**

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15) Upload a PDF file with a transcript of your course and examination achievements to date. It is mandatory that you supply such a transcript.

If the relevant modules come from more than one degree programme, you can upload multiple PDF files.

If you have graduated from that programme already, please also upload your degree certificate as a PDF file.

When you are done, click 'Continue'.

Application semester: summer semester 2022

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i Please upload the following documents (in German or English):

Certificate

 Upload file (click here or drop in here, max 10 file or files)

✓ Bachelor-Certificate.pdf

* Transcript of records

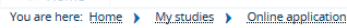
 Upload file (click here or drop in here, max 10 file or files)

✓ Transcript of records.pdf

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Continue

Once you have done so, a 'Submit request' button will appear. Click that button to submit your application.



Application semester: summer semester 2022

[Go to overview](#)

i Check your data before submitting. **i**

 You can submit your application by Jan 15, 2022.

Request Status: In preparation

Aptitude
test

Requestsubject
status:

In preparation

Type of Entrance Qualification General higher education entrance qualification obtained at a German school abroad

Average grade 2.5



Date of acquirement 01/01/2020

Acquired in France

I hereby confirm that the data entered is correct. ☒

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[Submit request](#)

 You can submit your ap... Jan 15, 2022 

- 17) When you have submitted your request, you will see a list of all of the requests you have submitted to date. Read the letter in the PDF file 'Cover letter and, where applicable, documents to be submitted'. That letter contains important information about the next steps in the application process.

The 'Request status' field tells you in which status your request is at the moment:





- 'online received': the status in which your application will be right after you have submitted it
- 'valid': after we start processing your request
- 'admission offered': after we complete processing your request. Your application has been successful, and a PDF file with your letter of admission is available for you to download. Download that letter and enrol online in the Master's programme to which you have been admitted.
- 'excluded': Your request has been rejected. A PDF file with your letter of exclusion is available for you to download. That letter also states the reasons why your request has been rejected.

This is how you can withdraw a request or make changes to it after you have submitted it:

- a) While the application period is open and while your request is in 'Online received' status, you will see a field called 'Withdraw and edit request' on the page listing the requests you have submitted. When you click that field, you can make changes to the information you have provided and can delete uploaded files and upload other ones. When you are done, you will have to resubmit your request. Once the application deadline has expired, you won't be able to make any changes yourself and will have to contact Student Affairs or the application manager for your subject if you want to edit your request. Their contact details can be found in the PDF file 'Cover letter and, where applicable, documents to be submitted'.
- b) As long as no final decision has been taken on your request, you can withdraw it by clicking 'Withdraw request'. At JMU, we only process submitted requests (status 'Online received'). Requests that have been withdrawn and have not been resubmitted will not be processed. This is also true for requests that you withdraw in order to make changes to them.

Submitted requests Help

| Request #1 | Request Status: online received |
|---|--|
| Master (1 Hauptfach) Mathematik Hauptfach konsekutiver Master (BachAbschl.als einz.Abschl.) (2019), 1. subject related semester | Aptitude test Requestsubject status: <u>online received</u> |

 [Cover letter and, where applicable, documents to be submitted](#)  [Show details](#)  [Withdraw and edit request](#)  [Withdraw request](#)

⚠ After submitting your application:

- Open the particular pdf file 'Cover letter and, where applicable, documents to be submitted' (*Anschreiben und ggf. einzusendende Unterlagen*).
- If it contains a cover letter, please print it, sign the printout(s) and submit it/them per post to the specified address of the University of Würzburg together with the requested documents. **The University must have received your documents by July 31th 2021**

If the document says, that no documents have to be submitted, your online application will be sufficient.

Further information:

- When your status has been set to 'valid', it will take part in the admission procedure. From that point onwards, the pdf file will no longer be available for download. Changes to the applications are limited and only possible by the officials in charge.
- Please follow the status of your application(s). Explanation of [all possible status of your application](#).
- If your degree programme is being coordinated by hochschulstart.de (i.e. participates in the Dialogorientiertes Serviceverfahren (DoSV), an overview of the status of all of your applications is available at hochschulstart.de. Changes might be displayed with a time lag at hochschulstart.de.
- **Important:** You will not be able to submit your application after the end of the application period. If you withdraw your application after this date or it's state is '... canceled' or 'in preparation', you will not take part in the admission process.

- 18) Always make sure you log off the WueStudy portal when you are finished using it. This is important in order to prevent others from accessing and changing your information.